

2024 Academic Year
Graduate School of International Liberal Arts,
Juntendo University
International Liberal Arts
Master's Program

Application Guidelines



Juntendo University

November 13, 2013



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Human resources to cultivate

The Graduate School will cultivate human resources as detailed below:

Human resources who have the cross-disciplinary and interdisciplinary knowledge and education necessary to realize a sustainable society amid progressing globalization, the ability to handle multiple academic disciplines without distinction between “arts” and “sciences,” and high intelligence and the ability to expand the circle of mutual trust, solidarity, and collaboration.

In addition, as a preparatory program for a doctoral program (the first stage of training as researchers), we will also cultivate some human resources as portrayed below:

Human resources aiming to become researchers who have the ability to handle multiple academic disciplines without distinction between “arts” and “sciences” and the ability to pursue creative research and development by establishing research themes based on an awareness of various global issues, selecting appropriate research methods by reading and understanding previous research, collecting and analyzing necessary information, and drawing conclusions

Admission policies

In the Master’s program of the Graduate School, the following policies will be applied to the admission of students, based on the educational objectives, the human resource development objectives set forth in the diploma policy, and the curriculum policy to achieve these objectives:

·Knowledge and skills (AP1)

Those with a desire to acquire a higher level of education among those who have acquired not only general education but also sufficient academic foundations in their field of study as undergraduate students so that they can use their knowledge and skills after enrollment, and have the English-language skills required for graduate studies

·Abilities to think, judge, and express oneself (AP2)

Those who have a global perspective, think outside the box, have the ability to make judgments based on appropriate criteria from a limited number of options, and have the ability to communicate their thoughts to specialists and non-specialists alike in simple language

·Proactive attitude (AP3)

Those who are interested in global issues such as poverty, conflict, infectious diseases, and environmental destruction, and are eager to proactively grasp and analyze the current situation and identify issues to solve them

Admission screening method

The admission will be limited to five students. The selection will be made only through a general entrance examination open to the public. The general entrance examination is open to a wide range of applicants, including undergraduate students at the University, undergraduate students from other universities, and working adults who meet the qualifications for admission to the Master’s program of the Graduate School. We do not give special consideration to working adults in the entrance examination. However, we do consider their needs after admission. We have an environment and a system in place to facilitate learning for working adults. For example, we will recognize credits acquired before entering the Graduate School (including credits acquired as a non-degree student at a graduate school), extend the enrollment period, and operate flexible class hours based on Special Exception to Article 14 of the Standards for the Establishment of Graduate Schools.

1. Available track

International Liberal Arts Track

2. Number of students to be admitted

Five

3. Qualifications for submitting applications

Those who fall under any of the following, or are expected to fall under any of the following, by March 31, 2024:

