

**Chuo University Student Exchange Program
Check List of Application Materials
Academic Year 2012/2013**

Name of Student _____

Home Institution _____

Application Materials for Admission to Chuo University

- Application form with one identical photograph (4×3cm, recently taken, full face)*
- Statement of Purpose (Study/Research plan)
 - *Please briefly indicate your study purpose and study/research plan.
 - *This statement should be written clearly and precisely in order to select an appropriate academic adviser.
 - *Write in English or Japanese.
 - Applicants for Faculty of Law are required to write in Japanese by hand.**
法学部希望の学生は志望理由書を日本語（手書き）で提出して下さい。
 - *In case of you write in Japanese, please write in handwriting.
日本語で書く場合は手書きして下さい。コンピューター（Word）の使用不可。
- Certificate of Japanese Language Proficiency completed/signed by a Japanese language teacher*
- Certificate of Health
- Certificate of Enrollment
- Transcript of Academic Record

Applicants for Graduate Program

- Certificate(s) of Undergraduate Degrees
- Recommendation letter from an academic advisor

Application Materials for Visa Document (Certificate of Eligibility)

- Application for Certificate of Eligibility with two same identical photographs
(4×3cm, recently taken, full face)
- Declaration and Certification of Finances*
- Verification of financial statement
(a bank statement indicating saving balance, letter from scholarship foundation, etc.)
- Photocopy of valid passport

Application for Housing Arrangement

- Housing Application Form*

*Please use forms provided by Chuo University.

注意/Attention

- Please note that all documents should be written either in Japanese or English.
すべての書類は日本語または英語で作成されたものでなければなりません。
- Before you prepare the application materials, please read carefully the leaflet
“Chuo University student exchange program” which is included important information on this program.
出願書類を作成する前に“Chuo University student exchange program”のリーフレットを必ず読んで下さい。

Chuo University Student Exchange Program
Application Form for Admission Academic Year 2012/2013

Personal Details 個人情報

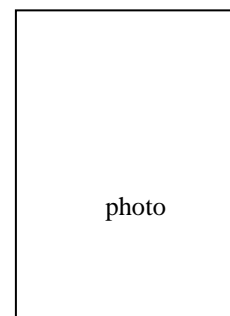
*Please indicate the full legal name that will appear in your passport

Family Name: _____

Given Names: (in full) _____

Katakana(カタカナ) _____

Kanji (漢字) if any _____



Date of birth Y 19 ____ /M ____ /D ____ Sex M / F Nationality _____

Current addresses _____ Mailing address (for important documents) _____

Tel _____ Tel _____

Fax _____ Fax _____

E-mail _____ E-mail _____

Current Academic Status 現在の学籍

Home Institution _____

Program [] Undergraduate (Faculty) [] Graduate school () Master course () Doctor course

Name of Faculty/Department/Graduate School _____

Major field _____ Minor field _____

Present year of Study _____

Proposed period and level of study at Chuo University 留学希望期間および課程

Period

- [] 1 semester: () First semester (Apr2012–Sep2012)
 () Second semester (Sep2012–Mar2013)
 [] 1 year: () First & Second semesters (Apr2012–Mar2013)
 () Second semester and first semester (Sep2012–Aug2013)

Program

- [] Undergraduate *Senkasei* (full-time non-degree student)
 [] Graduate () *Senkasei* (full-time non-degree student)
 () *Kenkyusei* (full-time non-degree research student)

Choice of Faculty and Department 希望する専攻

Preferred Faculty/Graduate School _____

Preferred Department _____

Major Field (if any specific area) _____

*Please be sure to write the name of the Faculty/Graduate School/Department you would like to study at.

List of Courses desired (for *Senkasei* only)**Courses**

Please select five academic major courses that you would like to take from among the courses offered by the faculty/department of Chuo University to which you are applying. In selecting, please refer to CHUO UNIVERSITY COURSE CATALOG or go to following web page. <http://sasori.tamacc.chuo-u.ac.jp/FMPro?-DB=syllabus.fp5&-Format=syllabus/kensaku.html&-FindAll>

Note: *Please do not include Japanese language courses or Japanese studies courses in this list.

*The applicants for the Faculty of Commerce are required to select the subjects from among MAJOR SUBJECTS.

1. _____ 4. _____
 2. _____ 5. _____
 3. _____ *Please list course titles in order of preference.

