

Application Manual

■ Qualification for Application ■

For admission to Special Course, Budo Specialization Program, an applicant must be foreign-registered with non-Japanese nationality and meet one of the following requirements.

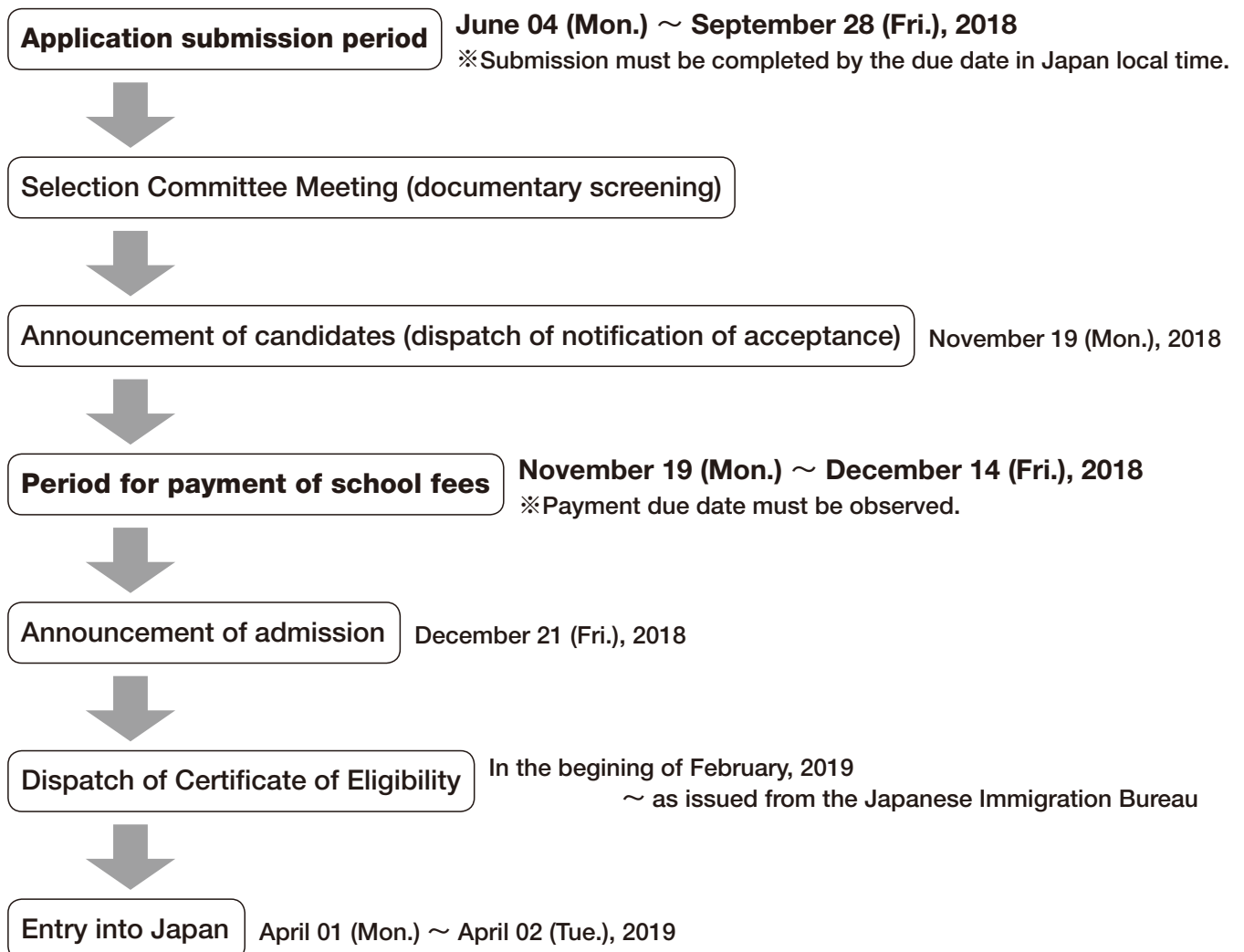
1. In his/her home country or a foreign country, an applicant must have 12 years education (not including pre-school or kindergarten) in which qualification for admission to university is to be given or must be expected to complete such school education prior to entry to the Program.
2. An applicant must be qualified to take examinations for entrance to a university in his/her home country.
3. An applicant who has reached the appropriate age for entering the Program and who is recognized by International Budo University as having the equivalent or more education to the above.