- (1) Those who have graduated from a university as stipulated in the School Education Act
- (2) Those who have received a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD-QE) pursuant to Article 104, Paragraph 7 of the School Education Act
- (3) Those who have completed 16 years of school education in a foreign country (***1 Prior confirmation of eligibility is required**)
- (4) Those who have completed 16 years of school education in Japan by taking correspondence courses offered by schools located in a foreign country (***1 Prior confirmation of eligibility is required**)
- (5) Those who have completed a course of study at an educational institution in Japan established in accordance with the education system of a foreign country as an institution that offers a curriculum of a foreign university and is separately designated by the Minister of Education, Culture, Sports, Science, and Technology ([the Japan campus of a foreign university designated by the Minister of Education, Culture, Sports, Science and Technology](#)) (This is limited to institutions whose graduates are deemed to have completed 16 years of education in the country in question. (***1 Prior confirmation of eligibility is required**))
- (6) Those who have received a degree equivalent to a bachelor's degree by completing at least three years of study at a university or a school in a foreign country (The institution must be evaluated by the government or a related agency of the foreign country in question or designated separately by the Minister of Education, Culture, Sports, Science, and Technology as equivalent to such an institution regarding the overall situation of the institution's educational activities, etc.) (This includes the completion of a program by taking correspondence courses in Japan offered by a school in a foreign country and the completion of a program at an educational institution in Japan established in accordance with the educational system of a foreign country and is designated as the above.) (***1 Prior confirmation of eligibility is required**)
- (7) Those who have completed a special training college program (The duration of study must be four years or longer. The school must also meet other criteria specified by the Minister of Education, Culture, Sports, Science and Technology.) designated separately by the Minister of Education, Culture, Sports, Science and Technology on or after the date specified by the Minister of Education, Culture, Sports, Science and Technology ([a list of special training college programs designated by the Minister of Education, Culture, Sports, Science and Technology](#)) (***1 Prior confirmation of eligibility is required**)
- (8) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology (***1 Prior confirmation of eligibility is required**)
- (9) Those who have been admitted to a graduate school pursuant to Article 102, paragraph 2 of the School Education Act, and are recognized by the graduate school that the students subsequently enter as having the academic ability suitable for receiving an education at the graduate school (***2 Individual eligibility screening is required for admission**)
- (10) Those who have been recognized by the Graduate School based on individual entrance screening as having the academic ability equivalent or superior to that of a graduate of a university as stipulated in the School Education Act and will be 22 years of age by the time of entrance into the Graduate School (***2 Individual eligibility screening is required for admission**)

***1 Eligibility confirmation prior to application**

Those who fall under (3) to (8) must request the Admissions Office of the Graduate School of International Liberal Arts, Juntendo University for confirmation of eligibility before making an application.

Documents to submit

- Application Form
- Certificate of (expected) graduation (English is also acceptable)

Send application to

Admissions Office, the Graduate School of International Liberal Arts
Email: gsila_office@juntendo.ac.jp

***2 Admission eligibility screening**

Those who fall under (9) to (10) must request the Admissions Office of the Graduate School of International Liberal Arts, Juntendo University for eligibility screening before making an application.

Documents to submit

- Request form for admission eligibility screening
- Certificate of (expected) graduation (English is also acceptable)

Send application to

Admissions Office, the Graduate School of International Liberal Arts
Email: gsila_office@juntendo.ac.jp

Application period:

- December 22, 2023 (Friday)

Screening fee

- Free of charge (However, the application fee must be paid when the applicant's eligibility is confirmed, and the application is filed)

Screening results

- The applicant will be notified after screening.

4. Preliminary consultation before application

In the Graduate School, students are supervised by a research advisor for two years to complete their master's thesis. Please contact the faculty member in the research field in which you wish to receive guidance in advance and discuss the research, etc. you plan to pursue after admission. A consultation appointment can be made via email.

Email address for a consultation appointment: gsila_office@juntendo.ac.jp

*Please attach the application form (in the format specified by the University) to the email requesting a consultation appointment.

List of research supervisors

Research field	Research field
Global communications research	Tatsuhiko Ito Kiichi Fujiwara Kazuya Hara Ai Ikeda (Noda)
Global health service research	Yoichi Kato Motoyuki Yuasa Francois Niyonsaba Yoshifumi Tamura

*Please refer to the website below for the research achievements of research supervisors.

Graduate School website <https://www.juntendo.ac.jp/academics/graduate/ila/facultymembers/list/index.html>

5. Application period

Monday, December 11, 2023 - Friday, January 5, 2024

Handling of personal information

Personal information submitted to the University for application, including name, date of birth, postal code, address, telephone number, etc. will not be used for any other purposes than those listed below.

- Mailing various documents, etc.
- Contacting the applicant regarding the entrance exam
- Sending invitation to school events
- Statistical tabulations performed in such a way that individual applicants will not be identified

In the event that we outsource these operations, we will select a contractor that handles personal information appropriately. We will sign a nondisclosure agreement and manage data appropriately.

Acceptance of persons with disabilities, etc.

