

TOKIWA UNIVERSITY
Application Guidelines for Part-time International Students for 2022
(Ukrainian Evacuees)

This application guideline is regarding the enrollment of Ukrainian university students that fled Ukraine in response to the Russian army invasion in March 2022 that wish to continue their studies in Japan through Tokiwa University (hereafter referred to as “TU”). Applicants who meet the requirements will be admitted as part-time students (hereafter referred to as “international part-time students”) after the screening process. Furthermore, applicants that successfully pass the TU entrance examination will be admitted as full-time students starting from April 2023.

1. Faculties

The Faculty of Human Sciences (excl. Department of Health and Nutrition), and the Faculty of Management and Administration at Tokiwa University

2. Admission Month

September 2022 (TU 2022 Fall Semester)

3. Number of Students Accepted

2 persons *Applications will be closed when applicant cutoff is reached

4. Admission Period

- (1) Generally, international part-time students will be enrolled for a maximum of one year. However, depending on the circumstances surrounding Ukraine, the student’s academic achievements, and the student’s wishes, they may be enrolled for a maximum of four years.
- (2) International part-time students must submit a “Course Registration Request Form” to the respective Faculties in order to gain permission to enroll for a class.
- (3) Applicants that successfully pass the TU entrance examination (Feb. 2023 for international, returning students; Mar. 2023 for transfer students) will be admitted as a fully enrolled student starting the following school year starting on Apr. 2023. Applicants entering as first year students will be admitted for four years; applicants entering as third year transfer students will be admitted for two years. In the event an applicant is accepted as an enrolled student at TU, they will have to withdraw from their educational institution located in their home country.

5. Support Details (up to 4 ½ years during enrollment)

- (1) Enrollment fees pertaining to the aforementioned enrollment procedures (screening fee, registration fee, course fees, etc.) will be waived.
*In the event that the application successfully passes TU’s entrance examination and becomes an enrolled student, certification fees, enrollment fees, tuition, practical work fees, utility fees, etc. will be waived.
- (2) Living expenses at the TU International Dormitory and related fees (residence fees, boarding fees) will be waived.
- (3) Fees at the student cafeteria (Hakurai) close to the TU International Dormitory will be waived. Meals are offered twice daily (breakfast and dinner), all-year long.
- (4) Monthly scholarship support of 40,000 yen
- (5) Plane ticket to Japan will be provided
- (6) Support for finding part-time work in and out of the university.

6. Eligibility

- (1) Must be a citizen of Ukraine
- (2) Fulfill any one of the following:
 - a. Have graduated from high school or secondary education school
 - b. Have completed 12 years of regular school education
 - c. Have been recognized as having academic abilities equivalent or superior to those of high school graduates in accordance with the provisions of Article 150 of School Education Law Enforcement Regulations of Japan
 - d. Have been recognized as having academic abilities equivalent or superior to those of high school graduates by TU's individual screening of admission qualifications.
- (3) Must be currently enrolled in some form of an institution of higher education in Ukraine
Must be currently enrolled in a graduate school, an undergraduate school, or other institution of higher education that has the right to confer degrees or titles, or an educational institution recognized by TU president as equivalent to such an institution in Ukraine.
- (4) Must have the Japanese language ability to study at TU as an international part-time student (see Appendices 1 & 2). Applicants that wish to take courses outside of the international part-time student curriculum after successfully passing the TU entrance examination to become full-time must refer to Appendix 1.
- (5) Is 18 years of age or older at the time of admission.

7. Residency

- (1) Applicants residing in Ukraine or other third party countries must first enter Japan with a “Short-term Stay (短期滞在)” visa. Afterwards the applicant must visit the Immigration Services Agency of Japan in order to change their residency status to “Designated Activities (特定活動) .”
- (2) Once the necessary documents are prepared, TU will begin procedures for the applicant’s Certificate of Eligibility (在留資格確定証明書) .

