

APPLICATION GUIDELINES FOR SPECIAL STUDENTS

*Graduate School of International Relations
International University of Japan*

SPECIAL STUDENT OF GSIR

A special student of the Graduate School of International Relations (GSIR) is one who takes credits from courses offered at GSIR in the same manner as a full-time degree student except for language courses. The language courses necessary for regional studies, however, can be taken. The duration of enrollment is limited to one year but is renewable. A certificate and transcripts are available upon request. A degree is not conferred on a special student. A special student can use University facilities including the library and dormitories in the same way as full-time degree students.

ELIGIBILITY

The Graduate School of International Relations considers individuals with one of the following qualifications to be eligible applicants:

- (1) Those who hold, or are expected to receive, their bachelor's degree from an accredited four-year college or university in a country where 16 years of formal schooling is required.
- (2) Those who hold, or are expected to receive, their bachelor's degree from an educational institution in a country where 15 years of formal schooling is required may be regarded as eligible applicants based on their undergraduate performance.
- (3) Those who hold a bachelor's degree in a country where 14 years of formal schooling is required and who have one year of research experience subsequent to their bachelor's degree at an academic institution; minimum age of 22. *Note: An official letter attesting to the academic research experience is required as part of the application documents.*
- (4) Those who hold a bachelor's degree in a country where 14 years of formal schooling is required or an associate's degree (one of the higher tertiary degrees issued usually after 14 years of schooling by such educational institutions as junior colleges in the U.S.A., Japan or other countries that have compatible education systems), minimum age of 22, has 2 years of work experience, and whose demonstrated academic ability is recognized as equivalent to that of a bachelor's degree holder by IUJ prior to application. Those in this category, please contact the IUJ Admissions team for details.

While there is no restriction as to the applicant's content of undergraduate education, nationality, age, or sex, the applicant's facility in written and spoken English is a vital point to be evaluated as all the courses at IUJ are taught in English.

Interviews will be held if deemed necessary.

TIME OF ENROLLMENT AND APPLICATION DEADLINES

Starting date of enrollment is at the beginning of each term. IUJ has adopted a three-term system (10 weeks + 1 examination week per term). Courses in the GSIM are completed within each term. Approximate period for each term and application deadlines are as follows:

	Period of each term	Application deadline
Fall term	Early October – Mid December	June 10
Winter term	Early January – Late March	September 20
Spring term	Early April – Mid June	November 20

APPLICATION ITEMS

An individual who would like to be a special student must submit the following documents by the appropriate deadline.

1. Completed Application Form

2. College Certificates

- a. Transcript of academic record
- b. Certificate of graduation/degree

Submit certificates and transcripts written in (or translated into) English from every undergraduate or graduate college/university you have attended. The transcripts need to include the names of all courses taken and grades received. If you are currently enrolled in an undergraduate/graduate program, you must upload an official transcript covering courses completed by the time of application and an official letter certifying the specific date and title of the expected degree upon completion of the program.

NOTES:

- Certificates/transcripts without the institution's stamp or signature of registrar are not acceptable
- If a college/university cannot issue an official English certificate/transcript, you are required to submit both the official certificate/transcript written in its original language and its English translation prepared by a professional translator.

3. English Test Score: TOEFL*, IELTS or TOEIC*** Score Report**

An official TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) score is required of applicants for whom the English Test Exemption Policy below is not applicable.

*The TOEFL iBT Home Edition (Online test) is also acceptable. IUJ's institution code for TOEFL score reporting is 0712.

** Note: IELTS includes General Training and Academic Modules in the reading and writing sections. You should take the Academic Modules.

*** Note: You may also submit an official TOEIC (Test of English for International Communication) score certificate. However, we strongly recommend that you take a TOEFL or IELTS test.

English Test Exemption Policy

Those who fall into one of the following categories are exempted from submitting an English Test score (TOEFL, IELTS or TOEIC):

Category 1: Students whose mother tongue is English and who lived and were largely educated in one of the following countries: Australia, Canada, Ireland, New Zealand, U.K., and the U.S.A., where English is the national language.

Category 2: Students who have formally completed or are expected to complete an undergraduate or graduate program (in English) in one of the countries of Category 1.

Category 3: Students who have formally completed or are expected to complete an undergraduate or graduate program in an English-medium institution in one of the following countries:
Asia-Pacific: India, Philippines, Singapore
The Americas: Barbados, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, and Trinidad and Tobago
Africa: Botswana, the Gambia, Ghana, Kenya, Liberia, Malawi, Sierra Leone, South Africa, Uganda, Zambia, Zimbabwe
Europe: Malta

Students who fall into Category 2 or 3 must submit evidence that the medium of instruction at the undergraduate or graduate university was (is) English.