The policy of the Graduate School of International Liberal Arts is to accept applicants with disabilities whenever possible. If such people need special consideration for the examination, study, etc., consultation is available prior to application. Please contact the Admissions Office, the Graduate School of International Liberal Arts, two weeks before the start of the application process (Email: gsila_office@juntendo.ac.jp). Please note that a medical certificate must be submitted.

6. Entrance examination fee

30,000 yen

Entrance examination fee payment method

The entrance examination fee (30,000 yen) must be paid by bank transfer before submitting the application documents. Please note that the entrance examination fee, once paid, is not refundable for any reason.

Bank account

Bank	Mizuho Bank
Branch	Kanda Branch
Account type	Ordinary deposit
Account number	1608573
Account holder	Gaku Juntendo

Notes:

- (1) The name of the payee must be the name of the examinee.
- (2) Please submit a bank transfer statement (photocopy acceptable) as proof of payment.
- (3) Please shoulder the bank transfer fee

*If you send the entrance examination fee from outside Japan, please use the following remittance information:

Transfer type	Telegraphic transfer
Payment method	Advise and pay
Bank transfer fee	Payer's responsibility
Yen exchange handling fee	Payee's account
Amount of remittance	30,000 yen
Purpose	Screening fee
Receiving bank	Mizuho Bank, Ltd.

Branch	Kanda Branch
Account number	108-1608573
Recipient	Juntendo University
Bank address	1-1, Kandaogawamachi, Chiyoda-ku, Tokyo, 101-0052, JAPAN
SWIFT Code	MHCBJPJT
University address	2-1-1, Hongo, Bunkyo-ku, Tokyo, 113-8421, Japan

*If the remitter is not the applicant, please write the applicant's name in the Message section.

7. Application documents

*Documents, theses, etc. cannot be returned or changed for any reason once they are submitted. However, documents that cannot be reissued will be returned. If you wish to have your documents returned, please enclose a memo stating the reason for requesting the return. Please also enclose a self-addressed envelope with a stamp necessary for simple registered mail (*kan i kakitome*). (Documents are returned after one to two months.) Please note that transcripts, notarized documents, letters of recommendation, etc. that can be reissued will not be returned. No requests will be accepted after the application period has ended.

*Certificates will not be accepted unless they are originals or officially certified as duplicates of originals.

*All documents must be written in Japanese or English and printed single-sided (not double-sided) on A4 paper (or equivalent size). No need to staple documents.

*All application documents are available on the Graduate School website at https://www.bun.kyoto-u.ac.jp/admission/graduate_index/ Please download the documents from the website and print them out (A4 size) and use them for your application.

No.	Documents to submit	Sender	Notes
(1)	Application form (specified by the University)	All applicants	·Please accurately fill out the form specified by the University.
(2)	Statement of purpose (specified by the University)	All applicants	·Please accurately fill out the form specified by the University.
(3)	Transcripts	All applicants	<p>·Please submit the original transcripts issued by your university (photocopies are not acceptable).</p> <p>·Transcripts must be either in Japanese or English. If transcripts cannot be issued in Japanese or English, they must be translated and submitted together with an original notarized document certifying that translation is correct.</p> <p>*Graduates (or expected graduates) of the University do not have to submit their transcripts.</p> <p>*If you are submitting multiple documents (including translations), please submit them in one batch.</p> <p>For graduates of a university in China</p> <p>·Please submit PDF data of the Verification Report of China Higher Education Student's Academic Transcript issued by the China Higher Education Student Information and Career Center (CHSI) in English. Request that an electronic verification email be sent directly from CHSI to Juntendo University (gsila_office@juntendo.ac.jp) by the deadline.</p>
(4)	·Certificate of (expected) graduation	All applicants	<p>·Please submit the original certificate issued by your university (photocopies are not acceptable).</p> <p>·The certificate can be either in Japanese or English.</p>

