

2021 Academic Year

The Sustainability Co-creation Programme,
Faculty of Sustainability Studies

Application Guidelines for **Period I**

SCOPE has two application periods (Period I and Period II) and each application period has a different application guideline. Please note that this guideline is for Period I.

English-based Degree Programs



SUSTAINABILITY
CO-CREATION
PROGRAMME



法政大学
HOSEI University

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- All dates and times in this document are Japan Standard Time (JST).

Privacy Policy

All personal information, including names and home addresses that applicants provided for the admission procedure, is used for the implementation of the screening (including the preparation of data on applicants), announcement of successful applicants, enrollment procedures, and other relevant operations. Hosei University Admission Center and Global Education Center outsource services to a contractor for the above operations. Note that some or all of the personal information that applicants provide may be shared with the contractor for implementing the above operations.

1. Application Flow

Step-by-step application procedure:

Refers mainly to:

Before Application

- Read the application guideline.
- Confirm your application eligibility and application schedule.
- Prepare application documents in advance of application.

2. Key Dates in Application Process
5. Application Eligibility
7. Application Documents

Online Application

- Access the Hosei University online application system and register the applicant information.
- Pay the screening fee on the application system using a credit card.
- Upload your Self-introduction Video on My Page.
- Print Enrollment Request Form on My Page.

6. Online Application
8. Notes on Application

Send Application Documents by Post

- Send application documents to Hosei University no later than the final day of the application period.

7. Application Documents
8. Notes on Application
12. Acquisition of Student Residence Status

Document Screening

Announcement of successful applicants

- Check your applicant number on My Page (Your applicant number will be uploaded on My Page at least five days prior to the day results are announced).
- Check your results with your applicant number at Hosei website.

6. Online Application
9. Announcement of Successful Applicants

Enrollment Procedure

- Complete school fee payment and send enrollment documents by post following the Enrollment Procedure Guide.

10. Enrollment Procedure
11. School Fee

Enrollment

2. Key Dates in Application Process

Period I

Application Period	Monday, March 1, 2021 to Thursday, March 18, 2021
Announcement of Successful Applicants	Tuesday, May 11, 2021
Enrollment Procedure Period	Tuesday, May 11, 2021 to Tuesday, June 1, 2021
Enrollment	Thursday, September 16, 2021

<Important> The above dates are based on Japan Standard Time.

3. Faculty, Department, and the Number of Accepted Students

Period I: **10 students** will be accepted for the Sustainability Co-creation Programme in the Department of Sustainability Studies, Faculty of Sustainability Studies.

4. Screening Method and Fee

The screening is based your on application documents (essay, high school transcripts, results of English proficiency tests, and other relevant documents).

Screening Fee: **20,000 JPY**

Method of payment: Pay the fee using a credit card through online application. See **6. Online Application** for details.

- The screening fee is non-refundable.
- Please note the credit card company charges an additional transaction fee of **990 JPY** that is required upon payment.

[Note]

If applicant resides in one of the countries listed as “Least Developed Countries” or “Other Low Income Countries” on the “DAC List of ODA Recipients” (<http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm>) and holds the nationality of one of those countries, the applicants may be exempted from paying the screening fee.

In such cases, please contact ebdp-i@ml.hosei.ac.jp before the first day of the application period. Once the application period starts, the applicant is not eligible for the exemption in any cases.

5. Application Eligibility

Applicants must satisfy the following qualifications from (1) to (3):

(1) Applicants who qualify for either of the following requirements [1] and [2]:

[1] Those applicants who have completed or are expected to complete 12 years of formal education in a country outside Japan before enrollment¹ and have qualifications for admission into a college program in their home country OR equivalent. The qualifications which Hosei University recognizes depend on the educational systems. (Please refer to the following “List of recognized qualifications” for more details.)

¹ This includes:

- (i) Applicants who have skipped a grade and completed a 12-year curriculum in less than 12 years.
 - (ii) Applicants who completed formal college-preparatory education of less than 12 years in a country outside Japan in addition to a preparatory program in an educational institution in Japan accredited by the Minister of Education, Culture, Sports, Science and Technology of Japan(MEXT).
 - (iii) Applicants who have completed an 11-year curriculum or longer at an overseas school designated by MEXT.
- Note: Please refer to “Admissions eligibility in Japan’s universities” of MEXT for other eligibilities.

[2] Applicants who have graduated or are expected to graduate from a high school in Japan and satisfy either of the following requirements:

- a. Applicants who graduated or are expected to graduate from a high school or midlevel education program before enrollment;
- b. Applicants who have completed or are expected to complete 12 years of formal education before enrollment; or
- c. Applicants who are certified to have fulfilled the same or higher academic requirements as high school graduates based on Article 150 of the Enactment of the School Education Law or Applicants who are expected to receive such certification before enrollment.

(2) Applicants who have a strong desire to study in the Sustainability Co-creation Programme, Faculty of Sustainability Studies

(3) Applicants who satisfy one of the following English proficiency test score conditions;

TOEFL® iBT: 72 or above

IELTS (Academic Module): 6.0 or above

※ Hosei University accepts TOEFL® iBT Special Home Edition for the Fall 2021 admission, but does not accept either TOEFL My Best Score or IELTS Indicator.

