

Tokyo University of Foreign Studies

Master's Program Graduate School of Global Studies

2019 Admission Information

《Fall Entrance Examination, General Selection》
《Fall Entrance Examination, Special Selection for Adults》

Global Studies

Language and Culture Studies Course (April 2019 Admission)

Area and International Studies Course (April 2019 Admission)

Peace and Conflict Studies Course (October 2019 Admission)

Japan Studies

Japan Studies Course (April 2019 Admission)

Recurrent Course in Japanese Language Education (October 2019 Admission)

Table of Contents

■ Master's Program, Graduate School of Global Studies	1
■ [Fall Entrance Examination] Intake, Master's Program, Graduate School of Global Studies	3

Fall Entrance Examination, General Selection

1. Eligibility [Fall Entrance Examination, General Selection]	4
2. Application Procedure	6
3. [For those applying under Eligibility (2)] Alternative to Certificate of (Expected) Graduation	11
4. International Students	11
5. Classes and Research Guidance for Working Adults	11
6. Consultation with Physically Challenged Applicants	12
7. Handling of Personal Information	12
8. Selection	13
9. Entrance Procedure	15
10. Precautions	16

[Reference]

Japan Studies, Recurrent Course in Japanese Language Education	17
Global Studies, Peace and Conflict Studies Course	17

Fall Entrance Examination, Special Selection for Adults

1. Eligibility [Fall Entrance Examination, Special Selection for Adults]	19
2. Application Procedure	21
3. [For those applying under Eligibility (2)] Alternative to Certificate of Graduation	26
4. International Students	26
5. Classes and Research Guidance for Working Adults	26
6. Consultation with Physically Challenged Applicants	26
7. Handling of Personal Information	27
8. Selection	27
9. Entrance Procedure	28
10. Precautions	29

[Reference]

Japan Studies, Recurrent Course in Japanese Language Education	30
Global Studies, Peace and Conflict Studies Course	30

■ Graduate Students of TUFS Taking Teaching Subjects	32
■ Payment at a Convenience Store (Japanese)	33
■ Precautions for Filling out Application Form, Address Labels, Examination Admission Card and Photograph Card	34

■ Master's Program, Graduate School of Global Studies

The Graduate School of Global Studies at Tokyo University of Foreign Studies (TUFS) is one of the greatest educational institutions in Japan focusing on individual and comprehensive research about the languages, cultures, and societies of various regions worldwide, carrying out a mission as an international base of these fields. TUFS boasts of years of research and education on the languages, cultures, and societies of Asia, Europe, and the United States, with which Japan has increased exchanges for a long time. Mutual exchanges at global level have been strengthened as Japan expanded economic, cultural, and international activities after WWII. In particular, TUFS has led research and education on the languages, cultures, and societies of Southeast Asia, the Middle East, and various regions in Eastern Europe by extending the regions for its research and education. In addition, TUFS is one of the first to become an international base for Japan studies and Japanese language education, meeting the increasing demand for research on Japan as Japan expands its international activities.

The education at the Graduate School of TUFS, which educates and conducts research on the languages, cultures, and societies of the world, including Japan, started offering two studies in 2016: **Global Studies**, which aims to educate on and investigate the languages, cultures, and societies of the world, and **Japan Studies**, which aims to focus on education and research on Japan from a comparative viewpoint. Global Studies consists of three courses: (1) Language and Culture Studies Course, (2) Area and International Studies Course, and (3) Peace and Conflict Studies Course. Japan Studies consists of two courses: (1) Japan Studies Course and (2) Recurrent Course in Japanese Language Education.

In addition to each unique specialized field, the Graduate School of TUFS as a whole is designed to

- ① Help students acquire knowledge and ideas beyond their academic disciplines and the capacity to respond to multifaceted issues of today comprehensively
- ② Help students utilize their multilingual proficiency and improve their practical skills that would directly linked to occupations, in response to various career options
- ③ Help students understand “Japan in the world” from an objective viewpoint and enhance “skills on Japan” so that they can communicate Japan to the world.

1. Studies and Courses

Each area (e.g., Studies and Courses) opens specialized subjects required to foster the following human resources.

Global Studies

Global Studies focuses on research on the languages, cultures, and societies of various regions of the world, as well as the international society, from integrated and comprehensive perspectives, and fosters multilingual, globally competitive human resources who will thrive in the era of global society.

(1) Language and Culture Studies Course

This course promotes specialized education and research in the languages and cultures of various regions of the world, and fosters human resources who have advanced linguistic knowledge and a comprehensive perspective of regions.

Specialized subjects to be opened: Studies in English Linguistics and English Language Education, European and American Linguistic Studies, Asian and African Linguistic Studies, Linguistics, Phonetics, Linguistic Informatics, Cognitive Science, Practical Studies in Interpreting and Translation, European and American Literature and Culture, Asian and African Literature and Culture, Classical Literature and Culture, Human Culture, etc.

(2) Area and International Studies Course

This course promotes specialized education and research related to the societies of various regions of the world and the international society, and fosters human resources with coordination ability and tolerance for conflicts. Fields that can be explored are as follows:

Specialized subjects to be opened: European and American Studies, Asian, African and Oceanic Studies, Contemporary World Studies, International Relations, etc.

(3) Peace and Conflict Studies Course (October Admission)

This course promotes education and research in Peacebuilding and Conflict Prevention, utilizing networks with various universities in regions embroiled in conflicts, and fosters international leaders who play an active role in international society and contribute to peacebuilding. All classes are given in English.

Specialized subjects to be opened: PCS Research Methodology, Foundation for Peacebuilding, Applied Peacebuilding, Conflict and Social Change, International Relations and Cooperation, etc.

<Asia and African Field Science Program>

The Asian and African Field Science Program will be opened as an add-on program in addition to the above three courses. Field Science is a theoretically and practically enhanced research method of field work. This program directs research that steps into various regions in Asia and Africa using the aforementioned method.

Japan Studies

Japan Studies undertakes research from a comparative viewpoint on the Japanese language and Japanese language education, with respect to various languages in the world, as well as Japanese culture and Japanese society in the world. It aims to foster human resources who look at Japan from an objective viewpoint.

(1) Japan Studies Course

This course examines from a comparative viewpoint on the Japanese language and Japanese language education, with respect to various languages in the world, as well as Japanese culture and society in the world. It aims to foster human resources who look at Japan from an objective viewpoint. This course has four pillars.

- Japanese Linguistics: Students learn contemporary Japanese, the history of the Japanese language, dialects, and comparative Japanese linguistics through the specialized subjects “Japanese Linguistics” and “Comparative Japanese Linguistics.”
- Japanese Language Education: Students learn the theory and practice of Japanese language education through the specialized subjects “Studies in Japanese Language Education” and “Practical Studies in Japanese Language Education.”
- Japanese Literature and Culture: Students learn classical literature, contemporary literature, and culture through the specialized subjects “Japanese Literature and Culture” and “Comparative Japanese Literature and Culture.”
- Contemporary Studies of Japan: Students learn Japan’s traditional society, contemporary society, and Japanese history through the specialized subjects “Contemporary Studies of Japan” and “Studies for International Relations and Cross-Cultural Exchanges.”

(2) Recurrent Course in Japanese Language Education (October Admission)

This course is a one-year course designated for current Japanese language teachers working overseas, and opens for October Admission.

2. Career Programs Beyond Studies and Courses

The graduate school is a place that leads those who have completed their program to society as well as a place for specialized research. Students are expected to prepare by taking the next steps into conscious to utilize their academic studies in specialized fields. For this reason, the Master's Program of TUFS has several arrangements that help students formulate their career after they complete the program. All students can pursue the programs below regardless of their studies or courses.

- Practicum in Japanese Language Education
- Multicultural Society Coordination
- New Second Language Education based on CEFR
- World History in Secondary Education
- Introduction to International Administration

■ [Fall Entrance Examination] Intake, Master's Program, Graduate School of Global Studies

Studies	Intake	Courses	Fall Entrance Examination (General Selection)	Fall Entrance Examination (Special Selection for Adults)
Global Studies	102	Language and Culture Studies Course	50	A few
		Area and International Studies Course	40	A few
		Peace and Conflict Studies Course(*)	---(**)	---(**)
Japan Studies	46	Japan Studies Course	40	---
		Recurrent Course in Japanese Language Education(*)	6	---

(Note) The intake number for the Fall Entrance Examination includes the number of students that will be admitted through the "Winter Entrance Examination" and the "Special Selection (Entrance Examination by Recommendation)."

(*) Admission information for the Peace and Conflict Studies Course, and the Recurrent Course in Japanese Language and Education are provided separately.

(**) The Peace and Conflict Studies Course only admits students through the Winter Entrance Examination. The total number of students admitted to this course is 12. There is no Fall Entrance Examination for this course.