			<p>If a certificate cannot be issued in Japanese or English, it must be translated and submitted together with an original notarized document certifying that the translation is correct.</p> <p>*Graduates (or expected graduates) of the University do not have to submit a certificate.</p> <p>*If you are submitting multiple documents (including translations), please submit them in one batch.</p> <p>For graduates of a university in China ·Please submit PDF data of the Online Verification Report of Higher Education Degree Certificate issued by the China Higher Education Student Information and Career Center (CHSI) in English. Request that an electronic verification email be sent directly from CHSI to Juntendo University (gsila_office@juntendo.ac.jp) by the deadline.</p>
(5)	Exam ticket (specified by the University)	All applicants	·Please accurately fill out the form specified by the University.
(6)	Photo (JPEG)	All applicants	·The photo must be a clear, frontal shot of the upper half of the body taken within the last three months without a hat, etc.
(7)	Proof of payment of the entrance examination fee (receipt, statement, etc.)	All applicants	<p>·Upload a copy of your bank statement or a photo of a page showing your online banking transaction.</p> <p>·A document that indicates the payer, payee, date and time of the transfer, and the amount paid is necessary to show that the transfer procedure has been completed.</p> <p>·In both cases, the account balance and the account number may be crossed out.</p>
(8)	TOEFL or IELTS certificate (photocopy allowed)	All applicants	<p>·Only exams taken within two years prior to the last day of the application period will be considered valid.</p> <p>TOEFL ·Score for TOEFL iBT®, TOEFL iBT® Home Edition, or TOEFL ITP® will be accepted. ·For TOEFL iBT® and TOEFL iBT® Home Edition, please submit one copy of the Test Taker Score Report issued to you by ETS (Educational Testing Service). ·For TOEFL ITP®, please submit one copy of the TOEFL ITP Score Report.</p> <p>IELTS ·We accept only IELTS (Academic Module). We do not accept IELTS (General Training Module). ·Please submit one copy of the Test Report Form.</p> <p>TOEIC ·We accept either TOEIC® L&R or TOEIC® L&R IP. ·For TOEIC® L&R, please submit one copy of the Official Score Certificate of TOEIC L&R. ·For TOEIC® L&R IP, please submit one copy of the Score Report.</p>

			<p>*Applicants who are citizens of one of the following countries or who have graduated (or will graduate) from a university (or graduate school) in one of the following countries are exempted from submitting an official certificate to prove their English proficiency: Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Canada, Dominican Republic, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, United States.</p> <p>*Graduates (or expected graduates) of universities (or graduate schools) in countries other than those listed above whose language of instruction is English are exempted from submitting an official certificate to prove their English language proficiency. Those seeking an exemption must submit an original document from their university (or graduate school) certifying that the undergraduate (or graduate) curriculum is conducted in English (signature of the responsible person, such as the dean, is required).</p>
(9)	Japanese Language Proficiency Test (JLPT) score report (photocopy allowed)	Foreign nationals	<p>·Please submit either a notification of pass/fail results, certificate of Japanese language proficiency, or certificate of evaluation results and performance indicating that you have passed JLPT.*</p> <p>*Those who hold Japanese citizenship, those who are special permanent residents, and those who are permanent residents are exempted from submitting the above documents showing the passage of JLPT.</p>
(10)	Examination approval (specified by the University)	Working adults	Those taking an entrance examination who are working adults (those who are already employed or working) must submit a document showing the approval of the head of the department of their workplace.
(11)	Copy of passport	Foreign nationals	·Foreign nationals must submit a photocopy of the page showing their photo, name, etc.
(12)	Photocopy of residence card or special permanent resident certificate	Foreign nationals	·Foreign nationals with a valid status of residence must submit a photocopy of the front and back of the certificate.
(13)	Letter of recommendation	Foreign nationals	<p>·Foreign nationals whose status of residence is other than special permanent resident, permanent resident, spouse, etc. of a Japanese national, spouse, etc. of a permanent resident, or long-term resident must submit a letter of recommendation from the academic adviser at the university to which they belong (or belonged) or the head of the department to which they belong at workplace.</p> <p>·This should be written either in Japanese or English on one to two pages of A4-size paper.</p>
(14)	Expenditure statement (specified by the University)	Foreign nationals	·Foreign nationals whose status of residence is other than special permanent resident, permanent resident, spouse, etc. of a Japanese national, spouse, etc. of a permanent resident, or long-term resident must submit this document.