Note: Applicants who satisfy either of the following requirements are not required to submit proof of English Proficiency:

- a. Undertaken their most recent 6 years of formal education in the English language in Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom, or the United States (except international schools)*
- b. Obtained or will obtain an IB Diploma (English A: LIT or English A: LAL)

* Hosei University may request evidence that education at the applicants’ school was delivered in English.

List of recognized qualifications

- a. Applicants who have completed or are expected to complete 12 years of formal education in a country outside Japan before enrollment must meet the qualifications below depending on educational systems.**

Educational system	Qualification	Documents to prove applicant's qualification
China	Have completed a standard 12-year education curriculum. If you have graduated from “職業中学(職業技術学校)”, contact the admission center.	High school graduate certificate or completion certificate
Korea	Have completed a standard 12-year education curriculum.	High school graduate certificate or completion certificate
Taiwan	Have completed a standard 12-year education curriculum.	High school graduate certificate or completion certificate
Vietnam	Have completed a standard 12-year education curriculum.	High school graduate certificate or completion certificate
United States of America	Have taken for the SAT Reasoning Test or ACT.	Official score of SAT Reasoning Test or ACT SAT score direct report code: 3686 ACT score direct report code: 0607
Canada	•Have taken for the provincial standardized examination and have passed and obtained credits of the required courses for university admission. •If the applicant's high school is based in the province which does not have a provincial standardized examination, the applicant must obtain the high school graduate certificate.	Completion certificate issued by a provincial government High school graduate certificate or completion certificate if the applicant's high school is based in the province which does not have a provincial standardized examination.
United Kingdom	•Have passed GCE Advanced Level one subject.	Grade certificate of the GCE test
Australia	•Have sat for the state standardized examination; having obtained NSW Higher School Certificate, VIC Certificate of Education, and so on. •If the applicant's high school is based in the province which does not have a state standardized examination, the applicant must obtain the high school graduate certificate.	Completion certificate issued by a state government (High school graduate certificate or completion certificate if the applicant's high school is based in the state which does not have a state standardized examination.
New Zealand	•Have fulfilled university admission requirements (UE: University Entrance), including NCEA (National Certificate of Education Achievement) Level 3. (A graduation certificate from a high school in New Zealand alone is not enough for the application.)	Certified Record of Achievement showing results that include NCEA Level 3. If NCEA Level 3 (New Zealand) cannot be obtained by the application deadline, provide a certificate of expected record of achievement by the graduating high school.
France	•Have passed the French baccalauréat	Transcript showing French baccalauréat results
Germany	•Have passed the Abitur	Transcript showing Abitur results
Other educational systems	Applicants must submit an educational certificate and/or college admission qualification test results to prove qualifications for university entrance in the country where an applicant's high school is based. Contact the Hosei University Admissions Center for details.	

- b. Applicants who have specific qualifications below are eligible for the application no matter whether applicants have completed or are expected to complete 12 years of formal education in a country besides Japan before enrollment.**

Educational system	Qualification	Documents to prove applicant's qualification
International schools accredited by WASC, ACSI or CIS.	•Have completed 12-year curriculum in the accredited school.	Graduate certificate or completion certificate of the school
French baccalauréat	•Have passed the French baccalauréat	Transcript showing French baccalauréat results
Abitur	•Have passed the Abitur	Transcript showing Abitur results
International Baccalaureate (IB)	•Have obtained IB Diploma.	Transcript showing results of six subjects at the last exam and the IB Diploma.
GCE Advanced Level	•Have passed GCE Advanced Level one subject.	Grade certificate of the GCE test

- Copies of certificates issued by a national government or state government are accepted only when the copies are certified to be accurate and sealed in an envelope by the high school of an applicant.
- Certificates are required for all requirements.
- Applicants may apply for admission if they are expected to satisfy the above requirements. However, enrollments are cancelled if applicants are not able to satisfy the requirements at the time of enrollment.

6. Online Application

Period I

Application Period	Monday, March 1, 2021 to Thursday, March 18, 2021
Online Application Website:	http://exam.52school.com/guide/hosei-ebdp/

Prepare [1] to [3] below prior to the online application.

[1] Computer	A computer that has access to the Internet.
[2] E-mail address	E-mail confirmation is sent after completing online application and payment of the screening fee. Hosei University will contact applicants by using e-mail address which applicants register online until the enrollment. Please write the e-mail address which will be valid until then.
[3] Printer	Prepare a printer that can print out A4-size (210 mm by 297 mm) paper.

*If an applicant uses a smartphone, a printer that works with a smartphone is required.

Access the Hosei University online application website (<http://exam.52school.com/guide/hosei-ebdp/>) **after 10:00a.m. on the first day of the application period** and click “Start Online Application” button then complete the following steps from (1) to (8).

Start Online Application

(1) E-mail address Registration

Enter your e-mail address and click the “Registration” button.

A confirmation e-mail is sent once the registration is completed. Go to the URL in the e-mail.

(2) Enter personal information

Enter your personal information following the instructions on the website. Name of the applicant, gender, date of birth, current address, etc.

(3) Payment of the screening fee

In the last part of the online application, the applicant is guided to the payment website for credit card payment. Follow the instructions on the page and enter your credit card number, expiration date, cardholder’s name, and security code to pay the screening fee.

The amount of payment: 20,000 JPY (Plus a service charge of 990 JPY is required upon payment.)

