

# Master's Course & Doctoral Course April/September Entry

## ENTRANCE

## PROCEDURES

## GUIDE

## 2025



国際基督教大学  
INTERNATIONAL CHRISTIAN UNIVERSITY



# NOTES

## Handling of Personal Information

---

Personal information will be used only for admissions purposes, such as documentary screening, correspondence with applicants, notifications of admission results, entrance procedures, and other related administrative tasks or public relations activities.

Data collected through the admission process may be used for data analysis for admission-related research, which will be used within ICU or maybe outsourced to an agency.

Further information on the ICU policy for the protection of personal information can be found [here](#).

## Declaration of Non-Discrimination

---

ICU does not discriminate on the basis of race, color or national origin in the administration of its educational policies, admission policies, financial aid, employment, or any other University programs or activities.

## Use of the terms “Japanese Accepted Applicants” and “Non-Japanese Accepted Applicants”

---

Due to the differing government regulations that apply to Japanese citizens and others, we sometimes distinguish "Japanese Accepted Applicants" and "Non-Japanese Accepted Applicants." This in no way contradicts the University's fundamental principle of non-discrimination.

## Contacts

---

**Educational Affairs Group**  
**International Christian University**  
3-10-2, Osawa, Mitaka, Tokyo 181-8585, JAPAN

〒181-8585 東京都三鷹市大沢 3-10-2  
国際基督教大学 学務部教務グループ

Tel: 0422-33-3054 (from abroad, +81-422-33-3054)

E-mail: [ent-procedure@icu.ac.jp](mailto:ent-procedure@icu.ac.jp)

Web: <https://subsites.icu.ac.jp/ent-pro/gs/>



# CONTENTS

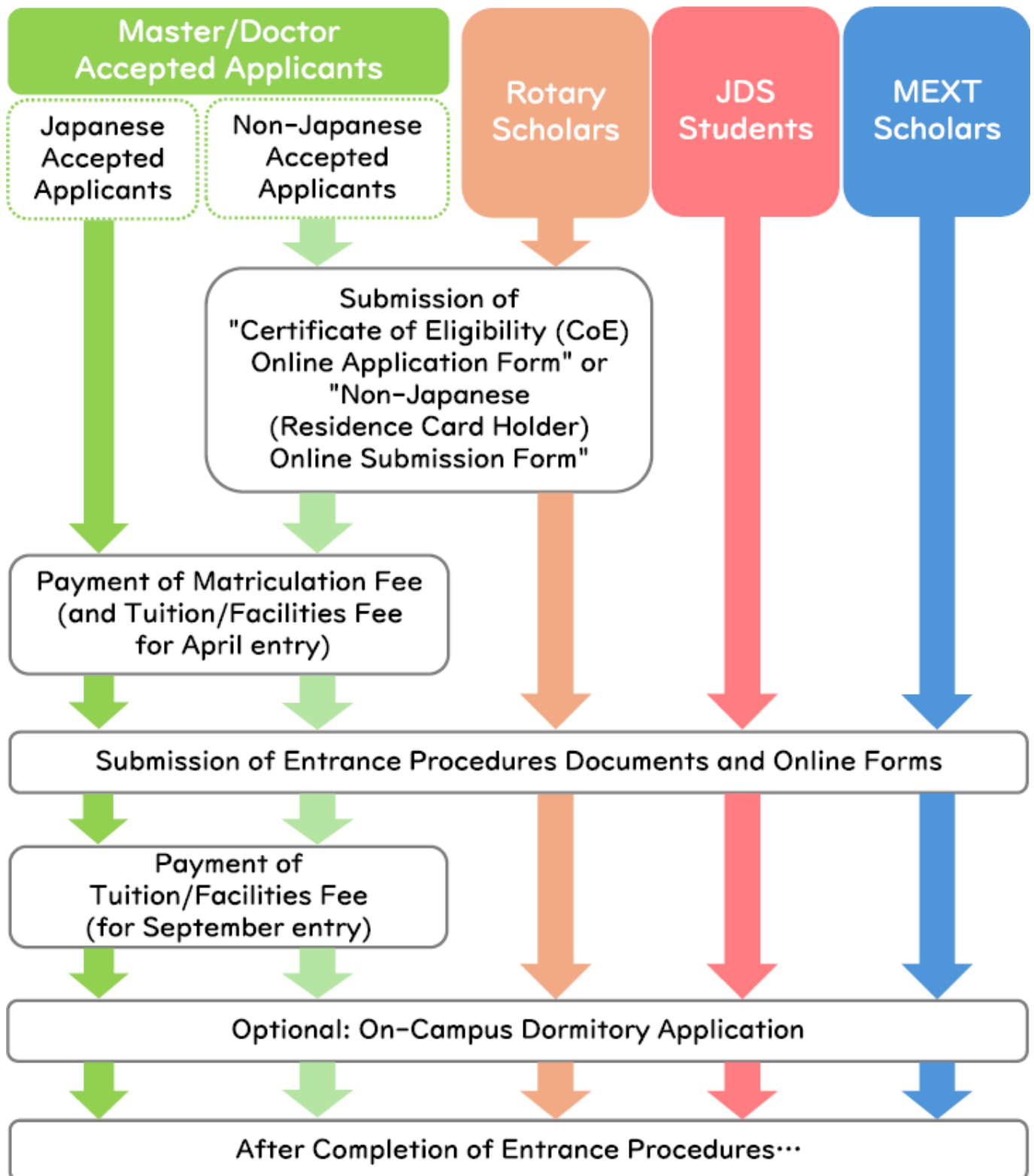
STEPS FOR ENTRANCE PROCEDURES .....	3
ENTRANCE PROCEDURES OUTLINE.....	4
1. Schedule .....	4
2. Completion Notice for STEP II or III.....	5
PAYMENT OF MATRICULATION FEE AND TUITION/FACILITIES FEE.....	6
1. Payment Deadline .....	6
2. Beneficiary Details .....	6
3. Important Notice About the Payment .....	7
4. Online Submission Form for Bank Transfer Proof.....	7
5. Payment of Tuition/Fees AFTER Enrollment to ICU .....	7
DETAILS FOR EACH ENTRANCE PROCEDURES DOCUMENT.....	8
CHECKLIST .....	8
ICU Form I: GOOD CONDUCT SURETY .....	8
ICU Form II: UNIVERSITY MASTER RECORD & PERSONAL DATA SHEET .....	8
ICU Form III: PHOTO.....	10
ICU Form IV: 住民基本台帳記載事項証明書（証明願） .....	10
Copy of Passport.....	11
Health Information Form .....	13
Guarantor Information Entry Form .....	14
SUBMISSION OF ENTRANCE PROCEDURES DOCUMENTS .....	15
Shipping Confirmation of Entrance Procedures Documents .....	15
Certificate of Eligibility (CoE) Online Application Form.....	16
Non-Japanese (Residence Card Holder) Online Submission Form.....	18
Preparing Documents for Online Form Submission .....	20
HOUSING ARRANGEMENTS.....	24
COMPLETION OF ENTRANCE PROCEDURES.....	25
1. Participation in JLP Placement Test (online) .....	25
2. Submission of Certificate of Graduation *Not required for graduates of ICU .....	26
3. Student Information Registration.....	26
INFORMATION ON IMMIGRATION .....	27
1. Application for a Student Visa .....	27
2. Part-time Job for Students with a Resident Status as Student .....	27
3. How to Bring Medicine into Japan .....	27
4. Resident Registration, National Health Insurance and National Pension System .....	28
5. Important Notice from ICU Counseling Center on Mental Health.....	29
AFTER ENROLLMENT .....	30
1. Matriculation Ceremony, Orientation Program <sup>30</sup> and Course Registration.....	30
2. Information on Living Expenses, Financial Aids and Bank .....	30



3. Academic Calendar and Syllabi .....	31
4. Submission of Photocopy of Residence Card .....	31
<b>Decline the Offer / Refund .....</b>	<b>33</b>
1. If you decline the offer...	33
2. Refund Process.....	33



# STEPS FOR ENTRANCE PROCEDURES





# ENTRANCE PROCEDURES OUTLINE

## I. Schedule

- Schedules vary for April/September entries.
- Entrance procedures documents must be postmarked on or before the deadline date. If couriered, the delivery note must show the shipment date on or before the deadline.