Credits

Do you wish to obtain credits from Chuo University? [] Yes (Number of credits: _____) [] No

How does your home institution's credit system work?

- [] ___classroom period(s) per week for ___weeks equals to ___credits. (*1 classroom period = ___min.)
 [] There is no credit system at my home institution.

Personal Records 履歴書

List in chronological order all schools attended or entered since graduating junior high school.

Name of Institution	Location (city/states)	From(mos./yrs.)	To (mos./yrs.)	Degree
ex. Chuo High School	Tokyo	Apr/2004	Mar/2007	Diploma
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Total length of school education _____years (since you entered primary school)

*Expected date of completion of the degree program at the home institution after you finish studying at Chuo University:
 year _____ month _____

Japanese Language Education

Name of Institution	Location(city/states)	From(mos./yrs.)	To(mos./yrs.)
_____	_____	_____	_____
_____	_____	_____	_____

Occupational Career	(mos./yrs.)	(mos./yrs.)
Name and location of employers	Date entered	Date left
_____	_____	_____
_____	_____	_____

Emergency Contact (parents preferable) 緊急連絡先 (両親が望ましい)

Name _____ Relationship to you _____
 Address _____
 Tel _____ Mobile phone _____

APPLICATION CERTIFICATION

I, the undersigned, certify that, to the best of my knowledge and belief, all of the information on and attached to this application is correct, complete and made in good faith.

Date: _____ Signature: _____

*This academic reference form is necessary for applicants for graduate program only

中央大学外国人留学生 交換留学プログラム
推薦状

**Chuo University Student Exchange Program for International Students
Academic Reference**

This form should be completed and signed by the Dean of the Graduate School of the applicant's home institution or equivalent person.)

中央大学学長殿

To: President of Chuo University

学生氏名 Name of Student _____

原籍機関 Home Institution _____

推薦者氏名 Name of Referee _____

署名 Signature _____

役職 Position _____

機関名 Institution _____

日付 Date _____

中央大学交換留学プログラム
日本語能力証明書
Chuo University Student Exchange Program
Certificate of Japanese Language Proficiency

This form should be completed and signed by a Japanese language teacher at the applicant's home institution.

学生氏名 Name of Student _____

原籍機関 Home Institution _____

1. 日本語能力 Japanese Language Proficiency

	優Excellent	良Good	可Fair	不可Poor
聴くこと Listening	[]	[]	[]	[]
話すこと Speaking	[]	[]	[]	[]
読むこと Reading	[]	[]	[]	[]
書くこと Writing	[]	[]	[]	[]

漢字能力 Reading and Writing of Kanji

意味がわかる漢字数 Number of recognizable Kanji _____

読める漢字数 Number of readable Kanji _____

書ける漢字数 Number of writable Kanji _____

語彙数 Number of Words _____

2. 日本語学習期間 Duration of Japanese Language Study

____ヶ月間 (____年 ____月 ~ ____年 ____月) 週当たり時間数 _____ 時間/週
months (year month ~ year month) _____ hours/week

学習総時間数 計 _____ 時間

Total hours of study _____ hours

3. 教授法 Teaching Method: _____

4. 授業内容 Curriculum: _____

5. 教科書 Textbook(s): _____

6. 所見 General Comments: _____

指導教員氏名・職名 Name and Position of Japanese Language Teacher

Name _____ Position _____

Signature _____ Date: _____

学習機関 Name of Japanese Language Institution _____

在留資格認定証明書交付申請書

APPLICATION FOR CERTIFICATE OF ELIGIBILITY

写真 Photo*

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*Please attach two same identical photographs (4×3cm, recently taken, full face).

氏名 Name in full

(Indicate the full legal name that will appear in your passport.)

ローマ字 Roman letters _____

姓 Family 名 First Middle

漢字 Kanji, if any _____

姓 Family 名 First Middle

国籍 Nationality _____

性別 Sex []男 male []女 female

生年月日 Date of Birth Year _____ Month _____ Day _____

出生地 Place of Birth _____

配偶者の有無 Marital Status []未婚 single []既婚 married

本国における居住地 Current Address _____

旅券 Passport (1)番号 Number _____

(2)発行年月日 Date of Issue Year _____ Month _____ Day _____

(3)有効期限 Date of Expiration Year _____ Month _____ Day _____

(4)発行機関 Issuing Authority _____

同伴者の有無 Accompanying Persons, if any _____

査証申請予定地 Place to Apply for Visa _____

過去の出入国歴 Past Entry into/Stay in Japan []Yes _____ time(s) [] No

直近の出入国歴 The latest entry to Japan From year _____ month _____ day _____ To year _____ month _____ day [] No

犯罪を理由とする処分を受けたことの有無 (日本国内外) Criminal record(in Japan Overseas)

[] Yes (Details: _____) [] No

在日家族 (父・母・配偶者・子など) Family in Japan (Father, Mother, Spouse, Son, Daughter, etc.)