Fall Entrance Examination, General Selection

1. Eligibility [Fall Entrance Examination, General Selection]

Applicants must meet one of the following conditions:
<p>(1) Those who have graduated or are expected to graduate from university by March 31, 2019 (Note 1)</p> <p>(2) Those who have obtained or are expected to obtain a bachelor's degree according to Article 104, Clause 4 of the School Education Act of Japan by March 31, 2019 (Note 2)</p> <p>(3) Those who have completed or are expected to complete 16 years of school education outside Japan by March 31, 2019 (Note 3)</p> <p>(4) Those who have obtained or are expected to obtain a bachelor's degree or a degree equivalent to a bachelor's degree by completing courses which extend over three years at a foreign university or a foreign educational institution (Note 4) by March 31, 2019 (Note 3)</p> <p>(5) Those who have completed or are expected to complete a course, which is recognized by the Minister of Education, Culture, Sports, Science and Technology – Japan (MEXT) to be equivalent to an undergraduate course in a foreign country, at a foreign educational institution in Japan (文部科学大臣指定外国大学日本校) by March 31, 2019</p> <p>(6) Those who have completed or are expected to complete a special course, which is specifically designated by the Minister of MEXT (文部科学大臣指定専修学校専門課程), at an advanced vocational school by March 31, 2019</p> <p>(7) Those designated as eligible by the Minister of MEXT (Note 5)</p> <p>(8) Those who have been screened individually for eligibility and approved by the Graduate School of TUFS as having the academic ability equivalent to or higher than a bachelor's degree holder and will be aged 22 or older by March 31, 2019 (Note 6)</p>
<p>(Note 1) “University” stipulated in Eligibility (1) refers to universities in Japan based on the School Education Act of Japan. Eligibility of those who are from foreign universities is judged based on Eligibility (3) or (4).</p> <p>(Note 2) Those who have completed an advanced course at a junior college or technical college and have obtained a bachelor's degree by the National Institution for Academic Degree and Qualify Enhancement of Higher Education 大学改革支援・学位授与機構 (formerly National Institution for Academic Degrees and University Evaluation included 旧大学評価・学位授与機構) or are applying for a bachelor's degree to the institution</p> <p>(Note 3) Eligibility (3) and (4) include those who have completed correspondence courses offered by a foreign educational institution within Japan.</p> <p>(Note 4) This is limited to the institutions that have been evaluated highly for their overall performance in educational and research activities by an official authorized by the government or a government-affiliated agency in that country, or specifically designated as equivalent by the Minister of MEXT.</p> <p>(Note 5) In Eligibility (7), “those designated as eligible by the Minister of MEXT” are the ones who fall into any of the following:</p> <p>a. Those who have graduated from a university (or have completed an undergraduate program) in accordance with the former University Ordinance, and those who have graduated or are expected to graduate from a university in accordance with the Order for Organization of the Ministers or the Act for Establishment of the Ministers by March 31, 2019</p> <p>b. Those who have obtained a specialized certificate or first category license for teachers of elementary, junior high, or high school, or kindergarten, or a school nurse in accordance with the Education Personnel Certification Act and will be aged 22 or older by March 31, 2019</p>

- c. Those who have graduated from 旧国立養護教諭養成所 and have obtained a specialized certificate or first category license for teachers of junior high schools or a school nurse in accordance with the Education Personnel Certification Act
- d. Those who have graduated from 旧国立工業教員養成所 and have obtained a teaching license for high school in accordance with the Education Personnel Certification Act and have a testimonial issued by a supervisor to the effect that they worked as an excellent teacher for three years or longer

(Note 6) In Eligibility (8), those who qualify for an individual eligibility check are the ones who do not fall into any of (1) to (7) and “are graduates of a junior college, a technical college, an advanced vocational school, or other types of educational institution and do not hold a bachelor’s degree.” If you wish to apply under Eligibility (8), you need to request for an individual eligibility check prior to your application. Please bring the following items to the Admissions Office or send them by registered post by Friday, August 24, 2018. Refer to the mailing address provided in 2. Application Procedure (2) Where to Submit Your Application.

- A) Request Form for Eligibility Check (Form provided)
- B) Eligibility Check Form (Form provided)
- C) A certificate of graduation and a transcript issued by the most recently attended school (Must be issued under the name of the school president or dean and be sealed in an envelope)
- D) Other documents requested by TUFs

Notification of eligibility check results will be delivered to applicants or their representative in Japan by post by Monday, September 10, 2018.

Supplemental Information

- TUFs considers those who meet the requirements under Eligibility (1) to (5) are persons who have obtained or are expected to obtain a bachelor’s degree or a degree equivalent to a bachelor’s degree by March 31, 2019
- In Eligibility (3), if an applicant, after completing less than 16 years of school education outside Japan (excluding those under Eligibility (4)), proceeded to a course by which they conclude 16 years of school education, they must have completed or be expected to complete the course and obtain a bachelor's degree or a degree equivalent to a bachelor's degree.
E.g.,) An applicant who has attended/graduated from a specialized school (専科; *Zhuanke*) must enter or transfer to and graduate from a university (本科; *Benke*), and obtain a bachelor’s degree or a degree equivalent to a bachelor’s degree by March 31, 2019 to meet the Eligibility requirement.
- Under Eligibility (3) and (4) requirements, the years referred to are the years required for completion of the course, not the years an applicant has attended the school.
- For Eligibility (5), refer to the following website for the foreign educational institutions and courses that are recognized by the Minister of MEXT (文部科学大臣指定外国大学日本校).
[MEXT] http://www.mext.go.jp/a_menu/koutou/shitu/08052204/001.htm
- For Eligibility (6), refer to the following website for the special courses that are designated by the Minister of MEXT (文部科学大臣指定専修学校専門課程).
[MEXT] http://www.mext.go.jp/a_menu/koutou/shikaku/07111316/002.htm

2. Application Procedure

Precautions on Application Procedure

Applicants must follow instructions in preparing their application. An Examination Admission Card 受験票 and Guideline for Entrance Examination will be given to those whose applications have been accepted. Be sure to read and keep the Guideline for Entrance Examination until the end of the examination as it provides very important information.

- (1) Applicants must submit all of the required application documents as one packet to the Admissions Office of TUFS (refer to (2) Where to Submit Your Application) by the designated deadline.
- (2) Submission of an application after the application deadline is not acceptable under any circumstances. Applicants are not allowed to change the Studies/Course and the Examination Subject of their choice once their applications have been accepted.
- (3) **Applicants who reside outside Japan need to designate a representative who resides in Japan.** (If TUFS needs to contact an applicant who resides outside Japan, we will contact their representative.)
- (4) Documents will not be returned once application has been accepted. Application fee is not refundable once application has been accepted.
- (5) The various certificates indicated in (3)-1 Application Documents must be original copies issued by the university an applicant attended/is attending or a true (certified) copy of the original issued by the university or a public institution, such as an embassy or a notary public. **In cases where university-issued certificates are only available online, consult with the Admissions Office.**
- (6) In case the original certificates are issued in a language other than Japanese, English, or Chinese, you must attach a Japanese or an English translation of the original certified and stamped/signed by your university or a public institution. **TUFS does not provide the service to verify translated documents.**
- (7) The TUFS Admissions Office issues a certified copy of original certificates. Follow the instructions below when you request the service.

Contact the Admissions Office in advance. Bring or mail your original certificates to the Admissions Office.

If you mail the original document, please include a self-addressed envelope and affix sufficient stamps for Japanese registered post. You must write down a Japanese address on the self-addressed envelope, and the envelope must be big enough to contain all the documents.

The Admissions Office will be accepting requests on weekdays, 10:00-12:00 and 13:00-16:00, from Wednesday, August 1, 2018 to Tuesday, September 25, 2018, excluding national holidays and the TUFS administrative summer break between Monday, August 13 and Wednesday, August 15, 2018.

*A certified copy will be given to the applicant in a sealed envelope. Do not open the envelope, and submit it as it is.

*If you are requesting this service by post during the application period when sending in other application documents at the same time and you need to have the original certificates returned, attach a memo indicating this.

- (8) Do not attempt to fill out your application form at the counter of the Admissions Office at the last minute. Should you have any questions concerning how to fill out the form, contact the Admissions Office in advance.
- (9) Even if you have submitted the same application documents to TUFS in the past, you are required to prepare and submit a new set of documents.

(1) Application Period

From Wednesday, September 19 to Tuesday, September 25, 2018

● Submit in Person

Weekdays 10:00-12:00 and 13:00-16:00, excluding a national holiday

*It takes some time to check your application, so please do not wait until the last minute to come to the Admissions Office with your application.

*We will not accept any applications from persons arriving at the Admissions Office after 16:00 on the last day of the application period.

● Submit by Post

① Send your application packet by registered postal mail or courier service (Japanese registered post, DHL, FedEx, EMS, etc.) so that you can ensure the delivery. Your application must arrive at the Admissions Office before the deadline.

*We strongly suggest you should arrange to have your application packet arrive at the Admissions Office between September 19 and 21.

② Write “Application for the Master’s Program (xx Studies, yy Course)” in red on the envelope.

③ We exceptionally accept application packets that arrive after the deadline if it has been sent by Japanese registered post and postmarked on or before Sunday, September 23, 2018. Applications not sent by Japanese registered post that arrive after the deadline will not be accepted.

(2) Where to Submit Your Application

Admissions Office, Tokyo University of Foreign Studies
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN

(3)-1 Application Documents

Prepare the following application documents. Items with ★ are available on our website. Download the forms and print them double-sided on A4 size paper (210mm by 297mm). Make sure to check Precautions on Application Procedure, items 5), 6), and 7) on the previous page when preparing certificates.

	Documents	Details
<input type="checkbox"/>	★ Application Form	<ul style="list-style-type: none">- Applicants must choose one Studies/Course. They are not allowed to apply for multiple Studies/Courses within the TUFS Master’s Program.- Applicants who reside outside Japan must provide their representative’s name and contact information in the section of Contact Information.- Paste a photograph (4cm long by 3cm wide, upper body, face front, no hat, and taken within three months before the application).- Do not edit your photograph. The person in the picture should look the same as the person who appears in the examination.
<input type="checkbox"/>	★ Examination Admission Card 受験票 and Photograph Card 写真票	<ul style="list-style-type: none">- Paste a photograph on both cards. Use the same photograph pasted on the Application Form.- For those who submitted their application by post, their Examination Admission Card 受験票 will be sent by Japanese registered post by the self-addressed envelope.