For April 2025 entry – Autumn Selection		
	Procedures	Deadline
STEP I	Submission of "Certificate of Eligibility (CoE) Online Application Form" or "Non-Japanese (Residence Card Holder) Online Submission Form" <b>*Not Applicable for MEXT Scholars</b>	November 18, 2024
STEP II-a	Payment of Matriculation Fee and Tuition/Facilities Fee <b>*Not Applicable for MEXT Scholars</b>	
STEP II-b	Submission of Entrance Procedures Documents and Online Forms	

For April 2025 entry – Spring Selection		
	Procedures	Deadline
STEP I	Submission of "Non-Japanese (Residence Card Holder) Online Submission Form" <b>*Not Applicable for MEXT Scholars</b>	March 3, 2025
STEP II-a	Payment of Matriculation Fee and Tuition/Facilities Fee <b>*Not Applicable for MEXT Scholars</b>	
STEP II-b	Submission of Entrance Procedures Documents and Online Forms	

For September 2025 entry		
	Procedures	Deadline
STEP I	<b>[Only for Non-Japanese Accepted Applicants]</b> Submission of "Certificate of Eligibility (CoE) Online Application Form" or "Non-Japanese (Residence Card Holder) Online Submission Form" <b>*Not Applicable for MEXT Scholars and JDS Students</b>	<div>Rotary Scholars: April 1, 2025</div> <div>Master/Doctor Accepted Applicants: May 30, 2025</div>
STEP II-a	Payment of Matriculation Fee <b>*Not Applicable for MEXT Scholars, Rotary Scholars and JDS Students</b>	June 13, 2025
STEP II-b	Submission of Entrance Procedures Documents and Online Forms	
STEP III	Payment of Tuition/Facilities Fee <b>*Not Applicable for MEXT Scholars, Rotary Scholars and JDS Students</b>	August 8, 2025



※入学手続書類提出、入学金および授業料・施設費納付の両方が所定の締切日までに完了されていない場合は、その時点で入学辞退とみなしますのでご注意ください。

(Postmarks/payment after the deadline will NOT be accepted and will be considered as declining the offer. Be sure to comply with the deadlines for both the documents and the fees.)

- Entrance procedures and the deadline differ depending on the student status and the enrollment period. In particular, MEXT Scholars, Rotary Scholars, and JDS Students, be sure to check and follow the procedure relevant to your status to complete the steps. Those with these statuses should proceed to [“DETAILS FOR EACH ENTRANCE PROCEDURES DOCUMENT”](#).

## 2. Completion Notice for STEP II or III

**\*Not Applicable for Rotary Scholars and JDS Students**

---

- After receipt of all necessary documents and the fee, ICU will send a completion notice for STEP II (for April entry) or STEP III (for September entry) via email, approximately 10 days after the deadline.



# PAYMENT OF MATRICULATION FEE AND TUITION/FACILITIES FEE

**\*Not Applicable for MEXT Scholars, Rotary Scholars and JDS Students**

## 1. Payment Deadline

Refer to the invoice you should have received together with a Notification of Acceptance via the Online Application System.

Be sure to pay the Matriculation Fee and Tuition/Facilities Fee by the deadline.

For April 2025 entry – Autumn Selection	
Matriculation Fee and Tuition/Facilities Fee	November 18, 2024

For April 2025 entry – Spring Selection	
Matriculation Fee and Tuition/Facilities Fee	March 3, 2025

For September 2025 entry	
Matriculation Fee	June 13, 2025
Tuition/Facilities Fee	August 8, 2025

※Tuition/Facilities Fee may be transferred with the Matriculation Fee.

※入学手続書類提出、入学金および授業料・施設費納付の両方が所定の締切日までに完了されていない場合は、その時点で入学辞退とみなしますのでご注意ください。

(Postmarks/payment after the deadline will NOT be accepted and will be considered as declining the offer.

Be sure to comply with the deadlines for both the documents and the fees.)

## 2. Beneficiary Details

Following are the information required for international telegraphic transfer in English and domestic transfer in Japanese.

Beneficiary Name 口座名義	INTERNATIONAL CHRISTIAN UNIVERSITY	学校法人 国際基督教大学 理事長 竹内 弘高
Bank 銀行名	MUFG BANK LTD.	三菱 UFJ 銀行
SWIFT Code SWIFT コード	BOTKJPJT	N/A
Branch 支店名	N/A	三鷹支店 (支店コード 222)
Beneficiary Account Number 口座番号	222-5665743	普通預金 5665743
Address of the Bank 銀行住所	3-26-12 Shimo-Renjaku, Mitaka, Tokyo, Japan	東京都三鷹市下連雀 3-26-12



### 3. Important Notice About the Payment

---

- Fees must be paid in Japanese YEN only.
- Any service/handling charge for transferring the fees must be borne by the payer.
- Add ¥1,500 to each remittance as international transaction charge.  
Please ask your bank to remit directly. If intermediary bank is used, ICU shall ask you to pay extra fee to cover the intermediary charge.
- Student's name should appear as payer for identification, where possible.
- Enter the application number and student's name in the field such as "Message to Payee", "Description", "Purpose of Remittance" etc., when transferring the fees.
- Matriculation (Admission) Fee is non-refundable.
- Payment must be made by telegraphic transfer only.
- Any other form of payment, such as credit card, demand drafts, personal checks etc. is not acceptable.
- The Tuition/Facilities Fee for the following terms are due at the beginning of each term.

### 4. Online Submission Form for Bank Transfer Proof

---

- After each payment is made, upload the bank transfer proof immediately to the online submission form [here](#).
- Note for September entry: If you pay the Matriculation Fee and Tuition/Facilities Fees separately, please be sure to submit the online form for each payment.
- The deadline for online form submission is the same as the payment deadline described above.

### 5. Payment of Tuition/Fees AFTER Enrollment to ICU

---

- Automatic withdrawal from a designated account of the student or the student's guarantor in Japan will be set up for later stage.
- Information on Tuition/Facilities Fees after entry is announced on [the ICU official website](#).
- Detailed information will be provided via [New Students Orientation Website](#) later.



# DETAILS FOR EACH ENTRANCE PROCEDURES DOCUMENT

- The forms of entrance procedures documents vary depending on your admission category.
- Download the entrance procedure documents [here](#) and [print on BOTH SIDES of A4-size white paper](#).

## CHECKLIST

- Enclose the checklist along with the entrance procedures documents.
- Print your email address, where ICU can reach you prior to the enrollment.

## ICU Form I: GOOD CONDUCT SURETY

- All Accepted Applicants must submit this form. It must be signed by both the Accepted Applicant and his/her guarantor. **All signatures must be original; photocopies are not accepted.**
- In addition to submitting the form, [the Guarantor Information Entry Form](#) must also be submitted.

### <Regarding the Guarantor (Parent or Equivalent)>

1. Guarantor is required for all students who are entering ICU regardless of their nationality(ies).
  2. Guarantor should be a parent or equivalent.
  3. Guarantor shall be a person who is able to come to the University when necessary.
  4. Guarantor should be financially independent and suitable to guarantee the student (e.g. a minor and/or a student is inappropriate to serve as Guarantor).
  5. If a parent or equivalent lives in a country other than Japan, in principle, an equivalent in Japan is requested to sign the GOOD CONDUCT SURETY (ICU Form I) as Guarantor. In such case, provide parent or equivalent's name and contact information in III. of [the Guarantor Information Entry Form](#). However, if there were no equivalent in Japan, a parent or equivalent that lives in a country other than Japan could be a guarantor.
  6. Phone number can be either fixed-line phone or mobile phone.
- This form may be mailed directly to ICU from your Guarantor, but please allow enough time for this form to reach him/her in Japan and then to be sent to ICU by the deadline.
  - If both this form and [the Guarantor Information Entry Form](#) are not submitted by the deadline, it will be assumed that the entrance procedure has not been completed.