Note: We are aware there are other countries where English is one of the official languages, and that other countries' schools may be conducted in English. However, IUJ policies do not include them. All others are required to submit a TOEFL, IELTS or TOEIC as part of their application documents.

Priority will be given in the admissions process to applicants who have at least the following English scores:
TOEFL: Paper-based exam 550 Internet-based exam 80
IELTS: 6.5

TOEIC: 800
(No other English test score is accepted)

4. Passport Copy

If you have an international passport, submit a copy of the pages showing your full name, nationality, date of birth, photograph, passport number and expiration date. Include the pages of any and all visas relevant to Japan.

5. Residence Card Copy (Non-Japanese Domestic Applicants only)

Domestic applicants who are not Japanese nationals must submit a copy of their Residence Card to prove their status and address in Japan. Please be sure to upload both sides of Residence Card to your online application.

ADMISSION PROCEDURES

The faculty meeting will consider and decide whether to admit or reject an applicant based on their application documents submitted. Individual notification of screening results for both successful and unsuccessful applicants will be sent. 'Notification of Successful Result' does not constitute any guarantee of your admission. An official LETTER OF ADMISSION will be issued to you upon payment of the admission fee and submission of medical examination report.

It is the applicant's responsibility to make sure that all required procedures for obtaining visa are done in time.

STUDENT EXPENSES

1. Admission fee	120,000 yen (one payment only)
2. Tuition fee	140,000 yen/1 credit course 280,000 yen/2 credit course
3. Cost of living	
Single student dormitory (room charge*)	39,000 yen/month
(utility charge)	5,000 yen/month (Variable)
Meals in the cafeteria (three times a day)	30,000 yen/month (Variable)
Photocopies and educational materials	20,000 yen/month (Variable)

*Room charge includes a weekly linen service and LAN/Internet connection.

NOTES:

- A special student can take up to 12 credits in a term.
- IUJ does not offer any scholarships for special students.
- Cost of living expenses will vary according to individual needs.

CONTACT ADDRESS

Office of Academic Affairs
International University of Japan
777 Kokusai-cho, Minami Uonuma-shi
Niigata 949-7277 JAPAN
E-mail: ofcgsir@iuj.ac.jp
Phone: 025-779-1105 <from overseas: +81-25-779-1105>

PROTECTION OF PERSONAL INFORMATION

All personal information that IUJ obtains from applicants will be used solely for the purpose of admission screening and the student registration process in subsequent admission procedures. All application information and supporting documents provided by applicants will remain confidential and will not be released to third parties without prior permission of the applicants.

APPLICATION FORM FOR SPECIAL STUDENT

GRADUATE SCHOOL OF
INTERNATIONAL RELATIONS

INTERNATIONAL UNIVERSITY OF
JAPAN (IUJ)

- * Please complete this form in full and typewritten. Answer all questions and do not leave any appropriate column unanswered.
- * We rely on you to highlight information about your background on this form. If you do not, we may assume there is no relevant information in your case.
- * You should feel free to attach additional or more detailed descriptions, but it is important to provide as much information as possible on this form.
- * Please fill out the following items in both Roman alphabet and Chinese characters, if applicable: all personal and institutional names, addresses, and titles.
- * Proper nouns should be written in full, and not be abbreviated.
- * Pages 1-6 of this form must be stapled together when completed.
- * If IUJ discovers that you have made a false statement or have omitted significant information on the application form, it is entitled to withdraw or amend its offer according to the circumstances.

Name in full: _____
(Roman alphabet) last (family) first middle

Name in full: _____ Gender: _____
(Chinese Characters)

Birth Date: _____ / _____ / _____ Age: _____
month day year at IUJ enrollment

Place of Birth: _____ Nationality: _____
City Country

Passport photo.
Signature on back.
4 x 3cm without
margin.
Taken within
past 3 months.

Present Status (check appropriate):

Student: _____
academic institution section expected date of graduation

Employed: Full-time
 Part-time

_____ organization section title office telephone/fax

How long have you been employed?: _____ year(s)

Unemployed: _____

Marital Status:

Single Will marry before enrollment Married

For what period are you applying for enrollment?

From: _____
term/year

To: _____
term/year

Name: _____

Is your application being sponsored financially?

Yes Please describe details of the sponsor (write also in Chinese characters if applicable).

Name of Institution: _____

Contact Person: (Full name) _____

(Position/Title) _____

(Full address) _____

(Telephone/Fax)

No How are you going to finance your education?