<Types of accepted credit card>



(4) Receive a confirmation e-mail

An application confirmation e-mail will be sent once the online application is completed. The e-mail includes your “Reference number” and “Security code”. Go to the URL of a login page to “My Page” in the e-mail and log in to it with your “Reference number” and “Security code”. Applicants must upload the “Self-introduction video”, print the “Enrollment Request Form”, and confirm an application number on “My Page”. The details are available on (5), (6), and (8).

(5) Upload the “Self-introduction video”

Click the “Upload Self-introduction video” button on “My page”. Upload the “Self-introduction video” following the instructions shown on the page. Regarding how to prepare the video, please refer to **7. Application Documents: “(12) Self-introduction video”**.

(6) Print the “Enrollment Request Form”

Click the “Print Enrollment request form” button on “My page”. The Enrollment Request Form is then automatically displayed. The Enrollment Request Form already contains information registered in “(2) Enter personal information”. Print out the Enrollment Request Form and paste your photo on the designated space.

(7) Mailing application documents

Put all necessary documents (**Refer to “7. Application Documents” for details**) in an envelope for A4 size documents (240 mm by 332 mm). Mail the envelope using a rapid delivery service such as EMS or FedEx to Hosei University. (Use registered express mail when mailing application documents from within Japan.) Application documents must arrive at the following address no later than the final day of the application period.

<p>Mail to: GBP/SCOPE, Academic Affairs Department, Hosei University 2-17-1, Fujimi, Chiyoda-ku, Tokyo 102-8160 Japan</p>

(8) Confirm an applicant number

An applicant number will be uploaded on “My Page” at least **five days prior to the day of announcement of successful applicants**. The applicant number is necessary for confirmation of successful applicants and enrollment procedure.

7. Application Documents

Refer to the following (1) “Notes on preparing application documents” and (2) “List of Application Documents” and then prepare all of the application documents. As shown on the **6. Online Application**: (7) Mailing application documents, application documents must arrive at the following address no later than the final day of the application period.

GBP/SCOPE, Academic Affairs Department, Hosei University
2-17-1, Fujimi, Chiyoda-ku, Tokyo 102-8160 Japan

(1) Notes on preparing application documents

- ✓ Certificates submitted from high schools must be written in English or Japanese. **A translation of the documents will be required for other languages. The translation must be provided by a school official or an official agency such as an embassy or consulate.**
- ✓ Applications will not be accepted **if there are any missing required documents**. Please check all the following documents in **(2) List of Application Documents** before sending them.
- ✓ **Original documents must be submitted unless otherwise specifically stated.** An application will be rejected if copies are submitted for documents for which originals are required. If only one original document is issued, use either of the following options from A to C.
 - A. Submit a certified copy verifying that the document is a replica of the original issued from the high school where the applicant was enrolled.
 - B. Bring the original document to the Hosei University Admissions Center before submitting your application and receive a copy containing the seal as a certified true copy from Hosei University. You can then submit it instead of the original document.
 - C. Submit the original document in the set of application documents and request to have it returned later from Hosei University Admissions Center. Enclose a letter stating that the original document needs to be returned and include a self-addressed stamped envelope (postal code, address, and name). Contact Hosei University Admissions Center if the original document needs to be returned immediately.

List of Application Documents

Application documents	Required (●) for All Applica nts	Note
(1) Application form	●	Applicants must use the application form designated by Hosei University. The application form can be printed from the website and must be handwritten. Refer to (3) “Important points for completing the application form” for details.
(2) Enrollment request form	●	The enrollment request form is available for printing after completing the online application and paying the screening fee. The online application is available only during the application period.

(3) Two photos (4 cm long by 3 cm wide)	●	<ul style="list-style-type: none"> - Paste your photo on the application form and one on the enrollment request form (two photos in total). - The photo should be 4 cm long and 3 cm wide (A color photo of the applicant taken within three months of the application), borderless, and taken against a plain background. In the photo, the applicant should look straight ahead. - Photos of the applicant wearing caps or sunglasses will not be accepted. - Unclear photos, such as snapshots and digital photos, and photos that do not clearly identify the applicants because of hairstyles or for other reasons will not be accepted. - Write the applicant's name on the back of the photos. - Provide a photo clearly showing the applicant's eyes for accurate identification. - Edited photos are not acceptable.
(4) High school graduation certificate (certificate of expected graduation)	●	Submit a document stating the reasons for not having a high school graduation certificate (certificate of expected graduation) if such certificate cannot be issued.
(5) Official transcripts for the entire period of high school education *Chosasho (grade reports) if you graduate from a high school in Japan	●	<p>[1] Submit official transcripts for the high school program (for <u>three year period</u> <u>with grade representation (scale)</u>). Submit transcripts for three years even if the applicant enrolled in multiple schools for high school. Submit a certificate of enrollment for the applicable period if an official transcript cannot be issued for reasons such as the period of enrollment in a high school was too short to issue a transcript.</p> <p>[2] If no transcript is available because of the educational system in the applicant's country, submit original copies of documents (reports) showing grades and evaluations for academic terms.</p>
(6) From schools you attended after high school: Graduation certificates and transcripts (if you have already graduated) Certificates of enrollment and transcripts(if you are now being enrolled)		<p>If the applicant lists schools (college, junior college, vocational school, etc.) the applicant has attended after high school in the space for academic background on the application form, submit graduation certificates (certificate of enrollment if the applicant is still in the school) and transcripts from all schools listed <u>in addition to certificates from the high schools listed in (4) and (5).</u></p> <p>Applicants who completed a preparatory educational program at an educational institution accredited by the Minister of Education, Culture, Sports, Science and Technology of Japan (as applicable under [1] in the 5. Application Eligibility (1) on page 4) must submit a (expected) completion certificate.</p> <p>If the applicant is (or has been) enrolled in a Japanese language school, ask the school to issue transcripts and an attendance certificate and submit them.</p> <ul style="list-style-type: none"> • A Japanese language school both inside and outside of Japan is acceptable. • Submit official certificates bearing the official seals of the school. Certificates issued by students are not acceptable. • Submit certificates from each school if you attended two or more schools. • Ask the school to provide information for the entire period that you attended the school.