## ICU Form II: UNIVERSITY MASTER RECORD & PERSONAL DATA SHEET

- All Accepted Applicants must submit this form with an ID photo affixed.
- Please write your name in Roman alphabets as it appears on your passport, and if applicable, your name in Japanese characters as it appears on family register (koseki 戸籍).



< Photograph >

- Refer to [ICU Form III PHOTO](#) for specifications.

< Name to be Registered at ICU >

- **NAMES WRITTEN IN JAPANESE OR CHINESE CHARACTERS**

- A. Registering your name to ICU as shown in the Resident Register in Japan

The name in Japanese Characters shown on university materials such as ID cards, graduation certificates, and other official certificates issued by the university during a student's enrollment and after graduation will be the same as that of the student's Basic Resident Register (jumin-kihon-daicho 住民基本台帳). These are also the same Japanese characters as shown in the student's family registry (koseki 戸籍). However, for internal university materials (internally distributed and sent documents) the Japanese characters used must conform to the JIS (Japanese Industrial Standards) tiers 1 and 2.

- B. Registering your name to ICU as shown in the foreign passport

**With the exceptions of special requests as below, name will be written only in alphabetical characters.**

- If you wish to register your name in Chinese characters, please notify the Educational Affairs Group by April 30, 2025 (For April Entry) or September 30, 2025 (For September Entry). The name in Chinese characters will be the same as that on your Residence Card, i.e., within the orthographic range of the Public Notice by the Ministry of Justice.
    - If you wish to use your common name as shown in the Basic Resident Register (jumin-kihon-daicho 住民基本台帳), then the same rules apply as (A) above.

- **NAMES WRITTEN IN ALPHABETICAL CHARACTERS**

- A. Registering your name to ICU as shown in the Japanese passport

It is the university's principle to use the Hepburn system of Romanization (ヘボン式). If your name on your Japanese passport is different from the Hepburn system of Romanization (ヘボン式), the name on the passport will be used. Name(s) indicated in parentheses will be omitted.

- B. Registering your name to ICU as shown in foreign passport

Name shown on a student's passport and residence card (zairyu-kado 在留カード) will be used. If a student wishes to register his/her common name in the Basic Resident Register (jumin-kihon-daicho 住民基本台帳), then it follows the Hepburn system of Romanization (ヘボン式).

- **If you hold multiple citizenship other than Japan, i.e. require a CoE and student visa, you must select one of your passports for your name to be registered to ICU, which also should match the name on your visa and residence card (zairyu-kado 在留カード).**
- A student may be allowed to change his/her name only once during the enrollment, with a supporting document to prove the changes.

(Examples)

- From commonly name to official name, vice versa.
    - In the case of multiple citizenship, from the name of one nationality to another. Note that the name on your residence card (zairyu-kado 在留カード) and the student record should match. Thus, if you wish to change your name on the student record, must first apply for the name change of your residence card (zairyu-kado 在留カード) to the Immigration Services Agency.



- **STUDENT'S MAIDEN NAME REGISTERED AT ICU**

It is the university's principle to use name in the student's family registry (koseki 戸籍) for Japanese students, and on passport and residence card (zairyu-kado 在留カード) for international students (hereafter referred to as "Official legal name"). In addition, a student may choose to register the maiden name at the university.

However, the university policy that only one name can be registered remain unchanged. If a proof is required that the name differs from the official name, the university is not authorized to certify the names and cannot provide such proof. If a student wish to use the maiden name, he/she should fully understand that the student is liable to proof the differences in names.

Also, if procedures involve organizations outside the university, such as application for scholarship, employment as part-time teaching assistant or class helper, student name will be treated according to the rules of the university offices concerned.

**【Procedure】**

Fill out a prescribed form and submit it to the Educational Affairs Group with an official document that certifies the official legal name and maiden name.

## ICU Form III: PHOTO

- Prepare 1 passport style ID photograph taken within last 6 months.  
Size: 4cm in height × 3cm in width  
Write your name and application number on the back.
- Photograph must be taken against a plain background. \*Avoid shadows in the background.
- No headgear may be worn in the photograph.
- The entire head should be photographed.
- Hair should not cover the eyes.
- Keep eyes on the camera.
- Images that have been edited using image editing software will not be accepted.
- The quality of the photos should be VERY GOOD. Photocopied pictures or photos printed with a home (personal) printer are NOT acceptable.
- The photo will be used for your student ID card.

### ➤ Only for Japanese Accepted Applicants

## ICU Form IV: 住民基本台帳記載事項証明書（証明願）

- All Japanese Accepted Applicants must submit this from. This includes those with multiple nationality or currently living outside of Japan.
- Read the instructions below to fill the form, then have it certified by obtaining a stamp (seal) at the municipal office of the city (ward) where you are currently registered.

**<Instructions>**

1. Fill out the date of application for certification to the city (ward) municipal office in the "Date" column.
2. In the columns for applicant's address and applicant's name, fill out the address and name of the Accepted Applicant or the applicant's representative.



3. Fill in the name, date of birth, gender, and current address in the table with the information of the accepted applicant himself/herself.
  4. The date, name of the mayor of the municipality, and seal at the bottom of the phrase 「上記願い出のとおり相違ないことを証明する。」 are to be filled in and certified by the municipality. Please submit the document to the municipality without filling them in.
- Even if your address after enrollment is different from your current address, proof from the city (ward) where you are registered is acceptable.
  - Your address must be registered at the municipal office of the city (ward) in Japan before you apply for certification. So, if you are living outside of Japan at the submission deadline, you may take this procedure after you move into Japan. On the Checklist to be sent together with all the entrance procedure documents, please specify the expected submission date to ICU. The procedure must be taken within two weeks from the start of your life in Japan.
- <Reference> [Mitaka City's Website \(in Japanese\)](#)
- Glossary of Terms

Japanese Word	Meaning
Jyumin Toroku (住民登録)	= Resident Registration Word for registering your address in the municipal office of the city (ward) that you live in. The process is complete when your Tennyu Todoke (転入届) has been accepted.
Tennyu Todoke (転入届)	= Notification of moving in Form to be submitted to the city/ward office to inform that you have moved into the city/ward. The process must be completed within the two weeks of moving in.
Jyūmin Kihon Daichō (住民基本台帳)	= Basic Resident Register You will be registered on this ledger once your Jyumin Tōroku (住民登録) is complete.
Jyūmin Kihon Daichō Kisai Jikō Shōmeisho (住民基本台帳記載事項証明書)	= Certificate of Basic Resident Register This certificate proves that you are being registered as resident in the city/ward.

## Copy of Passport

- All Accepted Applicants are required to submit the copy of their passports. If you are living in Japan and do not have a passport, please contact Educational Affairs Group (ent-procedure@icu.ac.jp).
- If you have multiple citizenship including Japan and the name you intend to use at ICU is different from the one you used for admission, please submit the copy of both passports and student record should be consistent.



## ➤ Japanese Accepted Applicants

- All Accepted Applicants with Japanese nationality must enter Japan using a Japanese passport.
- If you are living outside of Japan and do not have a Japanese passport, please refer to “PASSPORT APPLICATION” below and possess a Japanese passport before coming to Japan.
- Please submit a clear photocopy of the pages of your passport showing your name, date of birth, place of issue, passport number, dates of issue and expiration, issuing authority and photo.
- ICU will register your name based on the information on your passport. If you have nationality other than Japanese and prefer to register the name shown on the passport of that nationality, please submit a copy of that passport. In this case, your name in Japanese character (kanji) will NOT be registered. Even if you intend not to register the name on your Japanese passport, you are still required to enter Japan using your Japanese passport.
- For more information on the name to be registered at ICU, please also refer to the explanation for [ICU Form II: UNIVERSITY MASTER RECORD & PERSONAL DATA SHEET](#).