■ Schedule ■

All aspects of the application process, from initial application through university admission, follow the schedule listed below.

Application documents sent in September may miss the deadline for some reasons of postal mails.

Please send the application materials as soon as possible to avoid missing the deadline.



■ Application Procedures and Instruction ■

The following **original documents and materials must be sent** to the university's International Office within the prescribed period by EMS, DHL or FedEx. Failure to meet the application deadline; false or incorrect information; or incomplete filing will result in out of the selection.

If a false declaration is found in your application documents after you have matriculated, your matriculation status will be revoked and you will be asked to return to your home country.

- 1. Application Fee** Payment can be made by sending international POSTAL money order by mail or bank-to-bank telegraphic transfer.
(JP¥ 10,000)

※ **When making international wire transfers, charges are incurred on both ends of the transaction (more than 5,000 yen. Check with bank). Therefore, please designate that all charges will be at the sender's expense and 10,000 yen should be in the bank account of IBU when you make a remittance.**

International Budo University		Bank Information	
Name	International Office International Budo University	Bank Name	Chiba Bank, Katsuura Branch
Address	841 Shinkan, Katsuura City, Chiba Prefecture 299-5295 JAPAN	Swift Code	CHBAJPT
		Account Number	0134-242-3142887
		Account Type: (From within Japan only)	Ordinary Deposit
		Account Name	International Budo University Corporation
Phone	+ 81-470-73-4212	Address of the Bank	725-3 Tona Katsuura City Chiba Prefecture 299-5225 JAPAN
Fax	+ 81-470-73-4213	Phone	+ 81-470-73-1121

※ In the case of bank telegraphic transfer, a copy of the bank transfer receipt must be sent to the above address together with the application package.

※ Internet banking, bank check or bank money order might be unacceptable.

※ Application fees will not be refunded under any circumstances.

Applicant must complete the form in Japanese or English.

- 2. FORM A** Application Form (with attached photo)

Applicant must be of non-Japanese nationality.

If you have Japanese nationality, please consult International Office before you apply.

- 3. FORM B** Personal History (with attached photo)

Applicant must complete the form in Japanese or English.

If you have tournament results, submit copies of diploma of merits.

- 4. FORM C** Letter of Recommendation

The recommending party must fill out the Letter of Recommendation in Japanese or English. It is desirable that the recommending party is the president or chief officer of Budo Federation, organization, or association with which the applicant has had a relationship.

- 5. FORM D** Letter of Guarantee

The guarantor must be a person in parental authority or a person to be treated in the same way as the abovementioned person. The guarantor must agree to all the legal, financial and actional responsibilities for the applicant throughout the period of the applicant's attendance at the Special Course, Budo Specialization Program.

- 6. FORM E** Promissory Note of Financial Responsibility

The person assuming responsibility must fill out the document in Japanese or English in handwriting. This form which is addressed to the Immigration Bureau specifies by whom and by what method payments for school fees of JP¥ 511,450 (according to 2017 fees) and living expenses shall be made. Photo copies will not be accepted.

7. **FORM F** Certificate of Medical Examination

A physician must complete the certificate in English or Japanese. The examination must be conducted within three months before submission and must be signed by a licensed physician. All comments must be stated in full, without abbreviations (except for standard measurements, i.e.: mm, kg, etc.) The original copies of chest X ray examination must not be submitted if the applicant's health is normal.

The person who has no history of and no antibodies against measles should get vaccinated and submit the certificate of immunization.

In case you become infected with measles, you will have to be out of school and stay indoors on the basis of School Health Law in Japan.

8. **Graduation Certificate**

A graduation certificate issued from the last graduated school must be submitted. For countries in which certification is not issued, the actual diploma must be submitted.

※The diploma will be returned after the application process is concluded at the written request.

Applicants who are expected to graduate by March, 2019 should submit "**Certificate of Expected Graduation**". Documents in languages other than Japanese or English must be accompanied by a translation to Japanese or English.

Applicants who belong to other educational institute (especially, university, graduate school, etc.) must submit "certificate of expected absence" in order to prevent double registration in Japan. Furthermore, as soon as announced as accepted candidates, "**Certificate of Absence**" must be also submitted by the current educational institute. Without the certificate admission is not approved.

9. **Transcript** (Official Academic Record)

Transcripts corresponding to the last attended school must be also submitted. If an applicant is in school, school records and evaluation standards of the previous year must be included. Only original documents will be accepted. Copies will not be accepted. Documents certifying qualification for admission to university which was obtained in home country are to be submitted, if any. Besides, submission of some certification might be required as information for judging whether qualified or not for entering university. Documents in languages other than Japanese or English must be accompanied by a translation to Japanese or English.