<input type="checkbox"/>	Research Proposal	<p>No. of copies of Research Proposal to be submitted: 4 (copies are accepted)</p> <p>Style: Use A4 size paper and keep the word count within 4,000 characters in Japanese. Attach a front page on which your name, the Studies/Course you are applying for, and the title of your research are written.</p> <p>Contents: State your reasons for application and research theme briefly, and describe the subject, method, preparation, progress of your research, as well as your research development in the Master's Program concretely. Mention your previous research and basic literature as well. If there is any quote that is written in a language other than Japanese or English, you must attach a Japanese translation.</p>
<input type="checkbox"/>	Application Fee (JPY 30,000)	<p>Make a payment to a designated bank account according to one of the following methods.</p> <p>Please note that recipients of the MEXT scholarship as of September 25, 2018 are exempted from the application fee payment.</p> <p>① Bank Transfer Use the Request Form for Application Fee Payment 検定料振込依頼書 (refer to the Admission Information booklet in Japanese) and make a money transfer at a bank. Paste the “Proof of Application Fee Payment 振込金受付証明書” on the designated section on the back of the Application Form.</p> <p>② Payment at a Convenience Store Refer to the instructions on page 33. Paste the “Proof of Payment 収納証明書” on the designated section on the back of the Application Form.</p> <p>③ Payment by Credit Card Access the TUFS e-apply website (http://e-apply.jp/e/tufs-admission). Choose 博士前期課程秋季募集 and complete the required procedure. After completing the transaction, print out the “Payment Information” page and attach it to the application form.</p> <p>*In case a representative is making a payment on behalf of an applicant, make sure to complete the transaction <u>under the applicant's name</u>.</p> <p>Overseas Remittance For overseas applicants who are unable to make a payment by methods ① to ③, make a bank transfer by overseas remittance to the designated bank account below. Paste a proof of payment or a receipt on the designated section on the back of the Application Form. Make the payment in JPY. The transferred amount that TUFS receives must be the amount of the Application Fee. If the payment cannot be made in JPY, payment in USD will be accepted; the transferred amount must be equivalent to the amount of the Application Fee in JPY.</p> <p>*For those making payment in USD, note that the amount in excess of the JPY fee cannot be returned.</p>

		<p>[Designated Bank Account]</p> <p>Bank: Sumitomo Mitsui Banking Corporation Branch: Tokyo Daiichi Branch (Branch code: 931) Bank Address: 1-41 Miya-machi, Fuchu-shi, Tokyo 183-0023 JAPAN Swift Code: SMBCJPJT Account #: 9796046 Account type: regular saving account Name: Tokyo University of Foreign Studies University Address: 3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534 JAPAN Tel: +81-42-330-5137</p> <p>*In any of the payment methods, <u>the handling charge for payment must be borne by applicants.</u> Please note that an application cannot be accepted if the amount received is below the Application Fee.</p>
	<input type="checkbox"/> Proof of MEXT Scholarship (If applicable)	Recipients of the MEXT scholarship as of September 25, 2018 must submit an original certificate that confirms the receipt of the MEXT scholarship
Certificates	<input type="checkbox"/> Transcript	<ul style="list-style-type: none"> - The transcript(s) must list all the classes and grades that you have taken/been awarded from the first semester in the university to the last or the most recent semester. - Applicants who have attended/transferred to another university or multiple universities as a regular degree student must <u>submit transcripts from all of them.</u>
	<input type="checkbox"/> Certificate of (Expected) Graduation (Those applying under Eligibility (2) must refer to 3. Alternative to Certificate of (Expected) Graduation on the next page.)	<ul style="list-style-type: none"> - Submit a Certificate issued by the university whose name you have mentioned in the section of “出願資格 (Eligibility)” in your application form. - Applicants who have graduated from a university in China must submit Verification Report of China Higher Education Qualification Certificate instead of a Certificate of Graduation. Check (3)-2 Applicants Who Have Graduated from a University in China on the next page. *Applicants who are expected to graduate from a university in China must submit a Certificate of Expected Graduation issued by the university in which they are currently enrolled. - Applicants who have already graduated from a university must arrange with their university to submit <u>a Certificate of Graduation on which the name of the degree awarded is written.</u> - Check “Certificate of Degree” below.
	<input type="checkbox"/> Certificate of Degree	<ul style="list-style-type: none"> - For those who have already graduated from a university, if the name of the degree you were awarded is not stated on the Certificate of Graduation, you must also submit a Certificate of Degree that specifies the name of the degree. - Applicants under Eligibility (1) who have graduated from a university in or before June 1991 are exempted from submitting this certificate. Still, if the university they graduated from is able to issue a Certificate of Graduation with the name of the degree awarded (presumably equivalent

		to a bachelor's degree), please arrange with the university to have this done.
<input type="checkbox"/>	★Address Labels あて名票	On the provided three Address Labels あて名票, write down your postal code, address (within Japan), and name where we can ensure the delivery of various documents, including a Notice of Acceptance. Applicants who reside outside Japan must write their representative's name, mailing address in Japan, and the applicant's name in parentheses alongside the representative's name.
<input type="checkbox"/>	Self-addressed Envelop (Applicable for those submitting application by post)	On the envelope sized 長形 3 号 (23.5cm long by 12cm wide), write down your postal code, address (within Japan), and name where we can ensure the delivery, and affix JPY 392 worth of stamps. Applicants who reside outside Japan must write their representative's name, mailing address in Japan, and the applicant's name in parentheses alongside the representative's name. Your Examination Admission Card 受験票 will be sent by Japanese registered post in this self-addressed envelope.

(3)-2 Applicants Who Have Graduated from a University in China

Applicants who have graduated from a university in China must prepare certificates according to the following instructions.

	Documents	Details
<input type="checkbox"/>	Verification Report of China Higher Education Qualification Certificate (Required)	<p><i>[If obtaining the Report from the CHSI website in China]</i> Submit a printout of an English version of the “Online Verification Report of China Higher Education Qualification Certificate (HEQC)” issued by the China Higher Education Student Information (CHSI).</p> <p><i>[If obtaining the Report from the CHSI Japan Office]</i> Submit an original English version of the Verification Report of HEQC. *No need to submit the Certificate of Graduation issued by your university.</p>
<input type="checkbox"/>	Transcript (Substitution allowed)	Submit a transcript issued by the university you have graduated from. The transcript can be substituted with an original English transcript issued by CHSI Japan Office or an original English Credential Report issued by the China Academic Degree & Graduate Education Development Center (CDGDC). The transcript must list all the classes and grades earned at the university.
<input type="checkbox"/>	Certificate of Degree (Substitution allowed)	Submit a Certificate issued by the university you have graduated from. The Certificate can be substituted with an original English Credential Report issued by CDGDC.

Refer to the websites of the abovementioned institutions for more details.

- CHSI (in China) <http://www.chsi.com.cn/>
- CHSI Japan Office (in Japan) <http://www.chsi.jp/>
- CDGDC (in China) <http://www.cdgdc.edu.cn/>

Note that all of the documents except for the Online Verification Report of HEQC must be an original document verified and stamped by the issuing institution and must be submitted along with other application documents before the application deadline. Copies are not acceptable. It may take time to obtain the documents, so please prepare ahead of time.

(3)-3 Examination Admission Card 受験票 for Applications Submitted by International Post

For applicants who have submitted their applications by international post, their Examination Admission Card 受験票 stamped with an Application Number and a Guideline for Entrance Examination will be delivered to their representative's address in Japan using the submitted self-addressed envelope. Please make sure to collect it from your representative as soon as it is delivered.

3. [For those applying under Eligibility (2)] Alternative to Certificate of (Expected) Graduation

Prepare the following documents instead of the Certificate of (Expected) Graduation.

	Required Documents
Applicants who have obtained a bachelor's degree	Copy of a diploma or certificate of laureation
Applicants who are expected to obtain a bachelor's degree (Note 1)	<i>[Through the National Institution for Academic Degree and Quality Enhancement of Higher Education 大学改革支援・学位授与機構]</i> A certificate issued by the National Institution for Academic Degrees and Quality Enhancement of Higher Education in which the applicant is enrolled indicating that the applicant has applied for a bachelor's degree 学位授与申請受理証明書
	<i>[Through a junior college or technical college]</i> A certificate issued by the president of the junior college or the technical college in which the applicant is enrolled indicating that the applicant will be applying for a bachelor's degree 学位授与申請予定証明書

(Note 1) Persons who are expected to obtain a bachelor's degree and who have passed the entrance examination for the Graduate School of TUFS but who fail to apply for or obtain a bachelor's degree must immediately report this to TUFS. Those who fail to apply for or obtain a bachelor's degree will lose their eligibility for admission and will not be allowed to matriculate.

[Point of Contact] Admissions Office, Tokyo University of Foreign Studies

3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN

TEL: +81-(0)42-330-5179 (Direct)

Office hours: 10:00-12:00 and 13:00-17:00, Monday through Friday (excluding national holidays and the TUFS administrative summer break)

4. International Students

There is no separate entrance examination for international students for the Graduate School of TUFS' Master's Program. International students must undergo the same examinations as Japanese and other applicants.

5. Classes and Research Guidance for Working Adults

To proactively promote graduate school education for working adults while maintaining its research and education standards, the Master's Program of TUFS takes the following expedient measures for employed persons (those who have worked for two years or longer at the scheduled admission) pursuant to the special measures in Article 14 of the Standards for the Establishment of Graduate Schools.

- (1) Employed persons take classes and research guidance normally in their first year and can take research guidance in their second year while working at their workplace.
- (2) Employed persons who will apply for the special measures shall, in principle, acquire 26 credits, excluding 4 credits for MA Thesis Guidance taken in the second year, of the 30 credits required for completing the program, by taking classes during normal school hours in the first year.

- (3) Employed persons shall take research guidance within a specific time or period in the second year according to the special measures.
- (4) Those who wish to apply for the special measures must submit a “Request Form for Classes and Research Guidance for Working Adults (Request Form for the Special Measures in Article 14 of the Standards for the Establishment of Graduate Schools) 社会人の授業及び研究指導の特例申請書 (大学院設置基準 第 14 条の特例適用希望申請書)” (designated form). (Download the form from our website.)

6. Consultation with Physically Challenged Applicants

Applicants with a disability or developmental disorder, as specified in Article 22, Clause 3 of the Order for Enforcement of the School Education Act of Japan, who need special adjustment and support in accordance with the degree of their difficulty during the examination and after being admitted to TUFS must consult with the Admissions Office prior to their application.