8. Submission of application documents

Application documents must be submitted either by postal mail or in person to the office of the Graduate School of International Liberal Arts. The documents must be postmarked by the last day of the application period if sent by postal mail and must arrive by 17:00 (Japan Standard Time) on the last day of the application period if submitted in person.

Please follow the procedure specified below if you send the documents by postal mail.

Please check the arrival status of your application documents on the tracking site of the service you have used. You will be notified if the submitted documents are incomplete.

Mailing from within Japan

- (1) Please prepare a commercially available envelope (one that holds A4 size documents).
- (2) Enclose all application documents in the envelope indicated in (2) above and send it by simple registered express mail (*kan i kakitome sokutatsu*). (Send it from the post office counter and do not put it in a mailbox.)

Mailing from outside Japan

- (1) Please create a PDF backup file of all application documents except for documents that must be sealed. If the documents sent by mail do not arrive, you may be asked to submit the backup file via email.
- (2) Prepare a commercially available envelope (one that holds A4 size documents).
- (3) Enclose all the application documents in the envelope indicated in (2) and send them by a method through which you can confirm the delivery status, such as Express Mail Service (EMS) or an international courier service that handles air delivery.
- (4) Email your tracking number to the address below.
Email: gsila_office@juntendo.ac.jp
- (5) The documents submitted by postal mail will be considered the official application documents.

Submitting in person to the Graduate School of International Liberal Arts

- (1) Please prepare a commercially available envelope (one that holds A4 size documents).
- (2) Enclose all application documents in the envelope indicated in ① above and submit them during the office hours.

Address for document submission

順天堂大学 大学院国際教養学研究科入試係
〒113-8421 東京都文京区本郷2丁目1番1号
電話 (03) 5802-1729 (直通)

Admissions Office, the Graduate School of International Liberal Arts, Juntendo University
2-1-1 Hongo, Bunkyo-ku, Tokyo 113-8421
Phone: +81-3-5802-1729 (direct)

9. Entrance examination

- (1) The entrance examination is an oral examination. The selection will be based on a comprehensive evaluation of the applicant through the screening of documents and the oral examination.

- (2) Date and time for examination in Japan

Exam date	Exam time	Exam subject
January 20, 2024 (Saturday)	9:00-	Oral exam

Venue

Juntendo University Hongo/Ochanomizu Campus, Building 3

Nearest train stations

Ochanomizu Station and Suidobashi Station on JR Chuo/ Sobu Lines

Ochanomizu Station on Tokyo Metro Marunouchi Line
Shin-ochanomizu Station on Tokyo Metro Chiyoda Line
Suidobashi Station on Toei Mita Line
Hongo-sanchome Station on Toei Oedo Line
(*7-9 minutes of walk from any of these stations)

(3) Date and time for examination outside Japan

Exam date	Exam time	Exam subject
January 20, 2024 (Saturday)	9:00-	Oral exam

This will be conducted online. It is not necessary to come to Japan for the entrance examination.

- (1) An internet connection test will be conducted before the exam date.
- (2) On the day of the examination, please access the examination website designated in advance through the method instructed. (Please be punctual.)
- (3) The examination must be taken in a private room and no third party is allowed during the exam.
- (4) It is prohibited to record the video or audio, or take photos, of the exam. It is also prohibited to convey the exam content to a third party. If any of the prohibited activities is found, it will be regarded as cheating and the entire examination will be invalidated.

Internet environment

You need internet access for the online oral examination. Please ensure an internet speed of 10 Mbps or higher in the environment where the exam is taken.