### <PASSPORT APPLICATION>

- Applying for a passport takes time, especially if you live outside of Japan. Please refer to [the website of the Ministry of Foreign Affairs](#) and start your application process well in advance.

## ➤ Non-Japanese Accepted Applicants

- Please submit a clear photocopy of the pages of your passport showing your name, date of birth, place of issue, passport number, dates of issue and expiration, issuing authority and photo.
- The copy of your passport will be used for the application for Certificate of Eligibility (CoE) and for the registration of your name at ICU.
- If you have multiple citizenship and names on your passports are different, select one passport to be used for CoE and visa application and to register to ICU. Your names on the student visa, residence card (在留カード) and student record should be consistent.

### <PASSPORT APPLICATION>

- You should collect the necessary information to apply for a passport from the appropriate office of your own government.
- Passports are issued for a designated period, which varies from country to country, and each passport has a specific expiration date. You must be responsible for always keeping your passport valid.



## Health Information Form

1. Please fill out [the Health Information form](#). \*You must fill out your immunization history in the form. Please have your immunization records or mother-child handbook ready.
2. If you have been in the following countries/regions **for more than 6 months within the past 3 years**, please undergo the TB test in a medical institution. For the details of the TB test, please read the following 3 and 4. If you have not stayed in following countries/regions before, you do not need to submit 2. and after, only 1.

<countries/regions \*Alphabetical order>

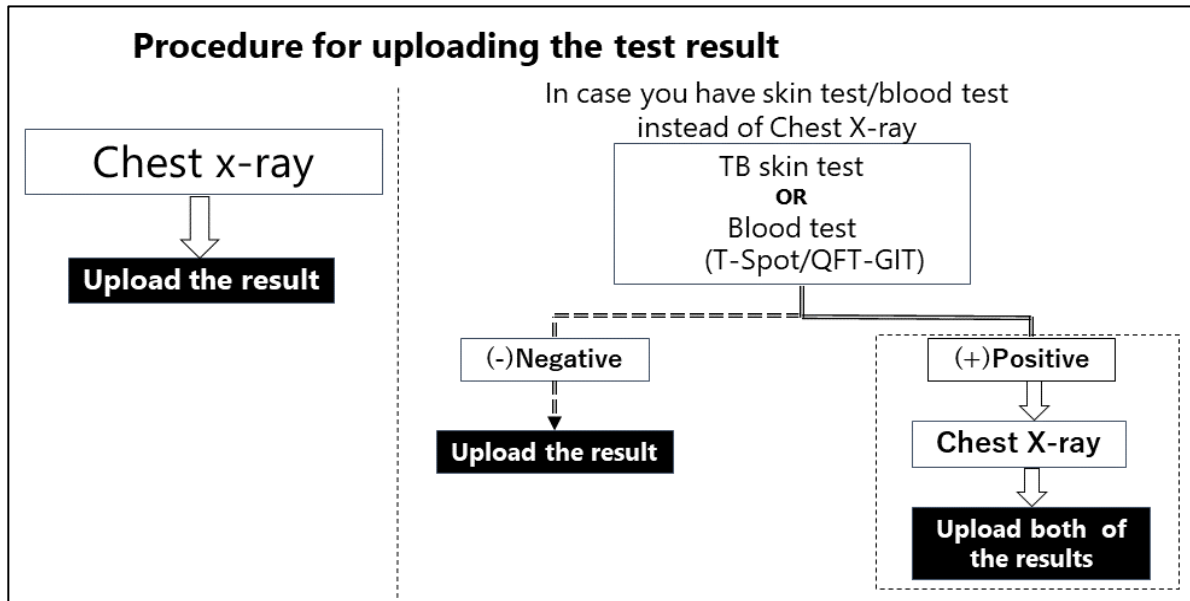
Afghanistan Islam, Algeria, Angola, Azerbaijan, Bangladesh, Belarus, Benin, Bhutan, Bolivia, Botswana, Brazil, Brunei Darussalam, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central Africa, Chad, China, Democratic Republic of The Congo, Djibouti, Ecuador, El Salvador, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Federation Of Micronesia, Fiji, Gabon, Gambia, Georgia, Ghana, Greenland, Guam, Guinea, Guinea-Bissau, Guyana, Haiti, Hong Kong, India, Indonesia, Ivory Coast, Kazakhstan, Kenya, Kiribati, Kyrgyzstan, Laos, Lesotho, Liberia, Libya, Macau, Madagascar, Malawi, Malaysia, Mali, Marshall Islands, Mauritania, Moldova, Mongolia, Morocco, Mozambique, Myanmar, Namibia, Nauru, Nepal, Niger, Nigeria, North Korea, Northern Mariana Island, Pakistan Islam, Papua New Guinea, Paraguay, Peru, Philippines, Republic of Congo, Romania, Russia, Rwanda, Sao Tome And Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Africa, South Korea, South Sudan, Sri Lanka, Sudan, Tajikistan, Tanzania, Thailand, Timor-Leste, Tuvalu, Uganda, Ukraine, Uzbekistan, Vietnam, Yemen, Zambia, Zimbabwe

\*Based on Global Tuberculosis reports and other information published by the World Health Organization (WHO), the countries indicated by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) are covered.

3. The following should be taken into consideration during the inspection.
  - The results must have been taken within the last 6 months before the date of your matriculation.
  - The result must be written in English or Japanese.
  - Ensure that the test result includes the following items:
    - ① Result
    - ② Your name
    - ③ Date of the examination
  - If the medical institution requires the form for filling in, please print and use "[TB test result form](#)." Note that this form only needs to be uploaded as described in 4. **Do not enclose the original test result in a document package to be couriered.**
  - For the TB test, please have either a "Chest x-ray", "TB skin test" or "TB blood test(T-Spot/QFT-GIT)". If you test "Positive" for TB skin test/TB blood test, please take a further "chest x-ray" and upload all test results.
4. Upload the test results [here](#).
  - PDF format only.
  - Name the file as "your application number\_TBtest". e.g. YI234\_TBtest
  - If you have a positive "TB skin test" or "TB blood test(T-Spot/QFT-GIT)", please upload both the positive result and the result of the additional "Chest X-Ray". In such case, please name the files "YI234\_TBtest", "YI234\_Xray", and so on.



- Submission Example
  - e.g. 1) Take a chest x-ray → Upload the result
  - e.g. 2) Have a TB skin test/TB blood test → "Negative " test result → Upload the result
  - e.g. 3) If you test "Positive" for TB skin test/TB blood test → Take a chest x-ray and upload the both results



## Guarantor Information Entry Form

- Please enter the details of the guarantor who has signed [the ICU Form II: UNIVERSITY MASTER RECORD & PERSONAL DATA SHEET](#) into the Guarantor Information Entry Form [here](#).
- If the Guarantor Information Entry Form are not submitted by the deadline, you will be understood that you have declined the admission offer.



# SUBMISSION OF ENTRANCE PROCEDURES DOCUMENTS

- All documents must be sent by courier service which enables you to track the delivery status. e.g. EMS, DHL, FedEx from overseas, Registered Express Mail (書留速達) or Letter Pack within Japan
- **Documents submitted in person i.e. without postmark or shipment date will be invalid and not accepted.**
- The mailing address varies depending on student status.