In case an applicant has become in need of such care after the deadline, contact the Admissions Office by phone immediately. (See “Contact Information” on the last page.)

(1) Consultation Period

Until Friday, August 24, 2018

(2) What to Submit

Prepare the following documents in any form of paper. Bring them to the Admissions Office or send them by Japanese registered post. We may request a meeting with the applicant or his/her representative at TUFS if needed.

[Necessary Information and Documents]

- ① Applicant’s name, age, and gender
- ② Applicant’s address and phone number
- ③ Name of university attended/attending, (expected) graduation date (year and month)
- ④ Choice of Studies/Course, and Examination Subject
- ⑤ Type and degree of disability or disorder
- ⑥ Care needed during the entrance examination
- ⑦ Care needed after being admitted to TUFS
- ⑧ Submit the following documents
 - Medical Certificate written by a doctor
 - Copy of a handbook for the people with physical disabilities, etc.

7. Handling of Personal Information

In accordance with the “Act on Protection of Personal Information held by Incorporated Administrative Agencies, etc.” and “Regulations on Personal Information Protection by National University Corporation, Tokyo University of Foreign Studies,” we handle personal information submitted by applicants at the time of application, such as an applicant’s name, address, phone number, academic grades, and test scores, as follows.

- Information provided by the applicants is used only for the purpose related to selection, admission, and enrollment.
- Information of successful applicants who have completed the entrance procedure is used only for the purpose related to educational matters (e.g., creating a student registry), student affairs, and collecting tuitions.

8. Selection

[Fall Entrance Examination, General Selection]

(1) Application Period

From Wednesday, September 19 to Tuesday, September 25, 2018

(2) Entrance Examination

Written Examination: Saturday, October 13, 2018

Oral Examination: Sunday, October 14, 2018

(3) Announcement of Results

10:00 a.m. on Friday, November 2, 2018 on the TUFS bulletin board

Notice of Acceptance will be sent to successful applicants by Japanese registered post to the address indicated on the Address Labels **あて名票**.

Application Numbers of successful applicants will be posted on the bulletin board on campus and our website. (Details will be provided in the Guideline for Entrance Examination provided with the Entrance Admission Card **受験票**.) Acceptance can be confirmed on the bulletin board and the university website, but applicants should also make sure that they have received a formal Notice of Acceptance.

We will not answer any inquiry on the results of the application over the phone or e-mail.

(4) Selection

Selection will be made based on the results of the entrance examination (written and oral), transcript, and other submitted documents. In the written examination, whether or not an Examination Subject appropriate for Research Proposal was chosen will also be used as a criterion for selection.

(4-1) Entrance Examination (Written)

Global Studies

Course	Examination Subjects		Time and Duration	
Language and Culture Studies Course (2 Subjects)	Specialized Subject	Applicants must choose one subject from Group A or Group B.	10:00-12:00 (120 minutes)	
		Group A		Group B
		Linguistics and Phonetics, Literature and Culture, English Language Education, Practical Studies in Japanese-English Interpreting and Translation		Group B examines the understanding of a language, regional literature, and regional culture using the following languages. Choose one language from the list below. English, German, French, Italian, Spanish, Portuguese, Russian, Polish, Czech, Chinese, Korean, Mongolian, Indonesian, Malay, Filipino, Thai, Lao, Vietnamese, Cambodian, Burmese, Urdu, Hindi, Bengali, Arabic, Persian, Turkish, Uzbek
		*Applicants must choose a subject appropriate for their Research Proposal. Choose a language from Group B especially if specific language proficiency is required for your research. (Example: Choose “xx Language” from Group B if your Research Proposal is related to “xx Language.”)		
	Language Subject	Choose one language from the list below* ¹ .	13:00-14:00 (60 minutes)	
English, English (English Language Education)* ² , English (Practical Studies in Japanese-English Interpreting and Translation)* ³ , German, French, Italian, Spanish, Portuguese, Russian, Chinese, Korean, Arabic, Japanese* ⁴				
* ¹ If you have chosen a language from Group B as your Specialized Subject, choose a different language from that language for your Language Subject. * ² If you have chosen “English Language Education” from Group A as your Specialized Subject, choose “English (English Language Education)” as your Language Subject. * ³ If you have chosen “Practical Studies in Japanese-English Interpreting and Translation” from Group A as your Specialized Subject, choose “English (Practical Studies in Japanese-English Interpreting and Translation)” as your Language Subject. * ⁴ The Language Subject “Japanese” can be chosen by only those who have completed secondary education in languages other than Japanese.				

Area and International Studies Course (1 Subject)	First Question	The First Question is an essay-type question related to studies of international society. (Choose either English or Japanese question, and answer in English or Japanese.)	10:00-12:00 (120 minutes)
	Second Question	The Second Question examines the understanding of a language required for studies of international society. Choose one language from the list below. English, German, French, Italian, Spanish, Portuguese, Russian, Polish, Czech, Chinese, Korean, Mongolian, Indonesian, Malay, Filipino, Thai, Lao, Vietnamese, Cambodian, Burmese, Urdu, Hindi, Bengali, Arabic, Persian, Turkish, Uzbek	

Japan Studies

Course	Examination Subjects		Time and Duration
Japan Studies Course (1 Subject)	Specialized Subject	Choose questions set in the following fields when taking the examination in consideration of your specialization after entering the Graduate School of TUFS. (Questions can be chosen from several fields.)	10:00-12:00 (120 minutes)
		Field related to Japanese Linguistics Field related to Japanese Language Education Field related to Japanese Literature and Culture Field related to Contemporary Studies of Japan	

(4-2) Entrance Examination (Oral)

The oral examination will be given to those who took the written examination. The details, including the time of the examination, will be announced on the day of the written examination. Please note that those who did not take the written examination are regarded as having given up the entrance examination.

9. Entrance Procedure

(1) Period for the Entrance Procedure

Tuesday, January 22 and Wednesday, January 23, 2019

Successful applicants who fail to complete the entrance procedure during the designated period will not be allowed to matriculate.

(2) Admission Fee

JPY 282,000

Recipients of the MEXT scholarship as of and after April 1, 2019 are exempted from the admission fee payment. Please note that successful applicants who were recipients of the MEXT scholarship at the time of application but who will lose their scholarship status as of April 1, 2019, or later are responsible for payment of the admission fee.

(3) Additional Information

- Details on the entrance procedure will be announced to each successful applicant.
- Successful applicants who were expected to graduate from a university at the time of application but who fail to do so will not be allowed to matriculate even if they have completed the entrance

- procedure.
- The payment of JPY 267,900 tuition for the first half of one academic year is due in April. Another payment of JPY 267,900 for the second half is due in October.
 - If the tuition is revised at the time of enrollment or during the academic year, the new tuition will be charged.
 - Successful applicants are required to make a payment for the Personal Accident Insurance for Students Pursuing Education and Research (PAS) and other miscellaneous fees, in addition to the admission fee, during the entrance procedure.
 - Successful applicants who will continue to work or be enrolled in another school must submit a “Letter of Approval to be Enrolled in the TUFS Master’s Program” issued by their employer or school president in any form of paper during the entrance procedure.
 - Successful applicants who need to obtain a student visa to enter and study in Japan must consult with the Student Exchange Division of TUFS immediately after they receive their Notice of Acceptance.
- [Student Exchange Division] Tel: +81-(0)42-330-5184, E-mail: ryugakusei-kyouiku@tufs.ac.jp

10. Precautions

- (1) **If the information submitted is detected to be false or does not include facts that must be presented to TUFS, we have all the right to cancel the applicant’s matriculation even after he/she has completed the entrance procedure.**
- (2) If a successful applicant, after completing the entrance procedure, decides to decline their matriculation, they must submit a Request Form for Withdrawal from Enrollment (form provided) to the Admissions Office by Friday, March 29, 2019. If they fail to submit the request form by the deadline, they will be registered in our university system, be required to make a tuition payment, and may be subject to face other problems. Make sure to submit the request form as soon as possible.
*Obtain the request form from the Admissions Office as soon as you decide to withdraw.
- (3) As for the selection of entrants for 2019, “Winter Entrance Examination” is also scheduled as shown below. The Admission Information will be announced and distributed in late November.

[Winter Entrance Examination]

Announcement and Distribution of the Admission Information: Late November 2018

Application Period: From Friday, January 4 to Tuesday, January 8, 2019

- Global Studies
Written Examination: Saturday, February 2, 2019
Oral Examination: Saturday, February 2 or Sunday, February 3, 2019
 - Japan Studies
Written Examination: There is no written examination. The primary screening is conducted based on application documents submitted.
Announcement of the Primary Screening Results: Friday, January 18, 2019
Oral Examination: Saturday, February 2 or Sunday, February 3, 2019
- Announcement of Results: Friday, February 15, 2019

[Reference]

■ Japan Studies, Recurrent Course in Japanese Language Education

This course is designed for current Japanese teachers residing in or outside Japan. There is no Winter Entrance Examination but only Fall Entrance Examination for this course. Details of the application for this course will be posted at the following website as soon as they are determined.

http://www.tufs.ac.jp/admission/pg/master_recurrent.html

1. Intake: 6
2. Eligibility: Refer to the above link.
3. Admission: October 2019
4. Application Procedure
 - (1) Application Period: From Wednesday, September 19 to Tuesday, September 25, 2018
 - (2) How to Submit Your Application: By post
 - (3) Where to Submit Your Application
Admissions Office, Tokyo University of Foreign Studies
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN
5. Selection and Announcement of Results
 - (1) Selection will be made based on the application documents submitted and the result of the oral examination.
Date and Time of the Oral Examination: To be set between Tuesday, October 9 and Sunday, October 14, 2018
 - (2) Announcement of Results: Friday, November 2, 2018
The results will be posted on our website. Each applicant will be informed of the URL via e-mail.
6. Entrance Procedure
The period for the entrance procedure will be arranged flexibly with consideration for the successful applicants who are coming to Japan from overseas.

