



Academic Year 2016-2017
Beijing Language and Culture University,
Tokyo College

Undergraduate Admissions Handbook
For International Applicants Residing Outside Japan

Beijing Language and Culture University,
Tokyo College

2-29-14 Minamiikebukuro, Toshima-ku, Tokyo, 171-0022

TEL: +81-3-5960-1333

FAX: +81-3-5960-1334

Email: nyushi@blcu.jp

URL: www.blcu.jp

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Admissions Policy

Beijing Culture and Language University (hereafter, BLCU) attaches great importance to the following three factors within students with basic language proficiency and understandings of our philosophy and education principle.

- Students with strong desire to improve his/her language proficiency
- Students with strong desire to expose one selves to foreign culture and mutual understanding
- Students with strong desire to manifest his/her aptitude and demonstrate his/her leadership globally in future

I .Number of Students Admitted / Enrollment

Enrollment Period	Chinese Language Major	Chinese Language Education Major
September 2016	10	—
April 2017	40	

II . Tuition Fees and Other Fees

(Japanese Yen)

Major	Basic Entrance Fee	Facilities (1/2 Year)	Tuition Fees (1/2 Year)	Students' Association Fees*	Initial Deposit Balance	Amount for the Latter Semester	Total Amount for a Year
Chinese Language	150,000	55,000	430,000	10,000	645,000	495,000	1,140,000
Chinese Language Education	150,000	55,000	430,000	10,000	645,000	495,000	1,140,000

- ※ “Amount for the Latter Semester” is the same amount as the deposit minus “Entrance Fees”.
- ※ Teaching Materials Fess will be fixed each semester. The amount is approximately 20,000 to 25,000 JPY. The Fees supposed to be paid in cash the first semester. After the Second Semester of the first year, the fees must be paid along with Tuition Fees.
- ※The “Alumni Fee” 30,000 JPY must be paid during the second semester of the last year.
- ※The fees regarding qualification examinations and official examination are collected in some cases.

※Tuition Fees for “College Transfer Students” are same as above the amount.

III. Application Period

Enrollment	Application Period	Notes
September 2016	First Period : April 4 th (Mon) to May 31 st (Tue), 2016	<u>Application materials must arrive by the deadlines(Japan Time)</u>
	Second Period : June 1 st (Wed) to August 1 st (Mon), 2016	
April 2017	First Period : August 1 st (Mon) to November 30 th (Wed), 2016	
	Second Period : December 1 st (Thu),2016 to February 20 th (Mon), 2017	

※ Please contact BLCU Admissions Office (nyushi@blcu.jp) , should you need special conditions regarding the deadlines.

IV. Screening Methods

(1) For First Year Students

【Application Eligibility】

Applicants must fulfill following requirements.

1. Those who have a nationality other than Chinese (including Hong Kong, Macao, and Taiwan) .
2. Those who have completed 12 years of standard school education overseas or are scheduled to complete such education, and are scheduled to reach 18 years of age before the entrance period.

【Screening Method】

Paper-based Screening (Application Materials) , Personal Interview (approximately 30 minutes)

【Examination Contents / Points】

Examination	Examination Contents	Time	Points	Total
Personal Interview	<ul style="list-style-type: none"> ○ Essay ○ Plan for Student Life at BLCU and Career Plan ○ Study Plan at the Applicant’s Willing Major ○ Others 	30 minutes	100	200
Application Materials			100	

【Personal Interview】

The Personal Interview will be given in Japanese, Chinese, or English. Please check one of the languages on the Application Form. Interview can be given through Skype.

The standards of language proficiency for the interview are as follows.

◎Japanese : Equivalent to Japanese Language Proficiency Test (JLPT) 3rd level

◎Chinese : Equivalent to HSK 3rd level

◎English : Equivalent to TOEFL®-iBT41, IELTS 4.0, TOEIC® 405

【Conditional Acceptance】

If an applicant meets BLCU admission conditions but do not yet meet the Japanese, Chinese, and English language admission standard, the applicant may be eligible for the Conditional Admission. In that case, the applicant is required to enter ISI Japanese Language School for three months or more, and must achieve a specified Japanese level.

(2) For Transfer Students

【Application Eligibility】

Applicants must fulfill following requirements and have obtained HSK level 4 or above within two years. A certification of HSK must be submitted at the time of screening.

1. Those who have a nationality other than China (including Hong Kong, Macao, Taiwan) .
2. Those who have completed 12 years of standard school education overseas, and became 18 years old at the timing of entrance.

《Notice》

※Please contact Admissions Office before the applicant proceeds upon his/her application, because there is other application eligibility above.

※Our principal will decide applicant's transfer grade/semester according to one's transcripts and/or HSK results.