Master/Doctor Accepted Applicants	
MEXT Scholars	
Entrance Procedures Educational Affairs Group International Christian University 10-2, Osawa 3 Chome Mitaka, Tokyo, 181-8585 Japan Phone: +81(0)422-33-3054	〒181-8585 東京都三鷹市大沢 3-10-2 国際基督教大学 教務グループ入学手続担当 TEL: 0422-33-3054
Rotary Scholars	
Rotary Peace Center International Christian University 10-2, Osawa 3 Chome Mitaka, Tokyo, 181-8585 Japan Phone: +81(0)422-33-3681	〒181-8585 東京都三鷹市大沢 3-10-2 国際基督教大学 ロータリー平和センター TEL: +81(0)422-33-3681
JDS Students	
JDS Team, Graduate School Group Graduate School Group International Christian University 10-2, Osawa 3 Chome Mitaka, Tokyo, 181-8585 Japan Phone: +81(0)422-33-3683	〒181-8585 東京都三鷹市大沢 3-10-2 国際基督教大学 大学院事務グループ JDS 担当 TEL: 0422-33-3683

## Shipping Confirmation of Entrance Procedures Documents

- After sending the documents, please submit [Shipping Confirmation of Entrance Procedures Documents](#).



## Only for Non-Japanese Accepted Applicants

**\*Not Applicable for MEXT Scholars and JDS Students**

- Japanese nationals, including Accepted Applicants who do not currently possess Japanese passport but can obtain one, must enter Japan with a Japanese passport. You do not need to apply for a visa nor need to submit this form. Please ensure that you have a valid passport for the duration of your stay in Japan.
- Non-Japanese nationals must have or obtain valid status of residence in Japan to enroll in ICU. Even if you complete the required entrance procedures after receiving the “Notification of Acceptance” from ICU, if you fail to obtain valid status of residence in Japan, you will not be allowed to enroll in ICU.
- A Non-Japanese Accepted Applicant, who is residing abroad and not eligible for obtaining a Japanese passport, needs to apply for a Certificate of Eligibility (CoE).
- A Non-Japanese Accepted Applicant, who already lives in Japan and has a valid Residence Card needs to submit a copy of the Residence Card and supporting documents.

### Certificate of Eligibility (CoE) Online Application Form

- A Non-Japanese Accepted Applicant who is residing abroad and not eligible for obtaining a Japanese passport needs to submit "Certificate of Eligibility (CoE) Online Application Form."
- If you have multiple citizenship and names on your passports are different, select one passport to be used for CoE and visa application and to register to ICU. Your names on the student visa, residence card (在留カード) and student record should be consistent.

- Deadlines for submission:

April entry	March 3, 2025 (JST)
September entry	Rotary Scholars: April 1, 2025 (JST) Master/Doctor Accepted Applicants: May 30, 2025 (JST)

- The information entered will be used to apply for a Certificate of Eligibility (CoE). Be sure to answer all required fields and upload the supporting documents.

#### <About Certificate of Eligibility (CoE)>

- A Non-Japanese Accepted Applicant must obtain a student visa to stay in Japan as a student. As part of the process, ICU, as a proxy, applies to the Japanese government (Immigration Services Agency of Japan) for a “Certificate of Eligibility” based on the information submitted by the Accepted Applicant.
- According to the recent immigration reports, the application procedure takes one to three months, depending on the circumstances. Purchasing your airline ticket to Japan after receiving your CoE is recommended.
- A CoE is not a visa. You must apply for a student visa at the nearest Japanese embassy or consulate with your CoE and application documents. A student visa is usually issued in about one week. Refer to [“INFORMATION ON IMMIGRATION”](#) page for details.
- Even if ICU applies for a Certificate of Eligibility (CoE) to the Immigration Services Agency of Japan on your behalf, ICU assumes no responsibility for the results of the CoE application.



<Documents to be submitted with CoE Application>

- Prepare [the documents](#) prior to the form submission. All documents must be uploaded through "[Certificate of Eligibility \(CoE\) Online Application Form](#)."

<Submission of Certificate of Eligibility (CoE) Online Application Form>

- When documents are ready, proceed to the form submission.
- Fill in all required fields and upload the documents/certificates you have prepared.

**[Part 1-1. Personal Information] [Part 1-2. Passport Information]**

- All entries must be in CAPITAL LETTERS.
- Fill in the fields in line with the records in your passport. If your passport expires before the end of your stay, please renew it immediately.
- If you were born in China, please enter city(prefecture), province and country in "Place of Birth" and "Hometown" fields.

**[Part 1-5. Family or Co-residents in Japan]**

- Applicable only if you have family members, such as father, mother, spouse, children, siblings, etc. or co-residents in Japan.  
If not, please go to "CoE Application Part 2".

**[Part 2.]**

- ICU is obliged to certify in writing to the Japanese government that you have sufficient funds to cover all your expenses during your studies. This expenditure (living expenses) must be at least 100,000 yen/month. Living expenses can be from multiple resources.
- Upload the resource documents as "1. Referential Document for Financial Resources".

<Submission of the Original Copies>

- Enclose original copies of the following documents, together with other entrance procedures documents by the deadline.
  1. Referential Document for Financial Resources
  2. Declared Items for Certificate of Eligibility Surety Pledge
  3. Supporter's Pledge

<After receiving your Certificate of Eligibility (CoE)>

- Refer to the "[INFORMATION ON IMMIGRATION](#)", and apply for a student visa.



## Non-Japanese (Residence Card Holder) Online Submission Form

- A Non-Japanese Accepted Applicant who already live in Japan and has a valid Residence Card needs to submit a copy, along with supporting documents through the "[Non-Japanese \(Residence Card Holder\) Online Submission Form](#)."
- **Your names on the student visa, residence card (在留カード) and student record should be consistent.**
- **Deadlines for submission:**

April entry	Autumn Selection: November 18, 2024 (JST) Spring Selection: March 3, 2025 (JST)
September entry	Rotary Scholars: April 1, 2025 (JST) Master/Doctor Accepted Applicants: May 30, 2025 (JST)

### <Ensuring validity of your status & period of stay>

- Your status of residence must be valid for the purpose of studying at the university, such as: "Student (留学)", "Dependent (家族滞在)", "Diplomat (外交)", "Permanent Resident (永住者)", "Long-term Resident (定住者)", "Spouse (or child) of a Japanese national (日本人の配偶者等)", or "Spouse (or child) of Permanent Resident (永住者の配偶者等)".

If you intend to apply for a scholarship, you may be required to change the status to the "Student". For further inquiry on opportunities for scholarship, please contact Student Affairs Group ([sa-office@icu.ac.jp](mailto:sa-office@icu.ac.jp)).

- **If your status is a "Student" and your residence card expires immediately after March 31, 2025 (for April entry) or August 31, 2025 (for September entry)**

Renew your period of stay before entering ICU.

If your status is a "Student", answer all questions on the "Non-Japanese (Residence Card Holder) Online Submission Form" and upload supporting documents.

After receiving the Matriculation fee and the entrance procedures documents, ICU will send a part of the application form and documents for the extension of the period of stay via email. It is your responsibility to file the application for the extension of the period of stay at the Immigration Services Agency of Japan.

- **If your status is a "Student" and your residence card expires before March 31, 2025 (for April entry) or August 31, 2025 (for September entry)**

Procedures vary depending on when your period of stay expires. Answer all questions on the "Non-Japanese (Residence Card Holder) Online Submission Form" and upload supporting documents; ICU will review the contents and send you an email to determine if you need to renew your period of stay with ICU or your current school. Payment of the Matriculation Fee and submission of entrance procedures documents may be required well in advance of the deadline of entrance procedures, if you require documents from ICU.

- **If you need or wish to change your status of residence to "Student"**

Answer all questions on the "Non-Japanese (Residence Card Holder) Online Submission Form" and upload supporting documents.

After receiving the Matriculation fee and the entrance procedures documents, ICU will send a part of the application form and documents for the change your status of residence via email. It is your responsibility to file the application for the extension of the period of stay at the Immigration Services Agency of Japan.