■ Global Studies, Peace and Conflict Studies Course

There is no Fall Entrance Examination but only Winter Entrance Examination for this course. Details of the application for this course will be posted at the following website as soon as they are determined.

http://www.tufs.ac.jp/english/admission/degree/pg/master/m_pcs.html

1. Intake: 12
2. Eligibility: Refer to the above link.
3. Admission: October 2019
4. Application Procedure
 - (1) Application Period: From Friday, January 4, 2019 to Friday, May 10, 2019
 - (2) How to Submit Your Application: By post
 - (3) Where to Submit Your Application
Admissions Office, Tokyo University of Foreign Studies
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN
5. Selection and Announcement of Results
 - (1) Selection will be made based on the application documents submitted and the result of the oral examination. Each applicant will be informed of the date/time of the oral examination after application is closed.

(2) Announcement of Results: Late June 2019

The results will be posted on our website. Each applicant will be informed of the URL via e-mail.

6. Entrance Procedure

The period for the entrance procedure will be arranged flexibly with consideration for the successful applicants who are coming to Japan from overseas.

Fall Entrance Examination, Special Selection for Adults

*Not available for the Japan Studies.

1. Eligibility [Fall Entrance Examination, Special Selection for Adults]

Applicants must have working experience of a minimum of three years at the time of application and be aged 27 or older as of March 31, 2019, and must meet one of the following conditions given below:
<ul style="list-style-type: none"> (1) Those who have graduated from university (Note 1) (2) Those who have obtained a bachelor's degree according to Article 104, Clause 4 of the School Education Act of Japan (Note 2) (3) Those who have completed 16 years of school education outside Japan (Note 3) (4) Those who have obtained a bachelor's degree or a degree equivalent to a bachelor's degree by completing courses which extend over three years at a foreign university or a foreign educational institution (Note 3) (Note 4) (5) Those who have completed a course, which is recognized by the Minister of Education, Culture, Sports, Science and Technology – Japan (MEXT) to be equivalent to an undergraduate course in a foreign country, at a foreign educational institution in Japan (文部科学大臣指定外国大学日本校) (6) Those who have completed a special course, which is specifically designated by the Minister of MEXT (文部科学大臣指定専修学校専門課程), at an advanced vocational school (7) Those designated as eligible by the Minister of MEXT (Note 5) (8) Those who have been screened individually for eligibility and approved by the Graduate School of TUFs as having the academic ability equivalent to or higher than a bachelor's degree holder (Note 6)
(Note 1) "University" stipulated in Eligibility (1) refers to universities in Japan based on the School Education Act of Japan. Eligibility of those who are from foreign universities is judged based on Eligibility (3) or (4).
(Note 2) Those who have completed an advanced course at a junior college or technical college and have obtained a bachelor's degree by the National Institution for Academic Degree and Quality Enhancement of Higher Education 大学改革支援・学位授与機構 (formerly National Institution for Academic Degrees and University Evaluation included 旧大学評価・学位授与機構)
(Note 3) Eligibility (3) and (4) include those who have completed correspondence courses offered by a foreign educational institution within Japan.
(Note 4) This is limited to the institutions that have been evaluated highly for their overall performance in educational and research activities by an official authorized by the government or a government-affiliated agency in that country, or specifically designated as equivalent by the Minister of MEXT.
(Note 5) In Eligibility (7), "those designated as eligible by the Minister of MEXT" are the ones who fall into any of the following:
<ul style="list-style-type: none"> a. Those who have graduated from a university (or have completed an undergraduate program) in accordance with the former University Ordinance, and those who have graduated from a university in accordance with the Order for Organization of the Ministers or the Act for Establishment of the Ministers b. Those who have obtained a specialized certificate or first category license for teachers of elementary, junior high, or high school, or kindergarten, or a school nurse in accordance with the Education Personnel Certification Act c. Those who have graduated from 旧国立養護教諭養成所 and have obtained a specialized certificate or first category license for teachers of junior high schools or a school nurse in accordance with the Education Personnel Certification Act

- d. Those who have graduated from 旧国立工業教員養成所 and have obtained a teaching license for high school in accordance with the Education Personnel Certification Act and have a testimonial issued by a supervisor to the effect that they worked as an excellent teacher for three years or longer

(Note 6) In Eligibility (8), those who qualify for an individual eligibility check are the ones who do not fall into any of (1) to (7), “are graduates of a junior college, a technical college, an advanced vocational school, or other types of educational institution and do not hold a bachelor’s degree,” and have working experience of a minimum of three years at the time of application after acquiring the academic ability equivalent to or higher than a bachelor’s degree holder. If you wish to apply under Eligibility (8), you need to request for an individual eligibility check prior to your application. Please bring the following items to the Admissions Office or send them by registered post by Friday, August 24, 2018. Refer to the mailing address provided in 2. Application Procedure (2) Where to Submit Your Application.

- A) Request Form for Eligibility Check (Form provided)
- B) Eligibility Check Form (Form provided)
- C) A certificate of graduation and a transcript issued by the most recently attended school (Must be issued under the name of the school president or dean and be sealed in an envelope)
- D) Other documents requested by TUFs

Notification of eligibility check results will be delivered to applicants or their representative in Japan by post by Monday, September 10, 2018.

Supplemental Information

- TUFs considers those who meet the requirements under Eligibility (1) to (5) are persons who have obtained or are expected to obtain a bachelor’s degree or a degree equivalent to a bachelor’s degree
- In Eligibility (3), if an applicant, after completing less than 16 years of school education outside Japan (excluding those under Eligibility (4)), proceeded to a course by which they conclude 16 years of school education, they must have completed the course and obtain a bachelor’s degree or a degree equivalent to a bachelor’s degree.
E.g.,) An applicant who has attended/graduated from a specialized school (専科; *Zhuanke*) must enter or transfer to and graduate from a university (本科; *Benke*), and obtain a bachelor’s degree or a degree equivalent to a bachelor’s degree to meet the Eligibility requirement.
- Under Eligibility (3) and (4) requirements, the years referred to are the years required for completion of the course, not the years an applicant has attended the school.
- For Eligibility (5), refer to the following website for the foreign educational institutions and courses that are recognized by the Minister of MEXT (文部科学大臣指定外国大学日本校).
[MEXT] http://www.mext.go.jp/a_menu/koutou/shitu/08052204/001.htm
- For Eligibility (6), refer to the following website for the special courses that are designated by the Minister of MEXT (文部科学大臣指定専修学校専門課程).
[MEXT] http://www.mext.go.jp/a_menu/koutou/shikaku/07111316/002.htm

2. Application Procedure

Precautions on Application Procedure

Applicants must follow instructions in preparing their application. An Examination Admission Card 受験票 and Guideline for Entrance Examination will be given to those whose applications have been accepted. Be sure to read and keep the Guideline for Entrance Examination until the end of the examination as it provides very important information.

- (1) Applicants must submit all of the required application documents as one packet to the Admissions Office of TUFS (refer to (2) Where to Submit Your Application) by the designated deadline.
- (2) Submission of an application after the application deadline is not acceptable under any circumstances. Applicants are not allowed to change the Studies/Course and the Examination Subject of their choice once their application has been accepted.
- (3) **Applicants who reside outside Japan need to designate a representative who resides in Japan.** (If TUFS needs to contact an applicant who resides outside Japan, we will contact their representative.)
- (4) Documents will not be returned once application has been accepted. Application fee is not refundable once application has been accepted.
- (5) The various certificates indicated in (3)-1 Application Documents must be original copies issued by the university an applicant attended/is attending or a true (certified) copy of the original issued by the university or a public institution, such as an embassy or a notary public. **In cases where university-issued certificates are only available online, consult with the Admissions Office.**
- (6) In case the original certificates are issued in a language other than Japanese, English, or Chinese, you must attach a Japanese or an English translation of the original certified and stamped/signed by your university or a public institution. **TUFS does not provide the service to verify translated documents.**
- (7) The TUFS Admissions Office issues a certified copy of original certificates. Follow the instructions below when you request the service.

Contact the Admissions Office in advance. Bring or mail your original certificates to the Admissions Office.

If you mail the original document, please include a self-addressed envelope and affix sufficient stamps for Japanese registered post. You must write down a Japanese address on the self-addressed envelope, and the envelope must be big enough to contain all the documents.

The Admissions Office will be accepting requests on weekdays, 10:00-12:00 and 13:00-16:00, from Wednesday, August 1, 2018 to Tuesday, September 25, 2018, excluding national holidays and the TUFS administrative summer break between Monday, August 13 and Wednesday, August 15, 2018.

*A certified copy will be given to the applicant in a sealed envelope. Do not open the envelope, and submit it as it is.

*If you are requesting this service by post during the application period when sending in other application documents at the same time and you need to have the original certificates returned, attach a memo indicating this.

- (8) Do not attempt to fill out your application form at the counter of the Admissions Office at the last minute. Should you have any questions concerning how to fill out the form, contact the Admissions Office in advance.
- (9) Even if you have submitted the same application documents to TUFS in the past, you are required to prepare and submit a new set of documents.

(1) Application Period

From Wednesday, September 19 to Tuesday, September 25, 2018

● Submit in Person

Weekdays 10:00-12:00 and 13:00-16:00, excluding a national holiday

*It takes some time to check your application, so please do not wait until the last minute to come to the Admissions Office with your application.

*We will not accept any application from an applicant who arrived at the Admissions Office after 16:00 on the last day of the application period.

● Submit by Post

① Send your application packet by registered postal mail or courier service (Japanese registered post, DHL, FedEx, EMS, etc.) so that you can ensure the delivery. Your application must arrive at the Admissions Office before the deadline.