【Screening Method】

Paper-based Screening (Application Materials) , Personal Interview (approximately 30 minutes)

【Examination Contents / Points】

Examination	Examination Contents	Time	Points	Total
Personal Interview	<ul style="list-style-type: none">○ Essay○ Plan for Student Life at BLCU and Career Plan○ Study Plan for coursework within one's major/department○ Others	30 minutes	100	200
Application Materials			100	

【Personal Interview】

Personal interviews can be given in Chinese through Skype.

V. Application Procedure

【About the Application】

1. Improperly submitted materials may be cause for non-acceptance.
2. Documents containing incorrect biographical data may be cause for rejection.
3. Admissions Office will not accept an Application Form before receiving Application Fee.
4. BLCU has a strict no refund policy.
5. Acceptance to BLCU will be revoked if any false or misleading information is given.

【Application Materials】

Application Materials		Notice
1	Application Form	<ul style="list-style-type: none">○ Applicants must make sure that they are nothing missed to fill in.○ Please attach a photo of applicant on the Application Form.○ Please fill in the Application Form in Japanese, Chinese, or English.
2	Academic Transcripts of High School (※) < Original >	<ul style="list-style-type: none">○ Transcripts must be written in Japanese or English.○ Please attach a translation for transcripts/documents if originals are not written in English or Japanese. In that case, please attach a translation certificate issued by applicant's old high school or the issuing authority.○ Please attach a Diploma Copy, if an applicant cannot hand in bona fide diploma. In that case, please attach the Certified True Copy issued by applicant's old high school or issuing authority
3	Documents Providing Language Proficiency (if possible)	<ul style="list-style-type: none">○ The scores of examinations taken on within two years will be valid.
4	Passport Copy	<ul style="list-style-type: none">○ A page with Applicant's photo.
5	Copy of Application for Remittance	<ul style="list-style-type: none">○ A receipt is issued by the financial institutions when an applicant remits the Application Fee.※Please keep original and send copy to Admissions Office.

※ Applicants graduated from a university (Undergraduate/Master's) are requested to submit Academic Transcripts of both their high school and their university.

【How to Apply】

Please send all application documents via PDF to the BLCU Admissions Office (nyushi@blcu.jp) .
Original materials must be sent by EMS before enrollment.

【Application Fee】

Fee Amount 35,000yen

BLCU Admissions Office will accept application materials after accepting the Application Fee.

◎Remittance from outside Japan

①Remittance Charge

The sender will bear any and all transaction fees related to the remittance transaction.

② Application Fee must be remitted to BLCU bank account no later than the application period.

Please allow enough time for sending Application Fees, it takes about a week for transactions

to reach the account.

※BLCU Admissions Office accepts Application Fee before the Application Period.

< Address >

Paying Bank	SUMITOMO MITSUI BANKING CORPORATION
Branch	Shinjuku Branch
Bank Address	3-17-5, Shinjuku, Shinjuku-ku, Tokyo, JAPAN
Payee's a/c No.	Ordinary Account 221- 4487581
Payee	Beijing Language and Culture University, Tokyo College
Address	2-29-14,Minami Ikebukuro, Toshima-ku, Tokyo, Japan
Swift Code	SMBCJPJT
Purpose	To Cover the Application Fees of the University

※Notice for the Remitter

Applicants in Person	To prevent any loss during the remittance, please correctly fill in the applicant's name same as in the applicant's passport.
A Proxy for the Applicant	To prevent any loss during the remittance, please correctly fill in the applicant's name same as in the applicant's passport, not proxy's name.

※Notice for the completing remittance

Please contact BLCU Admissions office by e-mail (nyushi@blcu.jp) or fax with information below after remittance if the applicant will not send application materials soon after remittance. Without the applicant's notice, BLCU Admissions Office cannot confirm applicant's deposit and cannot complete the admissions procedure.

Title : International Bank Transfer

- 1 The applicant's name in alphabet, gender, and date of birth
- 2 The remitter's name in alphabet, the relationship with the applicant (applicants, parents, or relatives) , date of remittance, and fee amount
- 3 Telephone number

VI. Interview Schedule/Timeline

The interview dates will be decided by the BLCU Admissions Office and applicants will be notified in five working days after receiving application materials. If the date is inconvenient, please contact Admissions Office by e-mail. The Admissions Office will re-arrange the date for an interview.

Interviews will be held from 9:00AM to 5:00PM (JPN Time) in principal.

If a notice mail has not reached to the applicants within five working days, it is highly recommended for applicants to contact BLCU Admissions Office (nyushi@blcu.jp) .

VII. Result Notification and Enrollment Procedure

【Result Notification】

Within ten working days after the Interview, BLCU Admissions Office will send an e-mail with the results and materials regarding enrollment procedure to applicants according to the address on the Application Form.