8. Courses and Credits Available

- (1) In addition to regular undergraduate courses, international part-time students are offered Japanese Language, Japanese Affairs, and Japanese Study courses which are tailored for international students.
 - ① Regular Undergraduate Courses
International part-time students may take regular undergraduate courses offered by TU that interest them and/or pertain to their major.
※Regular undergraduate courses are restricted to students with Japanese language ability equivalent to the Japanese Language Proficiency Test, N2 or above
 - ② Japanese Language Courses
International part-time students that wish to enroll in Japanese Language courses will be able to do so after determining their Japanese language level (1: beginner, 2: intermediate) via placement test.
 - ③ Japanese Affairs/Japanese Study Courses
Courses about Japanese society, culture, history, etc. will be offered in English or Japanese.
- (2) Courses that can may be taken are limited to those that have been confirmed to be offered. Furthermore, courses that involve practical work including experiments, training, and skill development, etc. may be restricted in advance.
- (3) A course may be canceled if the number of participating students does not exceed ten.
- (4) There are no restrictions on the number of courses or credits that can be taken. However, in order to obtain a student visa, which is required to enroll and study at universities in Japan,

international part-time students are required to take at least 10 hours per week by the Immigration Bureau of Japan. Therefore, international part-time students are required to take at least 7 courses at TU.

9. Recruitment Method

- (1) Enrollment via “Japan-Ukraine Education Pathways” managed by Pathways Japan PJ and Japan ICU Foundation. Recruitment will be conducted together with partner universities. (Schedule ③)
- (2) Enrollment via Immigration Services Agency of Japan. TU is recognized as a cooperating organization accepting Ukrainian students, and thus will receive referrals from applicants that agree with the university’s policies and content. (Schedule ①)
- (3) Enrollment via university. TU will receive referrals from the Ukrainian Embassy, Japanese Association for Ukrainian Studies, etc. (Schedule ②)

10. Selection Process and Schedule

(1) Selection Process

Selection is based upon application documents (in addition, an online interview may be conducted if necessary.)

(2) Announcement of Application Results

Notification of application results will be sent to the applicant's e-mail address.

(3) Schedule

Item	Date	
	① Enrollment via Immigration Services Agency of Japan ② Enrollment via university	③ Enrollment via Japan-Ukraine Pathways Joint Recruitment
Application Period	Mid-June to Mid-August	June 10 th to June 24 th
Document Screening	Until late August as needed (dependent on timing of referrals)	June 25 th to July 12 th
Interview	Until late August as needed (dependent on timing of referrals)	July 13 th to July 28 ^h
Announcement of Application Results	Until early September as needed (dependent on timing of referrals)	July 29 th
Application for Certificate of Eligibility	Procedures for “Exchange Student” residency will begin after arrival in Japan	
Obtaining Visa at Local Japanese Embassy or Consulate	Soon after receiving necessary documents from university	August 8 th or 15 th ※ “Short-term Stay” visa to be acquired at Embassy of Japan in Poland
Entry Day into Japan	Mid-September (depending on university’s instructions)	August 13 th or 20 th ※ Pathways Japan Orientation to be held on the next day after arrival
Enrollment Procedure Period	Mid-September (as soon after arrival at university)	Upon arrival at university on August 19 th or 26 th
Orientation	Tue. Sept 20 th , Wed. Sept 21 st , Thu. Sept. 22 nd	

* The above dates and times are based in Japan. In principle, the above will proceed as planned, but may be scheduled sooner or later based on urgency or any other situation(s). Saturdays, Sundays, Japanese national holidays, and days TU is closed days are excluded.

11. How to Apply

(1) Application Documents

The application documents are attached to this application guideline. Please refer to "12. Application Documents" and use the appropriate documents.

(2) Selection Fee

The selection fee will be waived

(3) How to Submit the Application Documents

Scanned PDF copies of each of the required documents must be sent by email to the International Exchange and Language Learning Center of TU for confirmation of the contents and correct completion of each.

【Submission Address】

International Exchange and Language Learning Center, Tokiwa University

E-mail address: intlco@tokiwa.ac.jp

12. Application Documents ※Marked documents are not mandatory

(1) Application Form (form provided)

(2) Certificate of Enrollment from Applicant's Educational Institution

(3) Transcript from Applicant's Educational Institution

(4) Letters of Recommendation from Two Mentors or Academic Advisors,

(5) Certificate of Health (form provided)

(6) Japanese Language Proficiency Test (JLPT) or Equivalent Test Certificate

(*) Applicants must bring the original certificate with them when they go to Japan. The International Exchange and Language Learning Center will check the original certificate.

(7) Letter of Commitment (form provided)

(8) Required Information for the Certificate of Eligibility (form provided)

(9) Copy of Applicant's Passport

It must be a full-sized, high-resolution copy of the page of their passport with their picture and passport number

(10) ※Bank Statement of Applicants' Financial Sponsor

(11) ※Statement of Financial Support

(12) Photograph {upper body, front view, 4.0 cm (length) x 3.0 cm (width), taken within the last 3 months}

【Note on application documents】

Documents (2), (3), (4), and (10) must be submitted in Japanese or English. If it is not possible to submit documents prepared in Japanese or English, they must submit the documents translated from the original into Japanese or English with proof of translation in addition to the original documents

13. Orientation

International part-time students must attend orientation to learn about the various procedures after admission.