**Refer to the Immigration Services Agency of Japan's website for details: click [here](#) for renewal of status of residence, click [here](#) for change of status of residence.**



<Documents to be submitted through Online Form Submission>

- Prepare [the documents](#) prior to the form submission. All documents must be upload through the "[Non-Japanese \(Residence Card Holder\) Online Submission Form](#)."

<Submission of Non-Japanese (Residence Card Holder) Online Submission Form>

- When documents are ready, proceed to the form submission.
- Fill in all required fields and upload the documents/certificates you have prepared.

**[Part 1-1. Personal Information] [Part 1-2. Passport Information]**

- Fill in the fields in line with the records in your passport. If your passport expires before the end of your stay, please renew it immediately.
- If you were born in China, please enter city(prefecture), province and country in "Place of Birth" and "Hometown" fields.

**[Part 1-5. Family or Co-residents in Japan]**

- Applicable only if you have family members, such as father, mother, spouse, children, siblings, etc. or co-residents in Japan.

If not, please go to "CoE Application Part 2".

**[Part 2.]**

- ICU is obliged to certify in writing to the Japanese government that you have sufficient funds to cover all your expenses during your studies. This expenditure (living expenses) must be at least 100,000 yen/month. Living expenses can be from multiple resources.
- Upload the resource documents as "1. Referential Document for Financial Resources".

<Submission of the Original Copies>

- Enclose original copies of the following documents, together with other entrance procedures documents by the deadline.
  1. Referential Document for Financial Resources
  2. Supporter's Pledge



## Preparing Documents for Online Form Submission

- Prepare the following documents before starting the form submission.
  - I. Referential Document for Financial Resources:
    - Regardless of your visa status, Non-Japanese Accepted Applicants are required to submit this document.
    - Those who applying for a student visa must prove in writing to the Immigration Services Agency of Japan that they have sufficient funds to cover all their living expenses, excluding Tuition/Facilities Fees while at ICU.
    - The Immigration Services Agency of Japan expects the foreign nationals residing in Japan to have a solid financial basis: minimum of 100,000 Yen per month. Thus, a financial resources document covering living expenses for the first year, i.e. a balance over 1.2 million Yen is needed.
    - Note that ICU is obliged to keep records of its students status and to present these documents, if requested by the authorities.
    - Refer to "[Information on Living Expenses](#)" for the estimated annual expenses you may need while studying at ICU.
    - Ask your bank to prepare one of the following documents as the source of funds.  
**Note that the documents must be originals; photocopies are not acceptable.** Tax payment certificates, income taxation certificates, or income certificates are not accepted as the funding source documents.
      - A) An official bank certificate of deposit balance issued by the bank, with the bank seal and/or official bank signature, showing the name of the account holder and the balance of the deposit. The account holder's name should match the name of your main supporter who signs the Supporter's Pledge.
      - B) A document on bank letterhead stating that sufficient funds are available and stamped with the official seal of the bank or signed by the officer in charge.
      - C) An official document issued by the government or other funding agency showing the period of grant/scholarship and the amount of funding in Japanese yen or U.S. dollars.
  - \*If your bank/agency is unable to show the figure in Japanese yen or U.S. dollars, other currencies are acceptable. However, please be sure to fill in the Japanese Yen equivalent on the Online Form.
  - The scanned documents must be upload through the Online Form and the original documents must enclosed with the entrance procedures documents and couriered by the deadline.



# ICU Bank

SAMPLE

June 1, 20XX

Taro Kokusai  
10-2, Osawa 3-chome,  
Mitaka-shi, Tokyo, Japan

Official certificate of account balance should;

- indicate the account holder name
- indicate the account balance
- be printed on original letterhead stationery with official stamp or with signature of a bank official

To Whom It May Concern,

Please be advised that the above mentioned has been a customer of ICU Bank since April 1, 20XX and has a total current balance of \$12,000 as of today.

If you have any questions or need additional information, please feel free to contact us at 0422-33-XXXX.

Thank you,

*J. Smith*

John Smith  
Customer Service  
XXX Branch



<b>残高証明書</b> <b>ACCOUNT BALANCE CERTIFICATE</b>		<b>Date: 1/6/20XX</b> <small>Day/Month/Year</small>																									
TARO KOKUSAI 様 国際 太郎 様	<div style="border: 2px solid red; transform: rotate(-15deg); padding: 10px; display: inline-block; font-size: 2em; color: red; font-weight: bold;">SAMPLE</div> <div style="margin-top: 20px;"><b>ICU銀行</b> XXX Branch 0422-33-XXXX</div>	<div style="border: 2px solid red; padding: 5px; display: inline-block; font-size: 1.5em; color: red; font-weight: bold;">ICU</div>																									
<p>20XX年6月1日現在の上記ご名義の下記勘定残高につき相違ないことを証明いたします。 We hereby certify that the balance of the above account holder with us as of 1/6/20XX is as indicated below.</p>																											
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 30%;">ACCOUNT</th><th style="width: 20%;">CURRENCY</th><th style="width: 20%;">BALANCE</th><th style="width: 30%;">REMARKS</th></tr></thead><tbody><tr><td>SAVING ACCOUNT</td><td>JPY</td><td>1,200,000</td><td></td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>				ACCOUNT	CURRENCY	BALANCE	REMARKS	SAVING ACCOUNT	JPY	1,200,000																	
ACCOUNT	CURRENCY	BALANCE	REMARKS																								
SAVING ACCOUNT	JPY	1,200,000																									
<p>* AMOUNT AMENDED IS INVALID.</p>																											
<div style="background-color: #000080; color: white; padding: 10px; border-radius: 10px; width: fit-content; margin-left: auto;"><p>Official certificate of account balance should;</p><ul style="list-style-type: none"><li>- indicate the account holder name</li><li>- indicate the account balance</li><li>- be printed on original letterhead stationery with official stamp or with signature of a bank official</li></ul></div>																											



## 2. [Supporter's Pledge](#)

- Print out the form and have it signed by your MAIN SUPPORTER in black or blue pen.
- For those who do not live with the supporter, or the supporter is an organization, preparing for the form well in advance to the deadline is strongly recommended.
- "Signature of Supporter" and "Signature of Agency Official" must be signed by the sponsor. If the same person has already signed the "I. Referential Document for Financial Resources", you may omit his/her signature on the "Supporter's Pledge".
- Upload the scanned document through the Online Form and the original documents must be enclosed with the entrance procedures documents and couriered by the deadline.

## 3. Copy of Passport

- Submit a clear photocopy of the pages of your passport, showing your name, date of birth, place of issue, passport number, dates of issue and expiration, issuing authority, and photo.
- It will be used for the confirmation of CoE application and for the registration of your name at ICU.

### <PASSPORT APPLICATION>

- You should obtain the information necessary for applying for a passport from the appropriate office of your own government.
- Passports are issued for a designated period, which varies from country to country, and each passport has a specific expiration date. You are responsible for always keeping your passport valid.

### <For Certificate of Eligibility (CoE) Online Application Form>

## 4. [Declared Items for Certificate of Eligibility Surety Pledge](#)

- Print out the form. "Signature of Student" must be handwritten by yourself. Use a black or blue pen.
- The scanned documents must be uploaded through the CoE online application, and the original documents must be enclosed with the entrance procedure documents and couriered by the deadline.

## 5. ID Photo

- The ID photo will be used for CoE application, and other office use.  
Specifications and requirements of the photo must be referred to [the Immigration Services Agency of Japan's website](#).

### <Only for those who submits For Non-Japanese (Residence Card Holder) Online Submission Form>

## 4. Copy of Residence Card

- Please upload a clear photocopy of the Residence Card you currently hold. ICU will review your status of residence in Japan.



# HOUSING ARRANGEMENTS

## ON CAMPUS DORMITORY APPLICATION <OPTIONAL>

- This is an optional application for on-campus dormitories for those who are eligible and hope to apply.
- If you would like to apply for the on-campus dormitory, please submit the application online by the deadline.
- Detailed instructions will be sent via email to all Accepted Applicants following the announcement of admission results.
- You may also find updated information on [the Housing Office website](#).