(7) Certificate concerning qualification for admission to college	<p><u>*Submit this certificate by thoroughly checking the List of Recognized Qualifications to see whether you need to submit this certificate.</u></p> <ul style="list-style-type: none"> • Submit an original certificate. • Copies of certificates issued by a national government or state government are accepted only when the copies are certified as accurate and sealed in an envelope by your high school. • Submit a certificate of a college admission qualification test (e.g. SAT and National Higher Education Entrance Examination) if you have taken one.
(8) Two letters of recommendation	<p>[1] The university requires letters of recommendation written in either English or Japanese from two full-time teachers at your current high school or the high school you graduated from. The letters of recommendation must have been written no more than six months prior to the application.</p> <p>[2] Use the form designated by Hosei University. Print out the form from the website.</p> <p>[3] The recommender must sign or put a seal in the signature space at the bottom of the letter of recommendation.</p> <p>[4] Once the letter of recommendation is written, the recommender must enclose the letter in an envelope, then seal and sign across the flap. (See the diagram below.)</p> <ul style="list-style-type: none"> • <div data-bbox="608 913 1382 1429" data-label="Diagram"> <p>Front</p> <p>To Hosei University</p> <p>Letter of Recommendation</p> <p>*Any envelope is fine.</p> <p>Back</p> <p>Enclose the letter in an envelop and seal.</p> <p>Applicant's name 菅 市谷</p> <p>Write the applicant's name in English.</p> <p>Sign across the flap.</p> <p>TARO FUJIMI</p> <p>Applicant's name 菅 市谷</p> </div>
(9) Copy of passport	<ul style="list-style-type: none"> • The applicant must submit a copy of their passport (must include photo, applicant's name, date of birth, passport number and expiry date).
(10) Documents showing English language proficiency	<p>Submit certificate of the results from one of the following tests: TOEFL iBT® or IELTS. Results of tests taken within two years from the first day of the application period are acceptable.</p> <p>< TOEFL® ></p> <ul style="list-style-type: none"> • Applicants must submit the original "Official Score Report(Institutional Score Report)" by following the two steps below. <ol style="list-style-type: none"> 1. Enclose a photocopy of the "Examinee Score Report" or the "Test Taker Score Report" when sending the application documents. 2. Request ETS (Educational Testing Service) to send the "Official Score Report(Institutional Score Report)" directly to Hosei University by the end of application period <p>(NOTE: The Institution Code for Hosei University in TOEFL® is 0407.)</p>

		<ul style="list-style-type: none"> • TOEFL® ITP (testing for groups) is not acceptable. • MyBest™ scores are not admissible. <p>< IELTS ></p> <ul style="list-style-type: none"> • Applicants must submit the original Test Report Form. • Only the Academic Module is acceptable.
(11) Essay	•	<p>Areas to Cover</p> <p>Address the following question in your Essay:</p> <p>-What is your reasons for applying to Hosei University and specific fields that the applicant would like to study?</p> <p>What is your future goals (a midterm goal to achieve in ten years after graduating from the university and a long-term goal to achieve in 25 years after graduation)?</p> <p>Form, Length and Writing Style</p> <ul style="list-style-type: none"> • Use the form designated by Hosei University. Print out the form from the university website. • Write an essay in English of not more than 1,000 words. <p>Preferable that this document is written using text software (e.g., MSWord, Google Doc, etc).</p>
(12) Self-introduction video *Applicants must upload on "My page"	•	<p>Areas to Cover:</p> <p>You should consider addressing the following questions, when preparing a self-introduction video:</p> <ul style="list-style-type: none"> • What are your strengths and weaknesses based on your own experiences? • How do you intend to challenge yourself at Hosei University? • What do you hope to accomplish in your professional life upon graduation? <p>Format, Length and How to Upload:</p> <ul style="list-style-type: none"> • Format: Should be one that can be played using Windows Media Player (.mpg, .avi, .wmd, .wmv). • Length: 2.5 to 3 minutes • Language: English only • The face of the applicant must be shown in the video at all times. • How to upload the video: Please refer to #6. Online Application: (5) Upload the Self-Introduction video
(13) Documents related to the application for the status of residence in Japan by an agent *Only for non-Japanese nationals		<p>This procedure is required only when the applicant asks Hosei University to serve as an agent for the status of residence in Japan. Please refer to 12. Acquisition of Student Residence Status and submit required documents.</p>
(14) Certificate of Residence (住民票/Jumin-hyo) *Only for non-Japanese nationals		<p>If you live in Japan and have a status of residence, please submit your Certificate of Residence (住民票/Jumin-hyo) which was issued within 3 months prior to the first date of Application Period (with nationality, residence status, residence period and without "My Number"). Please note that a copy of your Residence Card (在留カード) is NOT acceptable.</p>
(15) Application Checklist	•	<p>Please complete the checklist to make sure no documents and materials are missing.</p>