14. Post-Enrollment Precautions and Notices

(1) The faculty to which international part-time students belong can be any one of the Faculties listed in "1. Faculties".

(2) Regardless of which faculty international part-time students belong to, they may take courses offered by the Faculty of Human Sciences (except Department of Health and Nutrition) and the Faculty of Management and Administration. Courses that are restricted in advance are excluded.

- (3) International part-time students must follow the rules and regulations that apply to regular students at TU unless there are special reasons.
- (4) Approval of the course instructor is required to enroll in their courses. In some cases, international part-time students may not be allowed to take the classes they desire. In the event that the student is unable to take a class they desire, and their combined class number does not meet the required seven, they must consult the International Center staff regarding available courses and submit a "Course Registration Request Form." Please note that students will be unable to withdraw from classes tailored for international part-time students.
- (5) A certificate of credit acquisition will be issued to international part-time students who wish to prove their credit acquisition.
- (6) After submitting the "Registration Form for International Part-Time Students" given at the orientation, a student ID card will be issued. International part-time students must carry their student ID card with them at all times, and they must show it when requested by TU's faculty or staff members.
- (7) International part-time students can use the Information Media Center (library and PC study rooms) and other on-campus facilities. Some facilities require a separate registration procedure for use. The details will be explained at orientation.
- (8) If one's student visa is revoked or cannot be renewed after enrollment, the international part-time student must inform the International Exchange and Language Learning Center of TU immediately.
- (9) After consultation, we will respect the students' wishes to return to their home country if they wish to do so.

15. Accommodations in Japan

- (1) The international part-time students must stay in the International Hall (TU's dormitory) during the enrollment period where they can enjoy the following conveniences:
 - a. Less than a 5 minute-walk to the campus.
 - b. Wi-Fi internet access in the hall's Common Meeting Room and respective units.
 - c. An air-conditioned suite consisting of 3 bedrooms, a shared living room, a shared shower and a toilet. Within the living room, there is a kitchenette with a refrigerator. Additionally, there is a large kitchen and a common dining room available to all residents.
 - d. Access to a refrigerator and kitchenette in shared unit, as well as a larger shared kitchen for all residents' use.
 - e. A dorm manager available from 4pm to 10am.
 - f. Use of the gym/weight room on campus by reservation.
- (2) Tuition and living expenses at the International Hall will be waived as long as the student is currently enrolled.
- (3) Fees at the student cafeteria (Hakurai) close to the TU International Dormitory will be waved as long as the student is enrolled. Meals are offered twice daily (breakfast and dinner). Please note that you may only take respective meals during the appropriate times.

16. Part-time Work, Obligations and Scholarships for International Part-time Students

- (1) Students may engage in part-time work under the condition that their work hours do not exceed 28 hours weekly.
- (2) During their staying at TU, international part-time students are strongly encouraged to participate in various international exchange activities conducted by TU (e.g., foreign language conversation program for TU's students, Teaching Assistant activities, etc.). Other rewards (prepaid cards, etc.) will be distributed according to participation in various events.

17. Other Expenses

In principle, international part-time students are required to enroll in and pay the expenses for the following insurance plans:

① National Health Insurance (NHI):

All international part-time students will be enrolled in Japan's National Health Insurance (NHI) upon arriving in Japan for the entire period of their stay. The NHI covers 70% of the fees for medical visits and treatment of injury or illness. All students will bear the costs of NHI, which is roughly 2,000 yen a month.

② Student Insurance for Injuries from Accidents with Liability Insurance:

All TU students are required to enroll in this insurance plan. This insurance covers injuries sustained in class and while commuting to the campus, as well as injuries and property damage sustained by third parties. This insurance costs an annual fee of 1,340 yen.

③ Comprehensive Insurance for International Students:

All international part-time students studying at TU are required to enroll in this insurance plan. In principal, this insurance returns all medical costs related to injuries and illness that occur while enrolled at TU (outside of class or while commuting to the campus). Additionally, up to 3 million yen in rescuer's expenses will be covered. This insurance costs 11,500 yen for one year.

<Appendix 1>

As a guide, one of the following Japanese language proficiency levels is required to take the regular undergraduate courses of TU.

