

*Japanese Language Program Spring Semester 2025
Application Package Cover Sheet and Checklist*

Applicant's Name		Home University	
------------------	--	-----------------	--

IMPORTANT:

*Your application should be sent **by Email** attaching **all scanned files below** (documents in PDF format, CoE in excel format and ID photo in JPG format)

Deadline: **October 15th, 2024**

Send to: **JLP@office.kobe-cufs.ac.jp**

*Documents to be submitted must be accompanied with **Japanese or English translations** if they are written in other languages.

	Documents to be submitted	Note	Check
1	JLP Application Form for Admission-Spring 2025	<p>*Please update Adobe Reader or Adobe Acrobat standard before you fill out the application form.</p> <p>*Handwritten forms will NOT be accepted. Exception: signatures and items which are required to be handwritten</p>	<input type="checkbox"/>
2	Japanese Language Proficiency Report	Must be signed by a different academic staff member in charge of Japanese studies (excluding teaching assistants) from (3)'s endorser.	<input type="checkbox"/>
3	An academic Letter of Recommendation	<p>One Academic Letters of Recommendation from a different academic staff member in charge of Japanese studies (excluding teaching assistants) from (2)'s endorser.</p> <p>*Must include all contents of the template. (personality, attitude, interests)</p>	<input type="checkbox"/>
4	Official transcript of academic records	*Transcript must be accompanied with Japanese or English translations if it is written in other languages.	<input type="checkbox"/>
5	English Proficiency Requirement Sheet (Non-native English Speakers Only)	*The applicant's English proficiency should be equivalent to the following scores: TOEFL iBT 60, IELTS 4.5 or CEFR B1	<input type="checkbox"/>
6	Certificate of English Proficiency	Non-native English Speakers Only	<input type="checkbox"/>
7	Health Certificate		<input type="checkbox"/>
8	Application form for the JASSO Scholarship	Only if you apply for JASSO. (* Please note that the chance of receiving JASSO scholarship is low. Therefore, all students must plan to finance their expenses without the help of this scholarship.)	<input type="checkbox"/>
9	A Photocopy of the Applicant's Passport	*The page should show all of its information clearly.	<input type="checkbox"/>
10	Application for Certificate of Eligibility (CoE)	<p>*Handwritten forms will not be accepted.</p> <p>*Read the sample carefully before filling in the application form.</p> <p>*Fill in pages 1-3 (worksheet 1-3) only.</p> <p>*Send in excel format</p>	<input type="checkbox"/>
11	Financial Statement	<p>A certificate to confirm the applicant's bank account balance (In the case of self-financed students) and/or A certificate of employment of your financial supporter plus a certificate of his/her annual income and/or A document which certifies that the applicant is a recipient of a scholarship from his/her government or other institution, which includes the amount of the financial support while studying in Japan</p> <p>*The document(s) must be accompanied with Japanese or English translations if written in other languages.</p> <p>*Please submit the documents to prove that you have enough funds to support yourself in Japan for the period of your study at Kobe City University of Foreign Studies.</p> <p>*In addition to the tuition fee, living costs will amount to approximately 600,000 yen for one semester and more than 1,200,000 yen for two semesters.</p>	<input type="checkbox"/>
12	ID Photos	<p>*Official ID photos, which clearly show applicant's head and shoulders, are only acceptable. Please refer to the specifications for the photos to be submitted https://www.moj.go.jp/isa/applications/procedures/photo_info_00002.html</p> <p>*The photo submitted will be used to apply for the COE and issue your student card etc. (Photos taken within 3 months is better.)</p>	<input type="checkbox"/>
13	Accommodation Request Sheet		<input type="checkbox"/>
14	Accommodation Written Pledge	*You must read and accept the "KCUFS International Students' Accommodation Terms and Conditions" before you fill out this form.	<input type="checkbox"/>