*We strongly suggest you should arrange to have your application packet arrive at the Admissions Office between September 19 and 21.

② Write “Application for the Master’s Program (xx Studies, yy Course)” in red on the envelope.

③ We exceptionally accept application packets that arrive after the deadline if it has been sent by Japanese registered post and postmarked on or before Sunday, September 23, 2018. Applications not sent by Japanese registered post that arrive after the deadline will not be accepted.

(2) Where to Submit Your Application

Admissions Office, Tokyo University of Foreign Studies
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN

(3)-1 Application Documents

Prepare the following application documents. Items with ★ are available on our website. Download the forms and print them double-sided on A4 size paper (210mm by 297mm). Make sure to check Precautions on Application Procedure, items 5), 6), and 7) on the previous page when preparing certificates.

	Documents	Details
<input type="checkbox"/>	★ Application Form	<ul style="list-style-type: none">- Applicants must choose one Studies/Course. They are not allowed to apply for multiple Studies/Courses within the TUFS Master’s Program.- Applicants who reside outside Japan must provide their representative’s name and contact information in the section of Contact Information.- Paste a photograph (4cm long by 3cm wide, upper body, face front, no hat, and taken within three months before the application).- Do not edit your photograph. The person in the picture should look the same as the person who appears in the examination.
<input type="checkbox"/>	★ Examination Admission Card 受験票 and Photograph Card 写真票	<ul style="list-style-type: none">- Paste a photograph on both cards. Use the same photograph pasted on the Application Form.- For those who submitted their application by post, their Examination Admission Card 受験票 will be sent by Japanese registered post by the self-addressed envelope.

<input type="checkbox"/>	Research Proposal	<p>No. of copies of Research Proposal to be submitted: 4 (copies are accepted)</p> <p>Style: Use A4 size paper and keep the word count within 2,000 characters in Japanese. Attach a front page on which your name, the Studies/Course you are applying for, and the title of your research are written.</p> <p>Contents: State your reasons for application and research theme briefly, and describe the subject, method, preparation, progress of your research, as well as your research development in the Master's Program concretely. Mention your previous research and basic literature as well. If there is any quote that is written in a language other than Japanese or English, you must attach a Japanese translation.</p>
<input type="checkbox"/>	Application Fee (JPY 30,000)	<p>Make a payment to a designated bank account according to one of the following methods.</p> <p>Please note that recipients of the MEXT scholarship as of September 25, 2018 are exempted from the application fee payment.</p> <p>① Bank Transfer Use the Request Form for Application Fee Payment 検定料振込依頼書 (refer to the Admission Information booklet in Japanese) and make a money transfer at a bank. Paste the “Proof of Application Fee Payment 振込金受付証明書” on the designated section on the back of the Application Form.</p> <p>② Payment at a Convenience Store Refer to the instructions on page 33. Paste the “Proof of Payment 収納証明書” on the designated section on the back of the Application Form.</p> <p>③ Payment by Credit Card Access the TUFS e-apply website (http://e-apply.jp/e/tufs-admission). Choose 博士前期課程秋季募集 and complete the required procedure. After completing the transaction, print out the “Payment Information” page and attach it to the application form.</p> <p>*In case a representative is making a payment on behalf of an applicant, make sure to complete the transaction <u>under the applicant's name</u>.</p> <p>Overseas Remittance For overseas applicants who are unable to make a payment by methods ① to ③, make a bank transfer by overseas remittance to the designated bank account below. Paste a proof of payment or a receipt on the designated section on the back of the Application Form. Make the payment in JPY. The transferred amount that TUFS receives must be the amount of the Application Fee. If the payment cannot be made in JPY, payment in USD will be accepted; the transferred amount must be equivalent to the amount of the Application Fee in JPY.</p> <p>*For those making payment in USD, note that the amount in excess of the JPY fee cannot be returned.</p>

		<p>[Designated Bank Account]</p> <p>Bank: Sumitomo Mitsui Banking Corporation</p> <p>Branch: Tokyo Daiichi Branch (Branch code: 931)</p> <p>Bank Address: 1-41 Miya-machi, Fuchu-shi, Tokyo 183-0023 JAPAN</p> <p>Swift Code: SMBCJPT</p> <p>Account #: 9796046</p> <p>Account type: regular saving account</p> <p>Name: Tokyo University of Foreign Studies</p> <p>University Address: 3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534 JAPAN</p> <p>Tel: +81-42-330-5137</p> <p>*In any of the payment methods, <u>the handling charge for payment must be borne by applicants.</u> Please note that an application cannot be accepted if the amount received is below the Application Fee.</p>
<input type="checkbox"/>	Proof of MEXT Scholarship (If applicable)	Recipients of the MEXT scholarship as of September 25, 2018 must submit an original certificate that confirms the receipt of the MEXT scholarship
Certificates	<input type="checkbox"/> Transcript	<ul style="list-style-type: none"> - The transcript(s) must list all the classes and grades that you took and were awarded from the first semester in the university to the last semester. - Applicants who attended/transferred to another university or multiple universities as a regular degree student must <u>submit transcripts from all of them.</u>
	<input type="checkbox"/> Certificate of Graduation (Those applying under Eligibility (2) must refer to 3. Alternative to Certificate of Graduation on the next page.)	<ul style="list-style-type: none"> - Submit a Certificate issued by the university whose name you have mentioned in the section of “出願資格 (Eligibility)” in your application form. - Applicants who have graduated from a university in China must submit Verification Report of China Higher Education Qualification Certificate instead of a Certificate of Graduation. Check (3)-2 Applicants Who Have Graduated from a University in China on the next page. - Arrange with your university to submit <u>a Certificate of Graduation on which the name of the degree awarded is written.</u> - Check “Certificate of Degree” below.
	<input type="checkbox"/> Certificate of Degree	<ul style="list-style-type: none"> - If the name of the degree you were awarded is not stated on the Certificate of Graduation, you must also submit a Certificate of Degree that specifies the name of the degree. - Applicants under Eligibility (1) who have graduated from a university in or before June 1991 are exempted from submitting this certificate. Still, if the university they graduated from is able to issue a Certificate of Graduation with the name of the degree awarded (presumably equivalent to a bachelor’s degree), please arrange with the university to have this done.
<input type="checkbox"/>	★Address Labels あて名票	On the provided three Address Labels あて名票, write down your postal code, address (within Japan), and name where we can ensure the delivery of various documents, including a Notice of Acceptance.

		Applicants who reside outside Japan must write their representative's name, mailing address in Japan, and the applicant's name in parentheses alongside the representative's name.
<input type="checkbox"/>	Self-addressed Envelop (Applicable for those submitting application by post)	On the envelope sized 長形 3 号 (23.5cm long by 12cm wide), write down your postal code, address (within Japan), and name where we can ensure the delivery, and affix JPY 392 worth of stamps. Applicants who reside outside Japan must write their representative's name, mailing address in Japan, and the applicant's name in parentheses alongside the representative's name. Your Examination Admission Card 受験票 will be sent by Japanese registered post in this self-addressed envelope.

(3)-2 Applicants Who Have Graduated from a University in China

Applicants who have graduated from a university in China must prepare certificates according to the following instructions.

	Documents	Details
<input type="checkbox"/>	Verification Report of China Higher Education Qualification Certificate (Required)	<i>[If obtaining the Report from the CHSI website in China]</i> Submit a printout of an English version of the “Online Verification Report of China Higher Education Qualification Certificate (HEQC)” issued by the China Higher Education Student Information (CHSI). <i>[If obtaining the Report from the CHSI Japan Office]</i> Submit an original English version of the Verification Report of HEQC. *No need to submit the Certificate of Graduation issued by your university.
<input type="checkbox"/>	Transcript (Substitution allowed)	Submit a transcript issued by the university you have graduated from. The transcript can be substituted with an original English transcript issued by CHSI Japan Office or an original English Credential Report issued by the China Academic Degree & Graduate Education Development Center (CDGDC). The transcript must list all the classes and grades earned at the university.
<input type="checkbox"/>	Certificate of Degree (Substitution allowed)	Submit a Certificate issued by the university you have graduated from. The Certificate can be substituted with an original English Credential Report issued by CDGDC.

Refer to the websites of the abovementioned institutions for more details.

- CHSI (in China) <http://www.chsi.com.cn/>
- CHSI Japan Office (in Japan) <http://www.chsi.jp/>
- CDGDC (in China) <http://www.cdgdc.edu.cn/>

Note that all of the documents except for the Online Verification Report of HEQC must be an original document verified and stamped by the issuing institution and must be submitted along with other application documents before the application deadline. Copies are not acceptable. It may take time to obtain the documents, so please prepare ahead of time.

(3)-3 Examination Admission Card 受験票 for Applications Submitted by International Post

For applicants who have submitted their applications by international post, their Examination Admission Card 受験票 stamped with an Application Number and a Guideline for Entrance Examination will be delivered to their representative's address in Japan using the submitted self-addressed envelope. Please make sure to collect it from your representative as soon as it is delivered.

3. [For those applying under Eligibility (2)] Alternative to Certificate of Graduation

Prepare the following documents instead of Certificate of Graduation.

	Required Documents
Applicants who have obtained a bachelor's degree	Copy of a diploma or certificate of lauration

4. International Students

There is no separate entrance examination for international students for the Graduate School of TUFS' Master's Program. International students must undergo the same examinations as Japanese and other applicants.

5. Classes and Research Guidance for Working Adults

To proactively promote graduate school education for working adults while maintaining its research and education standards, the Master's Program of TUFS takes the following expedient measures for employed persons (those who have worked for two years or longer at the scheduled admission) pursuant to the special measures in Article 14 of the Standards for the Establishment of Graduate Schools.

