

# Application Guideline

## 1. Department • Number of students to be admitted • Duration of Study

Advanced International Business Courses	Department	Course	Students to be admitted	Duration of Study
	International Information and Business	Before noon	60	2 years
		Afternoon	60	2 years

2. Entrance Period : April 2012

3. Screening Fee : 10,000 yen

Please pay the screening fee with the transfer form (Pattern 6) attached in this application guideline. And please note that the screening fee will not be refunded under any circumstances once the payment has been made.

## 4. Application Requirements for International Students

(1) High school graduate or more advanced (Applicants must have completed a regular or equivalent school education for at least 12 years.)

(2) Applicants should prove to have passed at least N2 Japanese-language proficiency test or have received a Japanese language course at an authorized Japanese-language educational facility at least six months.

(3) Applicants who are attending or have attended an authorized Japanese-language educational facility have an excellent attendance record.

## 5. Application Documents for International Students

(1) Application Form 「Pattern 3」 (Please print in black ink or with a black ball-point pen and paste on your photo,) ※Invalid without a signature

(2) Final School Leaving Certificate and Transcript of your home country

(3) Student Registration Certificate or Expected Graduation Certificate

(4) Attendance Record and Transcript of the Japanese-language school (Sealed in an official envelop)

(5) Passport and Certificate of Alien Registration (photocopy)

(6) Bankbook (original) or Remittance Request in your own name.

(7) Agreement for Defraying Expenses 「Pattern 4」 (Applicants may submit it after the entrance examination)

(8) Japanese ability proving documents (Applicants are obliged to submit certification of N2 or higher level Japanese-language proficiency test, or, if possible, the result notification of EJU (Examination for Japanese University Admission for International Students))

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(9) Two photos (size by 3cm \*4cm, front, upper body, taken within three months, the same as on the application form) with the name and the date of birth on the back side.

(10) Confirmation of the personal information protection 「Pattern 5」 ※Invalid without a signature.

### 6.Application Procedures

(1) Applicants are required to pay a screening fee (10.000yen) with the transfer form (Pattern 6) attached in this application guideline for their applications. Please be aware that your screening fee will not be reimbursed regardless of any reason once paid.

(2) Applicants can submit the application documents directly to the office stated below, or send them out via registered mail. If you use mail delivery, please be sure to send out earlier to avoid delay in case of any unexpected occasions.

(3) Applications will not be accepted if the application documents are incomplete. Please fill out all your application documents clearly and completely. Don't forget to double check them to avoid any miss before sending out.

(4) Office Time for Application: 9:30 am through 4:30 pm (except weekends and holidays)

(5) Office for Application:

Executive Office of Department of International Business  
THE COLLEGE OF JAPAN MEDICINE&BUSINESS

1-60-7 Minami-Otsuka, Toshima-Ku, Tokyo 170-0005, Japan  
TEL: 03-5940-7080