10. **Bank account balance certificate of the defrayer** (person filing the Promissory Note of Financial Responsibility).

The certificate issued by the defrayer's bank must be in Japanese or English, or be accompanied by a translation to Japanese or English. If the currencies are listed other than Japanese Yen (JP¥) or American Dollars (US\$) a certificate converting the figures to JP¥ or US\$ must be attached. Photo copies will not be accepted.

11. **Passport copy**

Copies of **all pages including the blank ones** are required.

12. **Photographs** (They must be taken within 3 months.)

7 color photographs, 4×3 cm, (4 cm in length and 3 cm in width) in color, frontal view, head and shoulders without hat or sunglasses, must be submitted. All photographs must include full name written on the reverseside. One copy each must be attached to the Application Form and the Personal History. Thus 5 copies must be enclosed in an envelope for application papers.

Special note: All application documents and issued certificates must be completed in Japanese or in English. They should be dispatched by EMS, DHL, or FedEx with track and trace service.

Procedure After Success

University Admission Procedures

1. Payment of School Fees Due Date for Payment of School Fees: December, 2018

Upon receipt of the “Notification of Acceptance” confirming acceptance of candidates, the student must pay school fees within the specified time period. School fees of 2018 School Year is JP¥511,450. (This amount includes admission, tuition, insurance, cost of using facilities, and so on.) Payment can be made either by international postal money order or bank-to-bank telegraphic transfer. **Please take care to consider transaction processing charges that will be levied by the bank. Transfer of ¥521,450 including the charges is recommended.** Amounts in excess will be refunded after entrance. In cases where the payment of fees is not satisfied within the deadline, the student is deemed to have no intention to enter the course. Please refer to P.10 for bank information.

School Fees (Japanese Yen)				
Admission	Tuition	Facility & Equipment	Others	TOTAL
100,000	300,000	100,000	11,450	511,450

- ※ Upon completing the telegraphic transfer, a copy of the bank transfer receipt must be forwarded to the university by fax.
- ※ Personal expenses for lodging, food, textbook, Budo equipment are not included in the above school fees.
- ※ School fees or processing materials will not be returned under any circumstances.

2. Dispatch of Documents

When school fee payment has been satisfied within the deadline, the following documents shall be issued in January.

- (1) Certificate of Admission
- (2) Bulletin of admission procedures and admission schedules
- (3) Oath and Pledge of Good Behavior
- (4) Scholarship application for the Special Course student of International Budo University
- (5) a. Approach toward Personal Information Protection
b. Certificate of Consent
- (6) Arrival Schedule Report

3. Cancellation Notification

In case of cancellation after remittance of school fees, submission of “Official Cancellation Notification to International Budo University, Special Course, Budo Specialization Program” by the deadline below is needed as well as refund procedures. School fees except admission fee will be refunded only when the procedure is completed by the deadline. Notification sent by e-mail with PDF is acceptable.

Deadline: 17:00, March 29, Friday 2019 (in Japan time)

4. Application for Certificate of Eligibility

Application for Certificate of Eligibility to our Immigration Bureau will be processed on behalf of the person who completes entrance procedure by the university. The certificate is issued from Tokyo Immigration Bureau. From initial application to the time of receipt of the certificate approximately 6 weeks at least are required. This matter is within the sphere of responsibility of the Immigration Bureau and therefore the university cannot estimate or guarantee the receipt of it. The university will endeavor to send the certificate to the person who completes entrance procedure until the end of January.

5. Student Visa Application

The “Certificate of Eligibility” will be forwarded to the person who completes entrance procedure as soon as the university gets it. Then the “College Student Visa” must be applied at the nearest Japanese Embassy or Consulate by yourselves. Please be prepared to enter Japan in time to attend the university entrance ceremony in April.

Documents and materials necessary for application for the visa are as follows:

- (1) Application Form
- (2) Certificate of Eligibility (issued by the Immigration Bureau) and one copy
- (3) Certificate of Admissions (issued by the university/in English and Japanese) and copies
- (4) Photographs
- (5) Visa Application Fee
- (6) Valid Passport (at least 3 months beyond period of stay)

- ※ As to the details of application, you are requested to inquire of the Japanese Embassy or Consulate in your country.
- Special note: In the case of any problems or questions, please e-mail or fax directly to International Office.