(3) Important points for completing the application form

- i. Applicants must fill out the necessary information using a black or blue pen (ink); refer to the sample on the next page. Use whiteout or correction tape to correct mistakes.
- ii. Fill out the form carefully in BLOCK LETTERS.
- iii. Enter the same name printed on the passport in the name space.
 - The Admissions Center cannot identify an applicant if the name on the application form differs from the name provided on the certificates. Such application documents will be rejected; thus, all applicants must make sure that the name is the same.
 - Fill in *NAME in Kanji* / 漢字 if the Chinese characters of the applicant's name is known.
 - Fill in *NAME in Kana* / フリガナ if the Japanese pronunciation of the applicant's name is known.
- iv. Fill in the birthdate based on the Western calendar. Do not use *nengo* or any other country-specific calendar.
- v. Fill in the address and room number if the applicant lives in an apartment or condominium in the home country. Fill out the mobile phone number and e-mail address if available.

Note: Hosei University will contact applicants using e-mail address on the application form until the enrollment. Please write an e-mail address which will be valid until then.
- vi. Enter the country name in the country of birth space.
- vii. Enter the country of citizenship in the nationality space. If applicant holds dual citizenship, indicate both. Then circle the one the applicant will use to enter Japan. If applicant holds Japanese citizenship, the Japanese nationality must be used.
- viii. Fill in the name of parents or legal guardian in the parent space.
- ix. Provide an emergency contact number of a person other than the applicant who resides in Japan.
- x. Describe educational background completed from elementary school to the present school in the educational background space. Describe the expected graduation date and number of years of enrollment if an applicant is now enrolled in a school. List Japanese language schools in this space. Applicants, who have completed (or are expected to complete) a college preparation program for non-Japanese speakers, must list the name of the program. Do not list cram schools (*juku*) or preparatory schools (*yobiko*). Note that schools enrolled in after high school cannot be listed in the educational background space if such schools cannot issue certificates of graduation (or enrollment).
- xi. Sign documents to confirm that all information provided is true and correct.
- xii. Fill in the applicant's name and *NAME in Kana* / フリガナ (if available) on the second page as well and staple the two pages together.

EXAMPLE

2021 Academic Year Hosei University Application Form

2021 年度 法政大学出願フォーム

FACULTY/ DEPARTMENT 志望学部・学科	FACULTY Sustainability Studies		DEPARTMENT Sustainability Studies		Applicant number 受験番号	
	※To be filled out by the office.					
FULL NAME IN ENGLISH 英字氏名	FIRST FAZHENG	MIDDLE	LAST WEN		Attach a Color PHOTO taken within three months 4 cm x 3 cm No caps /sunglasses Plain Background	
NAME in Kana フリガナ						
NAME in Kanji (if applicable) 漢字氏名	FIRST 法政	LAST 文				
DATE OF BIRTH 生年月日	YEAR X X X X	MONTH XX	DAY XX	AGE 年齢	18	
MAILING ADDRESS IN ENGLISH 英字現住所	105,200,Nan Chang Lu, Shanghai Shi, XXXXXX China PHONE No. +86-21-456XXXX MOBILE PHONE No. +86-1390-123XXXX E-mailxxxxxx@xxxxxx.xx.cn					
HOME ADDRESS 本国住所	105,200,Nan Chang Lu, Shanghai Shi, XXXXXX China PHONE No. +86-21-456XXXX MOBILE PHONE No. +86-1390-123XXXX					
COUNTRY OF BIRTH 出生国	China	NATIONALITY 国籍	Chinese	NATIVE LANGUAGE 母語	Chinese	
GUARDIAN 保護者	FULL NAME 氏名	Peike WEN			RELATIONSHIP TO APPLICANT 続柄	Father
PERSON TO CONTACT IN CASE OF EMERGENCY 本人以外の 日本在住の方 の緊急連絡先	FULL NAME or SCHOOL NAME 氏名(または学校 名)	<i>*Enter information only if an emergency contact besides the applicant is present in Japan.</i>				
	ADDRESS 住所					
	PHONE No. 電話番号					