Please indicate Relationship, Name, Age, Nationality, Residence with Applicant or Not, Occupation, Status of Residence (Period of Stay).

中央大学での在籍区分 Registration at Chuo University

大学院(博士) 大学院 (修士) 大学 (学部生)
 Doctor Master Undergraduate

中央大学での所属学部・課程 Faculty/Course at Chuo University

法学(Law) 経済学(Economics) 政治学(Politics) 商学(Commercial)
 経営学(Management) 文学(Literature) 社会学 (Sociology) 歴史学(History)
 心理学(Psychology) 教育学(Education) 総合政策(Policy Studies)
 理工学(Science and Engineering) その他 (Others)

学校名 Name of Home Institution

修学年数 Total period of education(from elementary school to last institution of education)

_____ 年 (years)

卒業または卒業見込み年月日 Date of graduation or expected graduation

_____年 月 日
 (Year) (Month) (Day)

滞在費の支弁方法等 Method of support to meet the expenses while in Japan

(1) 支弁方法及び月平均支弁額 Method of support and an amount of support per month(average)

- 本人負担self _____円yen
 外国からの送金remittance from abroad _____円yen
 ※経費支弁者の情報を下を書いて下さい。Please state supporter's information below (2)
 奨学金 Scholarship _____円yen
 その他

(2) 経費支弁者 Supporter

氏名name _____
 住所address _____ 電話番号 _____
 職業occupation _____
 勤務先の名称 place of employment _____ 電話番号 _____
 年収(現地通貨) annual income in local currency _____ 単位currency unit _____

財政能力証明書 Declaration and Certification of Finances
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学生氏名 Name of Student _____

原籍機関 Home Institution _____

注: 銀行預金残高証明書、奨学金受給証明書等の公的証明書を必ず添付すること。
提出がない場合は、在留資格認定証明書交付申請は行わない。

Please note:

In order for a **Certificate of Eligibility for a Status of Residence** to be issued by the Immigration Bureau, Japanese Ministry of Justice, you must submit complete and accurate information regarding your sources of financial support. You are required to submit current evidence that you will have at least ¥100,000 per month for the entire length of time you plan to study at Chuo University.

Be sure to attach verification of the financial statement by means of a bank statement indicating saving balance, a bank remittance, a copy of a bank book which indicates a proof of remittance or a certificate of remittance, an official letter from the scholarship foundation indicating the amount and duration of the scholarship, or other official evidence of cash available and transferable. Chuo University will not apply for the Certificate of Eligibility for you if you don't attach the verification.

留学費用の支弁者 Resources for educational and living expenses in Japan

個人 Personal:

If you, a member of your family, or other individual will provide the funds for your educational and living expenses, the following oath must be completed:

I, _____ (name of the sponsor), hereby sign this oath to take responsibility for the living expenses during the stay in Japan of _____ (name of the student). I hereby submit a bank remittance document or a copy of a bank book which indicates a proof of remittance or a certificate of remittance.

Tuition: _____ (Waived for exchange student.)

Living expenses: ¥ _____ per month for _____ months.

Method of payment: _____

Signature of the sponsor: _____

Relationship to the student: Myself Other (Please specify: _____)

Date: _____

奨学金 Scholarship:

If you are sponsored by the government, agency, private grant or scholarship, you must complete the following financial statement. Please **do not write** the JASSO/*Monbukagakusho* scholarships here. Chuo University cannot guarantee that you will be accepted as a grantee by JASSO/*Monbukagakusho*.

You should not rely on the JASSO/*Monbukagakusho* scholarships and you should be prepared to finance your study period in Japan on your own or by other scholarships of your country.

Name of the scholarship _____

Amount of the scholarship per month _____

Duration of the scholarship _____

I certify that the above information is true and complete to the best of my knowledge. I am fully aware that any false or misleading statement may result in an automatic denial of my admission request or eventual dismissal from Chuo University.

Signature of the student _____ Date _____