1	Having passed N1 (Level 1) or N2 (Level 2) of the Japanese Language Proficiency Test administered by the Japan Educational Exchanges and Services, and the Japan Foundation.
2	Obtaining a score of 200 or higher on the Examination for Japanese University Admission for International Students (EJU) (total of Japanese [reading, listening, and listening-reading comprehension]) administered by the Japan Student Services Organization (JASSO).

In addition to the above, other tests and scores that prove Japanese language proficiency may also be accepted. In that case, applicants should let us know during the preliminary consultation.

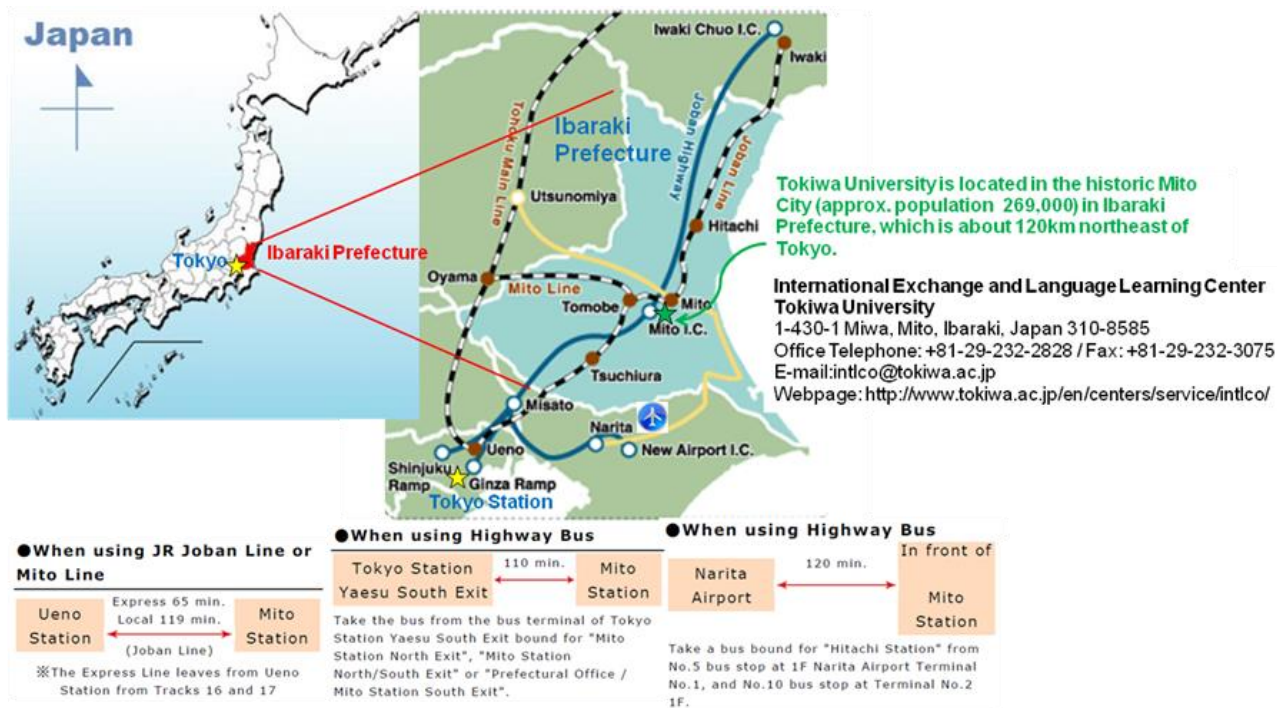
<Appendix 2>

As a guide, one of the following Japanese language proficiency levels is required when taking only classes held for international students (Japanese Language Courses, Japanese Affairs Courses and Japanese Studies Courses).

1	Japanese language proficiency equivalent to N3 or higher of the Japanese Language Proficiency Test (JLPT) conducted by the Japan Educational Exchanges and Services and the Japan Foundation.
2	At least 420 points (J2) on JLRT Listening and Reading Comprehension Test (written test) of the BJT Business Japanese Proficiency Test conducted by the Japan Kanji Aptitude Testing Foundation.
3	Being certified as Level D or above in the J.TEST Practical Japanese Proficiency Test conducted by the JLPT and J.TEST Office, or having obtained 250 points or more in the FG Level Test.

In addition to the above, other tests and scores that prove Japanese language proficiency may also be accepted. In the case, applicants should let us know during the preliminary consultation.

Tokiwa University Location Map



【Contact Info for Inquiries】

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