NAME in Kana フリガナ	
NAME in English 氏 名	FAZHENG WEN (Print)Block Letter only

EDUCATIONAL BACKGROUND FROM ELEMENTARY SCHOOL TILL NOW 学 歴 (小学校から現在まで) 【Note】 *Include the Japanese language school *Exclude a preparatory school and cram school.	NAME OF INSTITUTION 学校名	COUNTRY 所在国	PERIOD OF ATTENDANCE 在学期間	YEARS 年数
	Shanghai FaFa Elementary School	China	mm/yyyy ~ mm/yyyy 09 / 2009 ~ 07 / 2015	years months
	Shanghai Zhengzheng Junior High School	China	09 / 2015 ~ 07 / 2018	years months
	Shanghai Zhengzheng High School	China	09 / 2018 ~ 07 / 2021 (Graduation expected)	years months
			/ ~ /	years months
			/ ~ /	years months
			/ ~ /	years months
			/ ~ /	years months
			/ ~ /	years months
	TOTAL YEARS (FROM ELEMENTARY TILL PRESENT) 小学校から高校までの合計在学期間 ※To be filled out by the office.			
Extracurricular Activities e.g. volunteering, internship, etc. 課外活動			/ ~ /	years months
			/ ~ /	years months
EMPLOYMENT HISTORY 職歴	NAME OF COMPANY/EMPLOYER 勤務先	COUNTRY 所在国	PERIOD 在職期間	YEARS 年数
			mm/yyyy ~ mm/yyyy / ~ /	years months
			/ ~ /	years months
MILITARY SERVICE 兵歴	m/ y ~ m/ y (months years)			
I hereby declare that the above written statements are all true and correct in every detail. 以上について真実の通りであることを自書署名をもって誓います。				
YEAR MONTH DATE xxxx 年 xx 月 xx 日		SIGNATURE 本人署名 FAZHENG WEN		

8. Notes on Application

- The Admissions Center will not accept certificates that are not identifiable as belonging to an applicant due to a discrepancy in the name that the applicant provides on documents and the name stated on certificates. Please confirm the correct name with the offices that issue certificates is the same as on your application. Specifically for those applying from South Korea: Discrepancies in the spelling of a name is often found between a name provided by applicants and the name on official documents, including certificates of graduation and certificates and notification of transcripts. Be sure to confirm that the spelling used for a name is the same on all certificates and documents before applying.
- Complete online application, payment of the screening fee, and mailing application documents during the application period. Completing only online application does not mean completion of the application procedure. The application procedure is completed when Hosei University receives all application documents.
- Applicants cannot change faculty or department after the application.
- Applicants cannot cancel an application once it is submitted.
- There are currently delays in international mail. Consequently, application documents from outside of Japan should be sent well in advance so that they are received in enough time to be processed by Hosei University.
- The applicant is not allowed to change the faculty or department after submitting the application.
- **Documents submitted to Hosei University are not returned unless requested beforehand (see 7.(1)).** Documents cannot be replaced.
- Applicants with disabilities who require special consideration must contact Hosei University before starting the application process (before making an online application).

[Policies in the case of any false statements or misconduct relating to the application are found]

- (1) If a false statement or misconduct is discovered during the period between the application process and the announcement of successful applicants, Hosei University will immediately disqualify the applicant and will not refund the screening fee.
- (2) If a false statement or misconduct is discovered during the period between the announcement of successful applicants and the official enrollment, Hosei University will deny admission and will not refund the screening fee. If a denied applicant has completed the payment of the whole amount required for the official enrollment, Hosei University will refund the school fees, excluding the admission fee.
- (3) If a false statement or misconduct is discovered after the official enrollment date, Hosei University will revoke the admission and there will be no refund of any fee an applicant has paid.

[Policies in the case of failing to fulfill the application or enrollment requirements before the official enrollment date]

- (1) Admission will be denied if an applicant who has passed the screening then fails to fulfill the application or enrollment requirements before the official enrollment date.
- (2) Any school fees paid, excluding the admission fee, will be refunded to an applicant whose admission is denied due to failing to fulfill the application or enrollment requirements before the official enrollment. In

the case of an applicant who has paid school fees finding it impossible to fulfill the application or enrollment requirements before the official enrollment, please immediately contact the International Admissions Office at Hosei University immediately.

9. Announcement of Successful Applicants

Announcement of Successful Applicants	10:00 AM, on Tuesday, May 11, 2021
Announcement Website	http://exam.52school.com/guide/hosei-ebdp/

An applicant can check the admissions result using their applicant number at the above website by clicking “Announcement of successful applicants” at the top of the website.

The Letter of Acceptance and Enrollment Procedure Guide are sent only to successful applicants. Contact the Admissions Center if no notification is received six days after the date of announcement of successful applicants. No notification is made to unsuccessful applicants.

10. Enrollment Procedure

Enrollment Procedure Period	Tuesday, May 11, 2021 to Tuesday, June 1, 2021
Enrollment Procedure Fee	854,000 JPY

- Accepted applicants must pay the enrollment procedure fee no later than the above end date and mail the enrollment documents to Hosei University (must arrive by the end date of the enrollment procedure period).
- Acceptance to the university is cancelled if an applicant fails to complete the procedures before the deadline regardless of circumstances.
- Certificate of Admission is issued upon request to applicants who have successfully completed the enrollment procedure. Please check how to receive the Certificate of Admission in the enrollment procedure guide that is sent to accepted applicants.
- Acceptance to the university is withdrawn if an applicant cannot obtain status of residence in Japan that permits enrollment at Hosei University, even if the applicant is accepted or completes the enrollment procedure. The admission fee is not refundable in such a case.
- The amount to be paid as part of the enrollment procedure (Enrollment Procedure Fee) consists of the admission fee, tuition, and education enhancement fee for the 1st semester (half of the annual amount), and the others. Refer to **11.School Fee** for the details.
- The amount to be paid after enrollment are the tuition and education enhancement fees for the 2nd semester (the remaining half of the annual amount). Refer to **11.School Fee** for details.
- The Enrollment Procedure Fee is not refundable if an applicant fails to satisfy the requirements specified in the school regulations, such as failing to obtain the status of residence in Japan and cannot reside in Japan after enrollment.