Current Address until _____ / _____ / _____ * Any change of address should be notified at once to IUJ.
month day year

full mailing address: _____

Tel: _____

Fax: _____

E-mail: _____

Country

Permanent Address (if different)

full mailing address: _____

Tel: _____

Fax: _____

E-mail: _____

Country

LANGUAGE ABILITY

Please write down your capabilities and your experience in foreign countries.

1) Language

① Your Native Language: _____

② Other Language: _____

Please check the appropriate category for each language.

Language	Speaking			Writing			Reading		
	A	B	C	A	B	C	A	B	C

Key: A= Advanced B= Adequate C= Beginner

2) List all countries that you have resided in for more than 6 months and give details of your experience.

ACADEMIC BACKGROUND

Important Instructions:

1. Information you provide in this section is absolutely important not only for evaluation of your qualification to our program but also for confirmation of your legal eligibility to apply to Japanese Graduate Schools including IUJ. You may be regarded as an ineligible applicant if you do not provide all the information required in this section.
2. Please write down all the formal schooling that you have had on a full-time regular student basis which has led to your upper education/degree.
3. Note that college certificates will be expected from all undergraduate and graduate schools attended.
4. Please write the names of schools and departments also in Chinese characters, if applicable.

	Name and location (city/country) of the schools attended	Required period of schooling (A)	Actual dates and period of your enrollment (B)	Department/Major	Language of instruction
ELEMENTARY EDUCATION Elementary School	Name	years	From (M/Y) - To (M/Y)		
	Location		years		
SECONDARY EDUCATION Lower Secondary School	Name	years	From (M/Y) - To (M/Y)		
	Location		years		
Upper Secondary School	Name	years	From (M/Y) - To (M/Y)		
	Location		years		
HIGHER EDUCATION Undergraduate Level	Name	years	From (M/Y) - To (M/Y)		
	Location		years		
Graduate Level	Name	years	From (M/Y) - To (M/Y)		
	Location		years		
TOTAL		years	years		

Degree earned/expected:

Degree Title _____ earned/expected on ____ / ____ / ____

Degree Title _____ earned/expected on ____ / ____ / ____

Degree Title _____ earned/expected on ____ / ____ / ____
month day year

If your actual period of schooling (B) is not equal to the required period of schooling (A), please state the reasons in detail.

Other academic institutions attended (if any).

Name: _____

Location: _____

Major Subject(s): _____

Type of Student: _____

Period of Study: from _____ to _____ yrs

Name: _____

Location: _____

Major Subject(s): _____

Type of Student: _____

Period of Study: from _____ to _____ yrs

Name: _____

ACADEMIC RESEARCH EXPERIENCE

Describe briefly all of your academic research experience during/after undergraduate studies.

Note: If you fall under eligibility B(2) mentioned in "Information for special students," you must include your experience after the undergraduate studies and attach a letter certifying the experience.

Title/Theme: _____ Title/Theme: _____

Duration (from-to): _____ Duration (from-to): _____

Name of Institution: _____ Name of Institution: _____

ACTIVITIES

List your principal extracurricular collegiate and community activities in order of their importance to you. Please indicate if an office was elected or appointed.

Activity	Dates (mo/yr) from - to	Office held (if any)	Time required per week
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Please list honors, awards, or other recognition (academic, community, military, etc.) you have received.

PART-TIME/SUMMER EXPERIENCE

In the space below list periods of all part-time and summer employment. Begin with college and continue chronologically. If you feel any of these activities merit further explanation you may attach an additional sheet.

Dates (mo/yr) from-to	Employer/Activity	Location	Duty
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OTHER INFORMATION

Please write down any information that may be relevant to your study in IUJ. (e.g. publications, special skills, etc.)

Name: _____

FULL-TIME EMPLOYMENT HISTORY

Describe each full-time position you have held, beginning with your current or most recent position. Include military experience, if applicable. (Note: Summer jobs while in school, part-time jobs, and any extended periods of stay in foreign countries should be listed on the previous pages.)

Please be sure to account for all periods of time since college. Use the same format on additional sheets if necessary.

Employer: _____

From: _____ To: _____
month/year month/year

Employer's Activity: _____

Location: _____

Job Title: _____

Your Responsibility:

Reasons for Leaving:

Employer: _____

From: _____ To: _____
month/year month/year

Employer's Activity: _____

Location: _____

Job Title: _____

Your Responsibility:

Reasons for Leaving:

Name: _____

STUDY PLAN AT IUJ

Proposed period of study: From: _____ term/year To: _____ term/year

Purpose of study at GSIR:

Title of courses you plan to take:

PLANS AFTER COMPLETING STUDY AT IUJ

PLEDGE

I hereby certify that all information given by me is complete and accurate to the best of my knowledge, and if admitted, I agree to comply with the rules and regulations of IUJ.

(applicant's signature)

(date)