

**Niigata Sangyo University**  
**Examination Guidelines for International Students (Overseas) Seeking Admission by General Recommendation**

**1. Faculty & Departments Seeking Applicants**

Faculty of Economics  
 Department of Economics & Business Administration  
 Department of Cultural Economics

**2. Application Prerequisites**

In principle, applicants should fulfill all of the following conditions.

- 1) Those who are overseas residents, who have finished 11 years of education in a regular curriculum, and who possess qualifications to enter university.
- 2) Those who have achieved results of 50% or higher in the Japanese language component of the Examination for Japanese University Admission for International Students (EJU) conducted by the Japan Student Services Organization (JASSO), or who have passed Level N2 or higher of the Japanese Language Proficiency Test (JLPT) conducted by the Japan Foundation. Alternatively, those who possess Japanese language skills equivalent to 50% or higher in the Japanese component of the EJU or Level N2 of the JLPT will also be considered.
- 3) Those who have obtained a recommendation from the head of their most recent school attended.

**3. Application Deadline**

Applications must arrive by October 26, 2018.

**4. Application Documents**

Application documents		Important reminders
1	Application for Admission (designated form)	Please affix a photograph (applicants should also write their name on the rear side of the photograph). The applicant must fill out this form personally, in Japanese. In Section 9) relating to employment details & status of the person bearing expenses, please clearly indicate the relevant company name and position title. In Section 13) relating to motives for application, please indicate these in detail. Please do not forget to complete the signature section.
2	Academic results	Please submit official academic results from the most recent school attended.
3	Certificate of graduation	Please submit an official certificate of graduation (original document) from the most recent school attended (including Japanese translation). Once verified, the original document will be returned to the applicant. University graduates (Chinese applicants only) should also submit an accredited academic history certificate.

4	Personal history (designated form)		This absolutely must be completed, in detail, in the applicant's own hand. Where relevant, please be certain to indicate details of Japanese language education history. Please do not forget to complete the signature section.
5	Document(s) attesting Japanese language ability		Those who have passed Level N2 or higher of the JLPT should submit a copy of their Japanese Language Proficiency Test Result.* Those who have achieved 50% or higher in the Japanese language component of the EJU should submit a copy of their EJU Certification of Scores.* Those not submitting the above documents* should submit certification attesting to their Japanese language education issued by a Japanese language education institution in their own country. There is no designated format for this document, but it should indicate period of study, total hours of study (600 hours or more), and content of study.
6	Letter of recommendation (designated form)		Please submit a document completed by the head of the applicant's most recent school attended.
7	Record of medical check-up (designated form)		Please submit a medical check-up report completed by a medical doctor. Note: If Niigata Sangyo University judges that some issue may affect education, or in case of any major error when completing this document, admission may be refused. Please exercise caution.
8	Statement of expenses (designated form)		Please submit a document completed by the person bearing expenses. (Please include a Japanese-language translation)
9	Photographs (3 photos)	4 cm high x 3 cm wide (2 photos)	Applicants should write their name on the rear side of each photograph. Please affix 1 of these 2 photographs to the designated section of the Application for Admission.
		3 cm high x 2.4 cm wide (1 photos)	Applicants should write their name on the rear side of each photograph.

Please note:

- 1) Chinese applicants should also submit a statement from a public notary in verification of document 3 (certificate of graduation).
- 2) Date of issue of letters of recommendation, medical check-up reports, and all other certification documents must be within the last 3 months.

## 5. Selection Method

Candidates will be judged overall on their application documents, including the results of Japanese language examinations, English language examinations, and interviews to be conducted overseas, in addition to EJU (Japanese language component only) or JLPT (Level N1 or N2) results.

\* Further details will be given separately regarding Japanese language examinations, English language examinations, and interviews to be conducted overseas.

## 6. Notification of Selection Results

Selection results for admission will be announced on the middle of December 2018.

## 7. Admission Procedures and Payment of Admission Fees

Successful applicants will be notified individually of submission deadlines for enrolment documents (please refer to table below) and dates for payment of admission fees.

Postal address for admission documents:

Admissions Department, Niigata Sangyo University  
4730 Karuigawa, Kashiwazaki-shi, Niigata-ken  
JAPAN 945-1393  
Phone: +81 257-24-4901  
Fax: +81 257-21-6050  
Email: nyushi@ada.nsu.ac.jp

Successful applicants will be required to submit the following admission documents.

Admission documents		Important reminders
1	Bank statement of person bearing expenses	Please submit documentation demonstrating this person's ability to cover admission fees, tuition fees and living expenses. (Please include a Japanese-language translation)
2	Public documents proving income of person bearing expenses (for the last 3 years)	Please submit documentation demonstrating this person's ability to cover admission fees, tuition fees and living expenses. (Please include a Japanese-language translation)
3	Copy of the bank savings passbook of person bearing expenses (for the last 3 years)	Please submit documentation demonstrating this person's ability to cover admission fees, tuition fees and living expenses. (Please include a Japanese-language translation)
4	Public documents proving relationship between applicant and person bearing expenses (official family register or certificate of familial relationship)	Please submit documents verifying the names of and the relationship between the applicant and the person bearing expenses. (Please include a Japanese-language translation)
5	School registration guarantee (designated form)	Please ensure both applicant and guarantor in the home country either sign this document or mark it with their official seals. Only be 1 person may act as home country guarantor. This must be father, mother, or other adult relative of applicant.
6	Written Pledge	The applicant must personally sign this document or mark it with official seal.
7	Tuition exemption application	Please fill in the reason why this person needs to be exempted from tuition.