- (1) Employed persons take classes and research guidance normally in their first year and can take research guidance in their second year while working at their workplace.
- (2) Employed persons who will apply for the special measures shall, in principle, acquire 26 credits, excluding 4 credits for MA Thesis Guidance taken in the second year, of the 30 credits required for completing the program, by taking classes during normal school hours in the first year.
- (3) Employed persons shall take research guidance within a specific time or period in the second year according to the special measures.
- (4) Those who wish to apply for the special measures must submit a "Request Form for Classes and Research Guidance for Working Adults (Request Form for the Special Measures in Article 14 of the Standards for the Establishment of Graduate Schools) 社会人の授業及び研究指導の特例申請書 (大学院設置基準 第 14 条の特例適用希望申請書)" (designated form). (Download the form from our website.)

6. Consultation with Physically Challenged Applicants

Applicants with a disability or developmental disorder, as specified in Article 22, Clause 3 of the Order for Enforcement of the School Education Act of Japan, who need special adjustment and support in accordance with the degree of their difficulty during the examination and after being admitted to TUFS must consult with the Admissions Office prior to their application.

In case an applicant has become in need of such care after the deadline, contact the Admissions Office by phone immediately. (See "Contact Information" on the last page.)

- (1) Consultation Period

Until Friday, August 24, 2018

- (2) What to Submit

Prepare the following documents in any form of paper. Bring them to the Admissions Office or send them by Japanese registered post. We may request a meeting with the applicant or his/her representative at TUFS if needed.

[Necessary Information and Documents]

- ① Applicant's name, age, and gender
- ② Applicant's address and phone number
- ③ Name of university attended/attending, (expected) graduation date (year and month)
- ④ Choice of Studies/Course, and Examination Subject
- ⑤ Type and degree of disability or disorder

- ⑥ Care needed during the entrance examination
- ⑦ Care needed after being admitted to TUFS
- ⑧ Submit the following documents
 - Medical Certificate written by a doctor
 - Copy of a handbook for the people with physical disabilities, etc.

7. Handling of Personal Information

In accordance with the “Act on Protection of Personal Information held by Incorporated Administrative Agencies, etc.” and “Regulations on Personal Information Protection by National University Corporation, Tokyo University of Foreign Studies,” we handle personal information submitted by applicants at the time of application, such as an applicant’s name, address, phone number, academic grades, and test scores, as follows.

- Information provided by the applicants is used only for the purpose related to selection, admission, and enrollment.
- Information of successful applicants who have completed the entrance procedure is used only for the purpose related to educational matters (e.g., creating a student registry), student affairs, and collecting tuitions.

8. Selection

[Fall Entrance Examination, Special Selection for Adults]

(1) Application Period

From Wednesday, September 19 to Tuesday, September 25, 2018

(2) Entrance Examination

Written Examination: Saturday, October 13, 2018

Oral Examination: Sunday, October 14, 2018

(3) Announcement of Results

10:00 a.m. on Friday, November 2, 2018 on the TUFS bulletin board

Notice of Acceptance will be sent to successful applicants by Japanese registered post to the address indicated on the Address Labels **あて名票**.

Application Numbers of successful applicants will be posted on the bulletin board on campus and our website. (Details will be provided in the Guideline for Entrance Examination provided with the Entrance Admission Card **受験票**.) Acceptance can be confirmed on the bulletin board and the university website, but applicants should also make sure that they have received a formal Notice of Acceptance.

We will not answer any inquiry on the results of the application over the phone or e-mail.

(4) Selection

Selection will be made based on the results of the entrance examination (written and oral), transcript, and other submitted documents. In the written examination, whether or not an Examination Subject appropriate for Research Proposal was chosen will also be used as a criterion for selection.

(4-1) Entrance Examination (Written)

Course	Examination Subjects		Time and Duration
Language and Culture Studies Course (1 Subject)	Specialized Subject	Applicants must choose one subject from Group A or Group B.	10:00-12:00 (120 minutes)
		Group A	
		Group B	
		Linguistics and Phonetics, Literature and Culture, English Language Education, Practical Studies in Japanese-English Interpreting and Translation	
Area and International Studies Course (1 Subject)	Specialized Subject	Group B examines the understanding of a language, regional literature, and regional culture using the following languages. Choose one language from the list below. English, German, French, Italian, Spanish, Portuguese, Russian, Polish, Czech, Chinese, Korean, Mongolian, Indonesian, Malay, Filipino, Thai, Lao, Vietnamese, Cambodian, Burmese, Urdu, Hindi, Bengali, Arabic, Persian, Turkish, Uzbek	10:00-11:00 (60 minutes)
		*Applicants must choose a subject appropriate for their Research Proposal. Choose a language from Group B especially if specific language proficiency is required for your research. (Example: Choose “xx Language” from Group B if your Research Proposal is related to “xx Language.”)	
		The First Question is an essay-type question related to studies of international society. (Choose either English or Japanese question, and answer in English or Japanese.)	
	Specialized Subject	First Question	
		Second Question	

(4-2) Entrance Examination (Oral)

The oral examination will be given to those who took the written examination. The details, including the time of the examination, will be announced on the day of the written examination. Please note that those who did not take the written examination are regarded as having given up the entrance examination.

9. Entrance Procedure

(1) Period for the Entrance Procedure

Tuesday, January 22 and Wednesday, January 23, 2019

Successful applicants who fail to complete the entrance procedure during the designated period will not be allowed to matriculate.

(2) Admission Fee

JPY 282,000

Recipients of the MEXT scholarship as of and after April 1, 2019 are exempted from the admission fee payment. Please note that successful applicants who were recipients of the MEXT scholarship at the time of application but who will lose their scholarship status as of April 1, 2019, or later are responsible for payment of the admission fee.

(3) Additional Information

- Details on the entrance procedure will be announced to each successful applicant.
- The payment of JPY 267,900 tuition for the first half of one academic year is due in April. Another payment of JPY 267,900 for the second half is due in October.
- If the tuition is revised at the time of enrollment or during the academic year, the new tuition will be charged.
- Successful applicants are required to make a payment for the Personal Accident Insurance for Students Pursuing Education and Research (PAS) and other miscellaneous fees, in addition to the admission fee, during the entrance procedure.
- Successful applicants who will continue to work or be enrolled in another school must submit a “Letter of Approval to be Enrolled in the TUFS Master’s Program” issued by their employer or school president in any form of paper during the entrance procedure.
- Successful applicants who need to obtain a student visa to enter and study in Japan must consult with the Student Exchange Division of TUFS immediately after they receive their Notice of Acceptance.

[Student Exchange Division] Tel: +81-(0)42-330-5184, E-mail: ryugakusei-kyouiku@tufs.ac.jp

10. Precautions

- (1) **If the information submitted is detected to be false or does not include facts that must be presented to TUFS, we have all the right to cancel the applicant’s matriculation even after he/she has completed the entrance procedure.**
- (2) If a successful applicant, after completing the entrance procedure, decides to decline their matriculation, they must submit a Request Form for Withdrawal from Enrollment (form provided) to the Admissions Office by Friday, March 29, 2019. If they fail to submit the request form by the deadline, they will be registered in our university system, be required to make a tuition payment, and may be subject to face other problems. Make sure to submit the request form as soon as possible.
*Obtain the request form from the Admissions Office as soon as you decide to withdraw.
- (3) As for the selection of entrants for 2019, “Winter Entrance Examination” is also scheduled as shown below. The Admission Information will be announced and distributed in late November.

[Winter Entrance Examination]

Announcement and Distribution of the Admission Information: Late November 2018

Application Period: From Friday, January 4 to Tuesday, January 8, 2019

- Global Studies
Written Examination: Saturday, February 2, 2019
Oral Examination: Saturday, February 2 or Sunday, February 3, 2019
 - Japan Studies
Written Examination: There is no written examination. The primary screening is conducted based on application documents submitted.
Announcement of the Primary Screening Results: Friday, January 18, 2019
Oral Examination: Saturday, February 2 or Sunday, February 3, 2019
- Announcement of Results: Friday, February 15, 2019

[Reference]

■ Japan Studies, Recurrent Course in Japanese Language Education

This course is designed for current Japanese teachers residing in or outside Japan. There is no Winter Entrance Examination but only Fall Entrance Examination for this course. Details of the application for this course will be posted at the following website as soon as they are determined.

http://www.tufs.ac.jp/admission/pg/master_recurrent.html

1. Intake: 6
2. Eligibility: Refer to the above link.
3. Admission: October 2019
4. Application Procedure
 - (1) Application Period: From Wednesday, September 19 to Tuesday, September 25, 2018
 - (2) How to Submit Your Application: By post
 - (3) Where to Submit Your Application
Admissions Office, Tokyo University of Foreign Studies
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN
5. Selection and Announcement of Results
 - (1) Selection will be made based on the application documents submitted and the result of the oral examination.
Date and Time of the Oral Examination: To be set between Tuesday, October 9 and Sunday, October 14, 2018
 - (2) Announcement of Results: Friday, November 2, 2018
The results will be posted on our website. Each applicant will be informed of the URL via e-mail.
6. Entrance Procedure
The period for the entrance procedure will be arranged flexibly with consideration for the successful applicants who are coming to Japan from overseas.

■ Global Studies, Peace and Conflict Studies Course

There is no Fall Entrance Examination but only Winter Entrance Examination for this course. Details of the application for this course will be posted at the following website as soon as they are determined.

http://www.tufs.ac.jp/english/admission/degree/pg/master/m_pcs.html

1. Intake: 12
2. Eligibility: Refer to the above link.
3. Admission: October 2019
4. Application Procedure
 - (1) Application Period: From Friday, January 4, 2019 to Friday, May 10, 2019
 - (2) How to Submit Your Application: By post
 - (3) Where to Submit Your Application
Admissions Office, Tokyo University of Foreign Studies
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN
5. Selection and Announcement of Results
 - (1) Selection will be made based on the application documents submitted and the result of the oral examination. Each applicant will be informed of the date/time of the oral examination after application is closed.

(2) Announcement of Results: Late June 2019

The results will be posted on our website. Each applicant will be informed of the URL via e-mail.