11. School Fee

(For students enrolling in 2021)

<Unit: JPY>

Item \ Year	1st year	2nd year	3rd year	4th year
Admission fee	240,000	--	--	--
Tuition	968,000	968,000	968,000	968,000
Education Enhancement Fee	228,000	228,000	228,000	228,000
Others	16,000	10,000 ^{*1}	10,000 ^{*1}	40,000 ^{*1*2}
Total	1,452,000	1,206,000	1,206,000	1,236,000

^{*1} For 2nd to 4th year students, approximately 10,000 JPY needs to be paid for various related expenses as noted above. The amount of the expenses are subject to change and will be determined at that year. (For 2021)

^{*2} 4th year students also need to pay 30,000 JPY for membership in the alumni association which all graduates are automatically enrolled in.

12. Acquisition of Student Residence Status

Non-Japanese students must obtain the proper residence status in order to study in a college or university in

Japan. Students cannot be enrolled in a college or university with the resident status visa as Temporary Visitor. However, students can be admitted to a college or university with the resident status as Dependent or Long-term Resident. Please note that students with a resident status other than Student are not eligible for assistance programs or scholarships for international students.

1) Applicants who reside outside of Japan at the time of the enrollment procedure

Applicants who reside outside of Japan at the time of the enrollment procedure must select either of the following for application.

(1) Applicants who request Hosei University to apply as an agent

Hosei University applies for the Certificate of Eligibility, which is required for a student visa, if an applicant does not have an agent to do so (a sponsor or a relative who pays living expenses in Japan). In such a case, send the following documents required for the procedure to Hosei University along with application documents at the time of application. Hosei University does not submit an agent application if the required documents are not enclosed at the time of the application. Hosei University does not return admission fees even when an applicant fails to obtain a student visa and cannot be enrolled in Hosei University.

Applicants must understand that the Certificate of Eligibility may not be issued even when Hosei University applies for it as an agent. Hosei University does not return documents submitted to the university regardless of whether an applicant is accepted or rejected.

Hosei University requests the submission of these documents at the time of application because it will be too late to start the application procedure after enrollment; the timing is irrelevant to the acceptance or rejection in the screening.

* Hosei University cannot submit an agent application if the documents have mistakes or insufficient information.

◆ Documents required for the application procedure

- [1] Request Form for COE Application by Hosei University (the form can be downloaded from <http://exam.52school.com/guide/hosei-ebdp/guidebook/>)
- [2] One photo
- [3] Copy of your passport (the page with a photo)
- [4] Other (See **Note**.)

(2) Applicants who request someone living in Japan to apply as an agent

Send one photo of the applicant to the person who serves as the agent for the application and request the following ①, ②, and ③. The agent must be a sponsor who pays the living expenses in Japan or a relative living in Japan.

- ① The agent who received the Certificate of Admission must immediately submit the following documents to the Immigration Bureau and apply for the Certificate of Eligibility as an agent of the applicant to apply for a student visa. (All documents must be prepared within the past six months.)

- [1] Application for Certificate of Eligibility (three pages of the form designated by the Immigration Bureau to be completed by the applicant and two pages to be filled in by the organization to which the applicant belongs)

* Hosei University fills in the last two pages (to be filled in by the organization to which the applicant belongs). Apply for this procedure at Hosei University well in advance of the application at the Immigration Bureau.

* The entry form is available on the Immigration Bureau website for download.

Immigration Bureau website: <http://www.immi-moj.go.jp/>

(Entry form: <http://www.moj.go.jp/content/001290044.pdf>)

[2] One photo (paste a photo 4 cm long and 3 cm wide onto the application [1].)

[3] A self-addressed stamped envelope (paste a 404 yen stamp for registered mail onto the envelope and write the address of the agent to which the Certificate of Eligibility is sent.)

[4] Other (See **Note.**)

- ② The Immigration Bureau usually sends the Certificate of Eligibility to an agent about 1.5 months after the application. Clearly request the agent who receives the Certificate of Eligibility to immediately send it to you by international express mail so that you can apply for a student visa.
- ③ The applicant must present the Certificate of Eligibility and a passport to a nearest Japanese Embassy or Consulate and receive a student visa.

2) Applicants who reside in Japan at the time of the enrollment procedure

Applicants living in Japan who received the Certificate of Admission must immediately bring a passport, resident card, or alien registration certificate to the nearby Immigration Bureau and apply for the status of student residence.

(1) For those who have “dependent” or other status to apply for “Student” residence status

Attach the following documents:(These documents must be prepared within the previous six months.)