8	Admission card	The applicant must complete this in Japanese. Please affix a photograph (with applicant's name written on the rear side).
9	Certificate proving current employment of person bearing expenses	Please submit public documentation clearly indicating the current employment and employing company of person bearing expenses.
10	Photocopy of the passport	Please acquire this person's passport and submit a photocopy of the page of this person's face.

Please note:

- 1) Date of issue of all certification documents must be within the last 3 months.

#### Regarding Initial and Subsequent Payment of School Fees for 2019 Applicants

These fees apply to regular students who are successful in their applications by general recommendation

(units: Japanese yen)

Division of fees		Initial year			2nd & subsequent years
		Interdepartmental common fees			Inter-departmental common fees
		At time of admission	Fall semester (October)	Yearly amount	Yearly amount
School fees	Admission fee	210,000	0	210,000	—
	Tuition fee	330,000	330,000	660,000	660,000
	Facility maintenance fund	85,000	85,000	170,000	170,000
	Educational enrichment fee	85,000	85,000	170,000	170,000
Other fees	Students' Association fee	10,000	0	10,000	8,500
	Training fee	10,000	0	10,000	—
Total		730,000	500,000	1,230,000	1,008,500

These fees apply to (overseas) international students who are successful in their applications by general recommendation

(units: Japanese yen)

Division of fees		Initial year			2nd & subsequent years
		Interdepartmental common fees			Inter-departmental common fees
		At time of admission	Fall semester (October)	Yearly amount	Yearly amount
School fees	Admission fee	30,000	0	30,000	—
	Tuition fee	143,000	143,000	286,000	286,000
	Facility maintenance fund	85,000	85,000	170,000	170,000
	Educational enrichment fee	85,000	85,000	170,000	170,000
Other fees	Students' Association fee	10,000	0	10,000	8,500
	Training fee	10,000	0	10,000	—
Total		363,000	313,000	676,000	634,500

The overseas student's tuition fees (marked with\*) show the amount of money in the case of his/her having passed the screening of 374,000 yen tuition-exemption.

**Regarding school fees payable at time of admission (please refer to chart above):**

- (1) A total of 363,000 yen (representing school fees plus Students' Association fee & Training fee) must be transferred from a bank in the applicant's own country to the university's designated financial institution by the admission procedure deadline.
- (2) The entire yearly amount of 676,000 yen may also be paid as a single payment at time of admission.
- (3) After admission procedures are completed, if any misrepresentation or falsehood is judged to exist in submitted documents, or if permission to enter or leave Japan is not granted by the Ministry of Justice or Ministry of Foreign Affairs due to false statements or declarations, absolutely no refund will be made of any school fees already paid.

### Niigata Sangyo University designated bank account:

SWIFT CODE	HETSJPJT
Beneficiary's Bank and Branch:	The Hokuetsu Bank, Ltd. Kashiwazaki Branch 北越銀行 柏崎支店
Beneficiary's Account No.:	417922
Beneficiary's Name:	Niigata Sangyo University 新潟産業大学

Please note: Payments by bank check are not accepted. Please transfer the correct amount in Japanese yen to the account indicated above.

### Regarding Admission Examination Fee

Admission Examination Fee	Full Exemption (free of charge)
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### Study & Living Environment for International Students

#### 1. Economic Support

Niigata Sangyo University offers the following economic support for its international students.

##### (1) Tuition Assistance

1) As for those persons whose tuition-payers, in principle, earn 5 million yen or less a year, the tuitions fees are to be reduced by 374,000 yen.

\*Tuition Waiver is available over a 4-year period.

2) Rent Assistance: 60,000 yen/year

\*Rent Assistance is only available for the initial year after admission.

Please note:3) is not available for international students who reside together with parents or friends.

3) Transport Assistance: 20,000 yen/year

\*Transport Assistance is only available for the initial year after admission.

##### (2) Scholarships

Students with outstanding academic results are eligible for scholarships. Past scholarships awarded to international students at Niigata Sangyo University include the following listed scholarships. The amount payable by each scholarship is subject to change each year.

Japanese Government Scholarship (Ministry of Education)	1,404,000 yen/year
International Student Scholarship (Rotary Yoneyama Memorial-Undergraduate)	1,200,000 yen/year
International Student Scholarship (Heiwa Nakajima Foundation)	1,200,000 yen/year
Honors Scholarship for Privately Financed International Students (Ministry of Education)	576,000 yen/year
Niigata Sangyo University Scholarship for Privately Financed International Students	80,000 yen/year

## 2. Study & Exchange Activities Assistance

### (1) Study Assistance

The following forms of Study Assistance are available for international students, as required by their level of Japanese language ability and development.

- 1) Individual Japanese language instruction by student tutors & social activities study groups
- 2) Study trips around the Kashiwazaki area

### (2) Exchange Activities Assistance

Niigata Sangyo University (NSU) conducts extracurricular activities for international students, as well as exchange activities with Japanese students and local residents.

Examples include speech contests in Japanese, NSU festival, and Christmas parties.

## 3. Provision of Accommodation Information

For international students traveling to Japan for the first time, we provide information on seeking apartments in Kashiwazaki. After international students arrive in Kashiwazaki, student tutors and NSU staff can offer them support for securing accommodation.

Apartments in Kashiwazaki are quite inexpensive, as can be seen below.

Example: Apartments located around Kashiwazaki Railroad Station

Unit: 1-bedroom apartment with bath and toilet in the Kashiwazaki area (around 18m<sup>2</sup>)

Rent: 25,000 ~ 35,000 yen per month (not including utilities bills)

Transport to NSU: Via NSU precinct bus. 15,000 yen required for yearly registration fee. After registration, traveling by NSU precinct bus is free of charge for 1 year.