**Failure to submit the entrance procedure documents and/or pay the Matriculation and Tuition/Facilities Fees by the designated deadline will be understood that you have declined the offer. Thus, the dormitory application and the screening results will be invalidated as well.**

**(入学手続書類提出、入学金、授業料・施設費納付の両方が所定の締切日までに完了されない場合は、その時点で入学辞退とみなし、入寮申請および入寮選考結果についても無効となります。)**

## OFF CAMPUS HOUSING

- If you wish to live in off-campus apartments, student dormitories, student apartment houses or Share house, ICU Service Co., Ltd can assist you.
- If you are interested in living with a Japanese family, please contact Nextage Co., Ltd.
- Contact them directly for further information.

Apartments, Student Dormitories, Student Apartment Houses, and Share house	<b>ICU Service Co., Ltd</b> <a href="https://en.icu-service.com/services/off-campus-housing/">https://en.icu-service.com/services/off-campus-housing/</a> Phone: +81 (0)422-33-3530 E-mail: <a href="mailto:info@icu-service.com">info@icu-service.com</a>
Homestay	<b>Nextage Co., Ltd.</b> Homestay in JAPAN <a href="https://homestay-in-japan.com/icu/">https://homestay-in-japan.com/icu/</a> Phone: +81 (0)3-3866-0139 E-mail: <a href="mailto:icu@homestay-in-japan.com">icu@homestay-in-japan.com</a>



# COMPLETION OF ENTRANCE PROCEDURES

- The New Students Orientation Website is a site where you can find a variety of information to help you prepare for entry to ICU.
- An email informing you of the URL will be sent to you at the following time.

\* Please be sure to check all folders, including Junk and Trash before contacting ICU.

April entry	Early March
September entry	Early July

## I. Participation in JLP Placement Test (online)

---

- Testing Period:
  - April Entry: March 21 – 26, 2025
  - September Entry: August 21 – 26, 2025
- How to Access the Placement Test Site:
  - On the first day of the testing period, you will receive an email with your ICU Net ID and instructions. Please log in and submit all required documents during the testing period. No advance preparation of documents is necessary.
- Test Section:
  - Write a 45-minute handwritten essay on the assigned topic. Use of apps or outside help is prohibited.
- Evaluation Process:
  1. The test primarily assesses your writing skills.
  2. The results will be announced between matriculation day and course registration. Some students may be asked to attend an in-person interview before registration.
  3. Your proficiency will also be evaluated during your first class.
- Notes:
  - To register for the JLP courses, all students must take the test.
  - For more details on the JLP program, visit [the JLP website](#).
  - Check the test schedule on the New Students Orientation website as it may change due to unforeseen circumstances.
- For inquiries, contact the **JLP Office** ([jlp@icu.ac.jp](mailto:jlp@icu.ac.jp)).



## 2. Submission of Certificate of Graduation **\*Not required for graduates of ICU**

---

- Those who applied to ICU AFTER obtaining their degree may disregard this step.
- Those who applied to ICU BEFORE completing their degree are required to submit an official certificate of graduation to Graduate School Group by the following deadline.  
e.g. Master's course Accepted Applicants: Bachelor's degree;

Graduate School *Kenkyusei* & Doctoral course Accepted Applicants: Master's degree

April entry	April 7, 2025
September entry	September 8, 2025

- The certificate must be enclosed in a sealed envelope and signed/stamped by school officials. Copies will not be accepted.
- In case your school does not issue an official certificate or a letter of graduation, a transcript which shows the graduation date is acceptable.
- If your diploma is the only available official record, please inform the Graduate School Office in advance and present the original diploma at the office on the Matriculation Day to be photocopied.
- For further inquiries, please contact the Graduate School Group ([gs-adm@icu.ac.jp](mailto:gs-adm@icu.ac.jp)) before the deadline.

## 3. Student Information Registration

---

- Register your information via icuMAP by the designated deadline.
- Detailed information will be provided through New Students Orientation Website.



# INFORMATION ON IMMIGRATION

## 1. Application for a Student Visa

---

- After ICU forwards the email of your Certificate of Eligibility (CoE) to you, apply for a student visa at your nearest Japanese embassy or consulate.
- Procedures for visa application differ from country to country and region to region. Please prepare and submit the required documents specified by the embassy or consulate where you will apply for your visa.
- After receiving your application, the consular section of the embassy or consulate will issue the visa. The visa is required when applying for landing permission at the arriving airport.

### <Documents required for visa application>

1. Visa application form (with ID photo)  
This form can be found on the website of Japanese embassy or consulate.
2. Valid passport
3. Certificate of Eligibility (CoE) email (print out or show the screen)
4. Cash (payment of visa application fee may be required in some countries)

### <Notice>

- Even if your country/region is a short-term stay visa exemption country/region recognized by the Japanese government, you must apply for a student visa, if you wish to study at ICU. Please be sure to obtain a visa before entering Japan.
- When entering Japan, both the Certificate of Eligibility (CoE) and the student visa must be valid. Also, you are required to pre-register on "Visit Japan Web". Please check [here](#) for details.

## 2. Part-time Job for Students with a Resident Status as Student

---

- If you engage in activities that involve operating a business that generates income for up to 28 hours per week (up to 8 hours per day during long school holidays) or activities that receive remuneration, this is considered an activity other than that permitted under the status of residence previously granted (student). A comprehensive permit is required.
- Please access to [the Immigration Services Agency of Japan's webpage](#) and apply for the permit at the arrival airports.

## 3. How to Bring Medicine into Japan

---

- **[IMPORTANT] No person shall import or export Heroin, Opium powder, Methamphetamine, Amphetamine, Methaqualone, and Cannabis.**
- There are strict regulations regarding bringing medicine to Japan. Depending on the quantity and the component of the medicine, you may have to apply for permission by the Japanese Government (the directors of the Regional Bureaus of Health and



Welfare) and receive it BEFORE YOU LEAVE HOME! Please be sure to check the links below for more information and take the appropriate measure.

- Prepare a prescription or a document, explaining what kind of medicine you take or why you need to take it.
- Bring medicine with its original container.
- Avoid bringing more medicine than the allowed limit.
- Avoid sending medicine instead of bringing it yourself.
- Check regulations regarding bringing medicine to Japan in advance.
- You may have to apply for permission by the Japanese Government.
- Do you need to bring any of these below? If so, please check [the website of Ministry of Health, Labour and Welfare](#).
  - Drugs (including over the counter medicines), Quasi drugs
  - Cosmetics
  - Medical devices
  - Narcotics, Psychotropics
- Especially for those who take psychiatric medicines (narcotics, psychotropics, and other drugs), there is [the website of Narcotics Control Department](#) where you can obtain information about the necessary procedure.

#### <Vaccination>

- As a self-protection and public health measure, the following immunizations are highly recommended before you enter ICU.
    - Measles
    - Rubella
    - Mumps
    - Chicken pox (Varicella)
- \*The Japanese law, School Safety and Health Act, prohibits a person who has communicable disease as above from attending school until you receive a permission from the doctor.

## 4. Resident Registration, National Health Insurance and National Pension System

---

- Please check the website of the municipal office of the city (ward) in which you plan to reside for the necessary procedures on your own. For reference, Mitaka City is as follows
  - [Notification of moving-in](#)
  - [National Health Insurance](#)
  - [National Pension](#)
- All students have the obligation to join the National Health Insurance during their study at ICU. There are exceptions if either of the following conditions applies to you.
  1. In case you are currently under employment by a Japanese company and are covered by the Social Insurance provided by the employer.
  2. In case you are a dependent of your parent(s) and the parent(s) are covered by the Social Insurance provided by the Japanese company. If you are unsure if this applies to you, please confirm with your parent(s) before your departure to Japan.