6. Entrance Procedure

The period for the entrance procedure will be arranged flexibly with consideration for the successful applicants who are coming to Japan from overseas.

Graduate Students of TUFS Taking Teaching Subjects

1. Graduate Students Taking Teaching Subjects

Graduate students who wish to acquire the credits required for a teaching license (first category) need to become an undergraduate *kamokutourishusei* student 科目等履修生 at TUFS.

Only graduate students of TUFS are exempted from the application fee, entrance fee, and tuition required to take teaching subjects, should they become an undergraduate *kamokutourishusei* student 科目等履修生 at TUFS with the aim of obtaining a teaching license. Those planning to apply for this program are required to have taken most of the teaching subjects during their undergraduate years. Please note that this tuition exemption system does not apply to those who are on a leave of absence from the graduate school.

If you need to take many credits to obtain a teaching license, it may hinder your research at the graduate school. Please take subjects deliberately with the consent of your supervisor at the graduate school. Please note that classes will not open if no regular students register for the classes.

2. Licenses That Can be Obtained at TUFS

The School of Language and Culture Studies holds the classes required for obtaining a first category license to teach “Foreign Languages” at junior high and high schools (refer to the list below). The School of International and Area Studies holds the classes required for obtaining a first category license to teach “Social Studies” at junior high schools and “Geography and History” at high schools. To proceed with this program, you need to become an undergraduate *kamokutourishusei* student 科目等履修生 at either School, depending on the license you wish to obtain.

[Types of teaching licenses for foreign languages]

English	German	French	Italian	Spanish	Portuguese	Russian
Chinese	Mongolian	Indonesian	Lao	Burmese	Persian	

3. Application Procedures for Taking Teaching Subjects

The application period for graduate students who wish to take teaching subjects at TUFS is in early April. It is soon after your enrollment, so please make sure to complete the procedures within the period. The Admission Information for Graduate Students Who Wish to Take Teaching Subjects (for Obtaining a Teaching License) 大学院生用の科目等履修生の募集要項(教員免許状取得目的用) will be distributed from mid-February 2019 at the Admissions Office and the Educational Affairs Division.

Please complete the procedures after the announcement of successful candidates for the graduate school and after you decide to enroll.

< Payment at a Convenience Store >

㊦ セブン-イレブン マルチコピー機

<http://www.sej.co.jp>

最寄りの「セブン-イレブン」にある「マルチコピー機」へ。

TOP画面の「学び・教育」よりお申込みください。



学び・教育

入学検定料等支払

LAWSON
Loppi

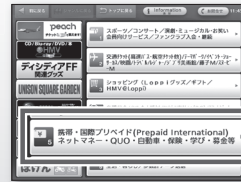
MINISTOP
Loppi

<http://www.lawson.co.jp>

<http://www.ministop.co.jp>

最寄りの「ローソン」「ミニストップ」にある「Loppi」へ。

TOP画面の「各種サービスメニュー」よりお申込みください。



「各種申込(学び)」を含むボタン

学び・教育・各種検定試験

大学・短大・専門、小・中・高校等お支払い

あなたと、コンビニに、
FamilyMart Famiポート

<http://www.family.co.jp>

最寄りの「ファミリーマート」にある「Famiポート」へ。

TOP画面の「申込・請求(学び・教育)」よりお申込みください。



申込・請求

学び・教育

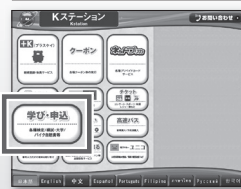
各種(入学検定料等)お支払いサービス

ケイ・ステーション
Kstation

<http://www.circleksunkus.jp>

最寄りの「サークルK・サンクス」にある「Kステーション」へ。

TOP画面の「学び・申込」よりお申込みください。



「学び・申込」

各種(入学検定料等)のお支払い

お申込みの大学

をタッチし、申込情報を入力して「払込票/申込券/受付票」を発券ください。

*画面ボタンのデザインなどは予告なく変更となる場合があります。

① コンビニのレジでお支払いください。

端末より「払込票」(マルチコピー機)または「申込券」(Loppi、Famiポート)または「受付票」(Kステーション)が出力されますので、30分以内にレジにてお支払いください。

② お支払い後、チケットとレシートの2種類をお受け取りください。

「取扱明細書」(マルチコピー機、Kステーション)または「取扱明細書兼領収書」(Loppi、Famiポート)。

*お支払い済みの入学検定料はコンビニでは返金できません。

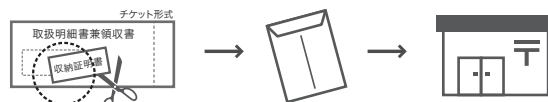
*お支払期限内に入学検定料のお支払いがない場合は、入力された情報はキャンセルとなります。

*すべての支払方法に対して入学検定料の他に、払込手数料が別途かかります。

払込手数料	入学検定料が5万円未満	432円
	入学検定料が5万円以上	648円

「取扱明細書」または「取扱明細書兼領収書」の「収納証明書」部分を切り取り、入試要項などの指示に従って郵送してください。

貼付する場合、「感熱・感圧紙などを変色させる場合があります」と記載のある糊は使用しないでください。「収納証明書」が黒く変色する恐れがあります。



●言語文化学部		●大学院	
推薦入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	博士前期課程・秋季募集	2018. 8. 1 ~ 2018. 9. 25 16:00まで
帰国生等特別推薦入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	博士前期課程・特別選抜(推薦入試)	2018. 7. 9 ~ 2018. 8. 3 16:00まで
私費外国人留学生入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	博士後期課程	2018. 8. 1 ~ 2018. 11. 22 16:00まで
第3年次編入学	2018. 8. 1 ~ 2018. 8. 30 16:00まで	博士前期課程・冬季募集	2018. 11. 1 ~ 2019. 1. 8 16:00まで
●国際社会学部		●研究生・科目等履修生	
推薦入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	学部 科目等履修生(10月入学)	2018. 8. 1 ~ 2018. 8. 17 16:00まで
帰国生等特別推薦入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	学部 科目等履修生(4月入学)	2019. 1. 1 ~ 2019. 2. 1 16:00まで
私費外国人留学生入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	学部 研究生(10月入学)	2018. 8. 1 ~ 2018. 8. 17 16:00まで
第3年次編入学	2018. 8. 1 ~ 2018. 8. 30 16:00まで	学部 研究生(4月入学)	2019. 1. 1 ~ 2019. 2. 13 16:00まで
●国際日本学部		大学院 科目等履修生(4月入学)	2019. 1. 1 ~ 2019. 2. 19 16:00まで
推薦入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	大学院 研究生(10月入学)	2018. 8. 1 ~ 2018. 8. 17 16:00まで
帰国生等特別推薦入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	大学院 研究生(4月入学)	2019. 1. 1 ~ 2019. 2. 19 16:00まで
日本留学試験利用入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで		

*出願期間を入試要項でご確認の上、お支払いください。出願期限を過ぎたお支払いは出来ません。

【操作などのお問合わせ先】 学び・教育サポートセンター <https://e-apply.jp/> ※コンビニ店頭ではお応えできません。

Precautions for Filling out Application Form, Address Labels, Examination Admission Card and Photograph Card

1. Overall

- Fill out in black or blue ink. **Do not use an erasable pen.** (Applications written with erasable ink will be considered to be blank.)
- If you made a mistake, cross out the error and stamp your seal or write in your initials over it. Write in the correct information nearby.
- Read the admission information carefully before filling out the forms.

2. Application Form

- **Special Selection for Adults is available only for those who meet the eligibility requirements, have working experience of a minimum of three years at the time of application, and are aged 27 or older as of March 31, 2019. Special Selection for Adults is not available for the Japan Studies Fall Entrance Examination.**
- Applicants for Japan Studies do not need to choose Examination Subjects.
- Write your name in *katakana* in the “Name in *Katakana*” field. Write your name in *kanji* (or in Roman block letters if you do not have a name in *kanji*) in the “Name in *Kanji* or English” field.
- For “Current Address” and “Contact Information,” be sure to provide contact information where we can definitely reach you. Applicants who reside outside Japan need to designate a representative who resides in Japan and must write the representative’s information in the “Contact Information” field.
- If your nationality is not Japanese and your type of visa is not a Student (*Ryugaku*) visa, specify the type of visa you are currently on in the “Type of Visa, Other type of visa” field.
- Year, Month, Day in the “Eligibility” field must be the date written on your Certificate of (Expected) Graduation. If you are expected to graduate from a university but the graduation date is not provided on your Certificate of Expected Graduation, write the last day of the month in which you expect to graduate. Adjust “学部,” “学科,” “課程” to Department, School, and so forth as needed.
- Applicants who have a part-time job should circle “Not working/Working part-time” in the “Employment status at the time of application” field.
- Fill out the back page (Resume).
- If there is a gap between the Officially Required Years for Graduation and the years you actually attended school from entrance to graduation in Primary Education, Lower and Upper Secondary Education, and for a Bachelor’s Degree in the “Academic Background” field, explain the reason on a separate sheet of paper and attach it to the Application Form. *Year and Month of School Entrance and Graduation must match the year and month indicated on your certificates.
- **If you need more space to list your information, write on a separate sheet of paper and attach it to the Application Form.**

3. Address Labels

- It has been reported that mail may not be delivered if the name on your mailbox is different from the name written on the Address Label. Be sure to match the names.

4. Examination Admission Card and Photograph Card

- “Name in *Kanji* or English” must be the same as the name you have written on your Application Form.

Contact Information

Admissions Office, Tokyo University of Foreign Studies

3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN

TEL: +81-(0)42-330-5179

Office Hours: 9:00-12:00 and 13:00-17:00, Monday through Friday

(excluding national holidays and TUFS administrative summer and winter breaks)

E-mail: gao@tufs.ac.jp

The applicant himself/herself shall contact the Admissions Office for inquiry.