- (1) For internet speed, enter “internet speed test” in the search engine then run a test to measure the speed.
- (2) In the speed test, confirm that both the download and upload speeds are 10 Mbps or higher. If the speed is not sufficient, please contact the Admissions Office of the Academic Affairs Division at the Graduate School of International Liberal Arts in advance.

10. Announcement of accepted students

- (1) Date of acceptance announcement: Friday, January 26, 2024
- (2) Notification of results by postal mail, etc.
All applicants will be notified of acceptance or rejection by postal mail on the day of the announcement of successful applicants. Successful applicants will receive a letter of acceptance and admission procedure guidelines. We will not respond to inquiries regarding acceptance or rejection by telephone or email.
- (3) Announcement of accepted students on the website
Successful applicants will not be announced through campus postings. For the convenience of examinees, we will announce the results on our website as a supplementary measure. The information will be posted on the Graduate School website for one week from noon (tentative) on the day of the acceptance announcement.

11. Enrollment procedure period

Friday, January 26, 2024 to Friday, February 9, 2024

12. Admission fee, tuition, etc.

Initial year payments

Item		Lump-sum payment	Installment payment
Academic fees	Admissions fee	200,000 yen	200,000 yen
	Tuition	575,000 yen	Spring term: 287,500 yen Fall term: 287,500 yen
	Facilities fee	50,000 yen	Spring term: 25,000 yen Fall term: 25,000 yen
	Subtotal	825,000 yen	825,000 yen
Other fees	Accident insurance for student education and research Liability insurance coupled with Gakkensai	2,430 yen (for two years)	2,430 yen (for two years)
	Alumni association fees	30,000 yen	30,000 yen
Annual payment for the initial year		857,430 yen	857,430 yen

Reference: Payment for the second year

Item		Lump-sum payment	Installment payment
Academic fees	Tuition	575,000 yen	Spring term: 287,500 yen Fall term: 287,500 yen
	Facilities fee	50,000 yen	Spring term: 25,000 yen Fall term: 25,000 yen
Annual payment for the second year		625,000 yen	625,000 yen

*In accordance with the Juntendo University Graduate School admission scholarship regulations, students who are graduates of Juntendo University and those who are employed by Juntendo University (full-time at the time of admission procedures) will receive, upon selection, half of the admission fee as a scholarship after submitting a scholarship application form after admission.

*Privately financed international students may receive a tuition reduction in accordance with the Juntendo University regulations on scholarship for international students.

*In principle, payments that have been made will not be returned. However, those who have notified the University by noon on Monday, March 25, 2024, of their intention to withdraw and have submitted the withdrawal form and the refund request form specified by the University will have their payments refunded, excluding the entrance fee.

13. Other

Long-term enrollment system

This system allows students who are working, giving birth, raising a child, or providing nursing care to establish a plan to complete a master's degree program over a maximum period of three years. The Graduate School will review applications by students and make a decision accordingly. Details of the application process, etc. will be notified to successful applicants separately.

Disclosure of individual exam results

For entrance examination results, only the individual results of unsuccessful applicants will be disclosed upon request from the applicant. Applications by proxy will not be accepted. For details, please review "Disclosure of Individual Results," a separate document. If you wish to request disclosure, please send a request form, etc.

for disclosure of entrance examination information (specified by the University) to the Admissions Office of the Graduate School of International Liberal Arts within two weeks from the day following the date of the announcement of successful applicants .

Teaching assistant

Students who are enrolled in the Graduate School, have a good understanding of the founding spirit, are of excellent character and insight, and have outstanding grades are hired as teaching assistants and paid a fixed salary. Teaching assistants will assist in graduate and undergraduate education at Juntendo University.

GSILA
Graduate School of International Liberal Arts
Juntendo University

2-1-1, Hongo, Bunkyo-ku, Tokyo, 113-8421, Japan

Phone: +81-3-5802-1729

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