- It is mandatory to carry out the formalities of joining the National Health Insurance at the city or ward office of your residence in Japan unless either of the above applies to you.
- In addition to enrolling in National Health Insurance, ICU recommends that students join “Personal Accident Insurance” which is an optional insurance. If you have signed any accident insurance policy which includes personal liability in your country, you do not need to purchase one in Japan.
- For details, please visit [ICU Service Company Ltd. Website](#). ICU service company Ltd. is the subsidiary company of ICU.

## 5. Important Notice from ICU Counseling Center on Mental Health

---

- Please read [this page](#) carefully if you are currently under treatment for psychiatric or psychological conditions in your home country. This notice is from ICU Counseling Center to help you prepare for a transition to life in Japan.



# AFTER ENROLLMENT

## 1. Matriculation Ceremony, Orientation Program and Course Registration

- The Matriculation Ceremony, the Orientation Program and Course Registration take place as follows.

	April entry	September entry
Matriculation Ceremony	April 1, 2025(AM)	September 2, 2025(AM)
Orientation Program	March 31, April 1-5, 7-9, 2025	August 29-30, September 1-4, 2025
Course Registration	April 8-9, 2025	September 3-4, 2025

- Note: The schedule may change due to unexpected reasons. Make sure to check the detailed schedule available on New Students Orientation (NSO) Website. NSO Website will be open in early March for students entering in April and in early July for students entering in September.
- Participation in all these events is MANDATORY. Unless you have circumstances requiring special consideration, you are requested to enter Japan before the first day of the orientation.
- Should you be absent for an unexpected reason, notification must be made to the Student Affairs Group([sa-office@icu.ac.jp](mailto:sa-office@icu.ac.jp)).

## 2. Information on Living Expenses, Financial Aids and Bank

### <Financial Aids>

- ICU has different scholarship programs for Japanese and international degree-seeking students after enrollment. For more information, please refer to [ICU's official website](#).

### <Living Expenses>

- The amount of money you should plan on having for settling in and the first term expenses is approximately JPY300,000. This amount should be enough to cover one term of on-campus dormitory fees and meals, books and supplies, etc. If you plan to live in an off-campus apartment, though, you need to have more money for key-money, deposit and rent.
- Before leaving for Japan, you should clarify how you will receive additional funds as they become necessary for payment of tuition and other expenses.
- For miscellaneous and unexpected expenses (on top of the JPY300,000 mentioned above), we recommend that you have an additional JPY50,000 or more in cash when you first arrive in Japan.
- Cashless transactions are becoming more common in Japan and credit cards are the most convenient method of payment. Credit cards issued overseas can be used at affiliated stores, with the most widely accepted credit cards in Japan being Visa, JCB and Mastercard.



- For more information for traveling to Japan, please refer to [the Japan National Tourism Organization Website](#).

#### <Bank>

- You need to have a bank account in Japan to pay the tuition and/or receive a scholarship. However, generally, banks do not allow foreigners to have a bank account before six months pass after their arrival in Japan.
- For this reason, [Japan Post Bank \(often referred to as Yucho\)](#) is highly recommended to ICU students because the bank accepts foreigners regardless of the duration of stay in Japan and has a branch on campus.

To open the account, bring:

- Your Residence Card
- Your passport
- Your ICU Student ID Card
- Personal stamp: Signature instead of a stamp is acceptable to Yucho and some other banks.
- As for other banks, please inquire each bank for assistance, because they may have different guidelines to deal with international customers.
- Details of application procedure for a bank account will be explained in the New Students Orientation Website.

#### <Note>

1. Your Residence Card should bear a resident permit of more than three months, and your address in Japan registered by the city/ward office.
2. You will receive your ICU ID Card on or after the day of Matriculation Ceremony. ICU never issues a student ID card to anybody before the Matriculation no matter what the reason may be.
3. The banks have many requirements for foreigners to open an account, to prevent crimes related to financial services. They may require you more than the usual time/days to have an account because of unpredictable reasons.

### 3. Academic Calendar and Syllabi

- Please see [here](#) for the Academic Calendar.
- Please see [here](#) for Course Offerings and Syllabi.

## Only for Non-Japanese Accepted Applicants

### 4. Submission of Photocopy of Residence Card

- After enrollment, please submit a photocopy of your residence card in the prescribed format by the deadline below. You will receive detailed instructions on how to submit the photocopy in the New Students Orientation Website.

April entry	April 11, 2025
September entry	September 12, 2025



<Notes>

1. Your status of residence must NOT expire before or shortly after the Matriculation Day. If your status of residence is going to expire before or shortly after the Matriculation Day, please contact the Educational Affairs Group ([ent-procedure@icu.ac.jp](mailto:ent-procedure@icu.ac.jp)).
2. Your status of residence must be for the purpose of studying at the university. (e.g. "Student", "Dependent", "Diplomacy", "Permanent Resident", "Long-Term Resident", or "Spouse")
3. If your visa status changes or your period of stay is extended, please be sure to notify the Student Affairs Group ([sa-office@icu.ac.jp](mailto:sa-office@icu.ac.jp)). While you are a student at ICU, please keep us informed of your current situation.
4. Please note that if you do not follow the above procedures without prior explanation, it will be considered that you have withdrawn from ICU.



# Decline the Offer / Refund

## 1. If you decline the offer...

- If you decide to decline our offer, please let us know your intension via email ([ent-procedure@icu.ac.jp](mailto:ent-procedure@icu.ac.jp)). The email should be sent from the email address registered at ICU.
- In principle, once the Matriculation (Admission) Fee and Tuition/Facilities Fees have been paid, they will not be refunded. However, if one has to cancel matriculation for unavoidable circumstances, the Tuition/Facilities Fees shall be refunded upon request. **The Matriculation (Admission) Fee is nonrefundable.**
- Note that the bank transfer fee will be deducted from the total amount of the refund.

## 2. Refund Process

1. Please prepare a Letter of Declining the Offer, which include information as follows, before you start the online application.
  - Reason for declining the offer
  - Request a refund of all but the Matriculation Fee
  - Your application number
  - Your name
  - Your signature
  - Date of the request for the refund
  - Signature of your parent if you are under 18 years old, and contact information (name, phone, address, etc.) of the person receiving the refund.

The letter must be uploaded through the online application form by the deadline.

2. Please submit the online application form [here](#) by the following deadline. After your submission, you will receive a completion email.
3. As soon as you finish the online application, please send the original Letter of Declining the Offer to ICU. If mailing from overseas, use a courier service such as EMS, DHL, FedEx, which shows the date. If mailing within Japan, use registered express mail (書留速達) or Letter Pack for tracking

### <NOTE>

- Note that documents submitted in person at ICU are not acceptable.
- Please note that it may take a few months for processing the refund.

### <Deadline>

- **The online application form submitted past the deadline will NOT be accepted.**

April entry	March 31, 2025 (JST)
September entry	August 31, 2025 (JST)

### <Mailing Address>

Educational Affairs Group  
International Christian University  
3-10-2 Osawa, Mitaka, Tokyo 181-8585, JAPAN  
Tel: +81-(0)422-33-3054



## Giving to ICU

---

Donations to the Education and Research Fund contribute directly to the improvement of student's education and the research environment. Information on how to make a gift to ICU will be sent to students' guarantors after matriculation.

## Contacts

---

**Educational Affairs Group**

**International Christian University**

3-10-2, Osawa, Mitaka, Tokyo 181-8585, JAPAN

〒181-8585 東京都三鷹市大沢 3-10-2  
国際基督教大学教務グループ

Tel: 0422-33-3054 (from abroad, +81-422-33-3054)

E-mail: [ent-procedure@icu.ac.jp](mailto:ent-procedure@icu.ac.jp)

Web: <https://subsites.icu.ac.jp/ent-pro/gs/>