- [1] Application for permission to change the status of residence (three pages of the form designated by the Immigration Bureau to be filled in by the applicant and two pages to be filled in by the organization to which the applicant belongs)
- [2] The Certificate of Admission or its copy (The original must be presented in order to make a copy.)
- [3] Other (See **Note.**)

(2) For those who have “Temporary Visitor” residence status to apply for “Student” residence status (also for those who entered Japan from a country with a visa waiver agreement with Japan to apply for “Student” residence status):

To apply for changing the status of residence from “Temporary Visitor” to “Student,” the applicant must first apply for a Certificate of Eligibility as Student at the nearest Immigration Bureau. Once the Certificate of Eligibility is issued, bring it to the nearest Immigration Bureau to apply for permission to change the status of residence. If an applicant cannot apply for permission to change the status in Japan, apply for a student visa at a Japanese Embassy or Consulate outside of Japan as soon as the Certificate of Eligibility is issued. Attach the following documents (prepared within the past six months) to apply for the Certificate of Eligibility.

- [1] Application for Certificate of Eligibility (three pages of the form designated by the Immigration Bureau to be filled in by the applicant and two pages to be filled in by an organization to which the applicant belongs)

* Hosei University prepares the last two pages (completed by the organization to which the applicant belongs). Apply for this procedure at Hosei University well in advance of application at the Immigration Bureau.

*The entry form is available on the Immigration Bureau website for download.

Immigration Bureau website: <http://www.immi-moj.go.jp/>

(Entry form: <http://www.moj.go.jp/content/001290044.pdf>)

[2] One photo (Paste a photo of 4 cm long and 3 cm wide on the application [1].)

[3] A self-addressed stamped envelope (paste a 404 yen stamp for registered mail onto the envelope and

write a return address to which the Certificate of Eligibility will be sent (Japanese address only).)

[4] Other (See **Note.**)

Applicants may apply for the Certificate of Eligibility in their home countries without using the agent application.

NOTE: This process may take several months to obtain a student visa.

Note: Other aspects

- Applicants may be asked to submit documents for financial assistance, tuition and living expenses, or Applicant History.
- Japanese translations with an official certificate must be attached to submitted documents written in a non-Japanese language.
- Applicants may be required to submit documents certifying their ability to pay expenses during their stay depending on the following:
 - If applicants pay the expenses by themselves, applicants are required to submit a bank account balance certificate in the name of the applicants.
 - If applicants' financial sponsors such as parents and other relatives pay the expenses, applicants may be required to submit a bank account balance certificate or a proof of annual income in the name of the applicants' financial sponsors.
 - If applicants receive scholarships to pay the expenses, applicants may be required to submit a certificate of receiving scholarships which includes the amounts they receive, how long they receive it, and which organizations give them the scholarships.
- The Certificate of Eligibility will not be issued to applicants with dual nationality of Japan and another country.

[Contact for inquiries concerning the application for status of residence in Japan]

Contact the office below for any uncertainties before applying.

Tokyo Immigration Information Center

5-5-30, Konan, Minato-ku, Tokyo, 108-8255 Japan

TEL: 03-5796-7112

13. Housing and Scholarships

- Hosei University does not have a student dormitory nor housing owned by the university. Real estate agencies that offer apartments, dormitories, and flats to international students are posted on the website of

Hosei University. Those who want to use this service must directly contact the real estate agencies.

- A person who rents an apartment usually must have a co-signer who resides in Japan. By paying a deposit (usually 1/4 to 1/3 of the monthly rent), some real estate agencies allow a rental contract without a co-signer for those who cannot find a co-signer in Japan. Check the website of Hosei University for details.

[Finding Accommodation]

http://www.hosei.ac.jp/english/admissions/undergraduate/ebdp/finding_accommodation/

- Hosei University has established a scholarship system for students who have financial difficulties paying for school and students who have produced outstanding results in their studies or other fields. Please check the details on the following websites.

[International students]

<http://www.global.hosei.ac.jp/en/support/scholarships-offered-by-hosei-university/>

[Japanese students and permanent residents in Japan]

<http://www.hosei.ac.jp/campuslife/shogaku/index.html>

14.FAQ's

1. Q: Am I eligible to apply?
 - A: Please read **#5. Application Eligibility** carefully. If you are still unsure, please contact us by email stating the details of your educational background (country, school name and website, years attended, etc.)
2. Q: Do you accept transfer students?
 - A: Unfortunately, we do not accept transfer students to GIS, GBP, SCOPE and IGESS. All applicants are considered as freshman applicants.
3. Q: I found a mistake regarding my name on my certificate. Is it still valid?
 - A: Please ask your school to reissue it with the correct name.
4. Q: Would it be possible to drop off the application documents in person at your university?
 - A: No, all the application documents must be submitted by postal mail.
5. Q: My school does not issue a certificate of graduation. Is it possible to submit my original diploma and have it returned later?
 - A: Please read **#7. Application Documents, (1) Notes on preparing application documents**. If you still have questions, please make an inquiry by email.
6. Q: Can I apply for multiple programs from GIS, GBP, SCOPE and IGESS at the same time?
 - A: Applicants can only apply for one of the GBP, SCOPE, and IGESS programs in the same application period. However, in the case that you plan to apply for GIS, you can choose one program from the other three (GBP, SCOPE, and IGESS) and apply for it in addition to GIS application in the same application period.

List of contact information

- ◆ Contact information for inquiries concerning the screening, the qualification for applicants, and the acquisition of status of residence

SCOPE Office, Hosei University

E-mail: ebdp-i@ml.hosei.ac.jp

2-17-1 Fujimi, Chiyoda-ku, Tokyo, 102-8160 Japan

- ◆ **Inquiries concerning English proficiency tests**

Directly contact each testing organization.