【Enrollment Procedure】

1. Please remit Tuition Fees and Other Fees within 10days after receiving Result Notification) . BLCU Admissions office may not accept extension of enrollment procedure period. If the applicant cannot complete remittance within enrollment procedure period, please contact the BLCU Admissions Office (nyushi@blcu.jp) .

Type A : By A Year Total Amount : 1,140,000yen
(Being remitted within enrollment procedure period)

Type B : By A Semester Former Half Amount : 645,000yen
(Being remitted within enrollment procedure period)
The Second Semester Amount : 495,000yen

※Payment Dates for the Second Semester

September Enrollment : Jan 20th, 2017 April Enrollment : July 20th, 2017

2. How to remit Tuition Fees and Other Fees conforms to the remittance for the Application Fee (See P.5) .

VIII. Student Visa

Future Students without Student Visa

In order to obtain a student visa, it is necessary for a future student or a proxy to have the Certificate of Eligibility (COE) which will be issued by the Japanese Immigration Bureau under MOF. The future student has to visit the Embassy of Japan in each country with their COE. If there are relatives or sponsors in Japan, please ask them to be the proxy for COE. BLCU will apply for the COE on applicant's behalf as long as the applicant meets the criteria.

※ The Student Visa is issued by MOF, so BLCU shall not be responsible for any trouble regarding Student Visa issue matter.

※ BLCU Admissions office will begin to obtain and renew Student Visa, after completing

admissions procedures. Please be cognizant of all deadlines relating to the COE and /or Student Visa.

IX. Notes

(1) Guarantor

An applicant is supposed to report one's Guarantor to BLCU Admissions Office at the timing of entrance. (September Enrollment : mid- August, April Enrollment : mid-March) Guarantor should have the solid occupation in principal.

Priorities are as follows;

- ① Parents or relatives residing in Japan
- ② Parents or relatives residing outside Japan
- ③ If the student cannot find ①②, an acquaintance in Japan
- ※ The Guarantor residing in Japan needs to submit a certificate of residence. The Guarantor residing outside Japan needs to submit proof of address and/or identify.

(2) Emergency Contact Person

If the Guarantor is residing outside Japan, an applicant should list that person as their "Emergency Contact Person" residing in Japan. An applicant should notify BLCU of his/her guarantor at the beginning of April.

The roles of an "Emergency Contact Person" are as follows.

- ① "Emergency Contact Person" liaises with BLCU in case the student has trouble.
- ② "Emergency Contact Person" will be the adviser for the leave of absence, withdrawal, and etc. in the case that students cannot stay in Japan as a university student in appropriate manner.
- ※ Example for the "Emergency Contact Person" : Sisters and brothers residing in Japan, spouse, other relatives, friends, and acquaintances. The desirable Emergency Contact Person must have a solid occupation and high Japanese proficiency.

X. Scholarship

BLCU offers several scholarships for international students.

Scholarship	Conditions	Timing	Fee Amount
ISI International Education Fund	<ul style="list-style-type: none"> Students with excellence in both academics and extracurricular activities, influence toward other students, and who join committee activities positively, contribute to other students 【Target Number】 a number of students 	April • September	200,000yen
Prize Fellowship	<ul style="list-style-type: none"> 2nd, 3rd, 4th Students 【Target Number】 a number of students 	April • September	120,000yen
Foreign Students Life Support Scholarship	<ul style="list-style-type: none"> 1st year to 4th year foreign students with high academic achievement and splendid outcomes in student activities 	Before Enrollment	50,000yen (per a year)
Foreign Students Special Scholarship	<ul style="list-style-type: none"> Fresh people with high language proficiency in Japanese (JLPT N1, or EJU Japanese (reading • listening • listening/reading over 230 in total)) 	Before Enrollment	200,000yen (Only for the first year)
	<ul style="list-style-type: none"> Freshmen with high language proficiency in Japanese (JLPT N2, or EJU Japanese (reading • listening • listening/reading over 200 in total)) 	Before Enrollment	100,000yen (Only for the first year)

【Honor Student Scholarship】 (April, 2017 Enrollment)

BLCU Admissions Office will offer an Honor Student System in order to support student's willingness toward study that waives School Fees for the first year.

【Condition】 A new student with a splendid academic background and being able to become a model for other students to emulate.

【Screening Methods】 BLCU Admissions Office will determine comprehensively considering screening results and application materials.

【Target Number】 A Number of Students

【Amount】

- Honor Student S School Fees 100% waiver for the first year
- Honor Student A School Fees 50% waiver for the first year
- Honor Student B School Fees 30% waiver for the first year

※ The admission screening and the screening for an Honor Students are done at the same time.

It is not necessary for applicants to apply for an Honors Program.

※An Honor Student are not allowed to receive “Foreign Students Life Support Scholarship” and “Foreign Students Special Scholarship” at the same time.