

**APPLICATIONS FOR
INTERNATIONAL PROGRAM AT OITA UNIVERSITY (IPOU)
AND JASSO (JAPAN STUDENT SERVICES ORGANIZATION) SCHOLARSHIPS**

1. Purpose

Oita University offers a special course of study titled **International Program at Oita University (IPOU)** for undergraduate students and postgraduate students from universities with formal student exchange agreements with Oita University. The program aims to expand the Student Exchange Promotion Scheme by accepting students who do not have sufficient ability in the Japanese Language. Classes are taught in English and prior knowledge of Japanese is not required.

2. Features

International students will be able to take classes offered in English together with Japanese students in various subjects. Thirty credits will be offered per academic year. Credits earned at Oita University may be certified as applicable to the total number of credits necessary for graduation at the international student's home university.

3. Language of instruction

English

4. Qualifications and Conditions

4.1 Undergraduate or postgraduate students should be enrolled in a regular course of study in their home university. It is desirable that the IPOU Program be taken in the student's third or higher year. In the case of postgraduate students it is to be understood that IPOU courses are offered at the undergraduate level. It should further be noted that IPOU students are regarded by Oita University as non-degree students.

4.2 Students whose first language is not English must have **sufficient ability in English to understand lectures taught in English**. In principle, they are expected to have the 550 TOEFL score (79-80 score for an internet-based test) or the 6.0 IELTS Band Score.

4.3 Students should have excellent academic standing and personal records at their home university.

4.4 Students should be highly motivated in addition to having a clear study plan in any field available at their home university and are likely to benefit from studying at Oita University.

4.5 Students must be eligible to be granted a "Foreign Student Visa" upon arrival in Japan.

5. Course Information

See the list of courses.

6. Period of Stay

1 year •From April 2012 to February 2013

6 months •From April 2012 to August 2012

7. Financial support from the JASSO (Japan Student Services Organization).

JASSO Scholarships: A limited number of JASSO Scholarships is available for IPOU students. Applications for the Scholarships are dealt with at the same time as applications for IPOU. (Please see the notes below for more details)

8. Documents required for applications

Note: All documents should be completed in English.

8.1 Application Form for International Program at Oita University (IPOU)

This form should be completed by the applicant.

8.2 Letter of Recommendation (separate form 2)

The letter of recommendation should be completed by a staff member of the home university.

Care should be exercised to indicate an order of priority in the event that there are several candidates. However, Oita University reserves the right to vary the home university's order of priority if, in the opinion of the University, the English language competency of a lower-ranked applicant is such as to outweigh any disability in any other area.

8.3 Certificate of Enrollment of the Applicant for JASSO International Student Scholarship for Short-term Study in Japan (separate form 3-3)

This form should be completed by and signed by an authorized person of the applicant's home university.

8.4 Official Certificate of Health (separate form 4)

This form should be completed by and signed by a physician.

8.5 Application for Certificate of Eligibility for Status of Residence, 1,2 and 3

8.6 Photographs (4cm × 3 cm), three copies

Photographs should have been taken within the last 6 months with a plain background. The name of the student should be printed on the back of each photograph.

8.7 Resume

The resume should be signed and should include education from entrance to elementary school onwards, a contact address, phone number, fax number and e-mail address.

8.8 Proof of Student Status and Academic record (issued by the home university)

8.9 Certificate of TOEFL Score

Applicants will be required to have taken TOEFL or IELTS. A copy of the TOEFL or IELTS Certificate must be supplied with each application. This requirement is not necessary for native speakers of English.

8.10 A Bank Statement

A bank statement is required for all applicants not awarded scholarships (Applicants who wish to apply for admission to IPOU even if you were not granted JASSO scholarship, must submit a bank statement). The statement should show as being currently available a balance of US\$4,500 in the case of a six-month stay or US\$7,800 for a stay of one year. (Balances in currencies other than US\$ must be in fully convertible currencies and equivalent to the US\$ figures above).

9. Deadline for Applications for admission and JASSO Scholarship.

- For enrollment in April 2012, the application deadline is November 11, 2011.

10. Notification of Award/Non-award of JASSO Scholarship.

- For enrollment in April 2012, the notification will be in mid-March 2012.

11. Inquiries

For further information, please contact the following person at International Office, Oita University:

Ms. Emiko YOSHINO
International Office, Oita University
TEL: +81-97-554-7429 / FAX: +81-97-554-7437
Email: emikoy@oita-u.ac.jp

Notes for JASSO Scholarship

- Stipend: 80,000 yen / month (tentative)

-In the event that scholarship funds are applied for from other agencies, these funds will be approved as long as the total does not exceed 80,000 yen / month. (Other scholarship means funds which are intended to be allocated to expenses related to studying in Japan).

-In the event of receiving other scholarship funds, evidence should be submitted quoting the title of the scholarship, conditions, and monthly amount.

Qualifications and Conditions

- Students should be of non-Japanese nationality.
- Students should have been accepted by Oita University under a student exchange agreement with their home university.
- Students not having the financial means to study in Japan.
- Students are expected to resume their studies at their home university upon termination of their period of study in Japan.
- Students should have never previously received a JASSO Scholarship.

Arrival in Japan

- For students starting in April 2012; the first 4 days of April 2012.

**APPLICATION FORM FOR
INTERNATIONAL PROGRAM AT OITA UNIVERSITY (IPOU)
JASSO (JAPAN STUDENT SERVICES ORGANIZATION) SCHOLARSHIP**

INSTRUCTIONS

1. This form should be completed in English.
2. Numbers should be in Arabic figures.

1. Full name (In your native language)

(Last name) (First name) (Middle name)

In Roman block capitals

(Last name) (First name) (Middle name)

2. Sex Female Male

3. Nationality _____

4. Date of birth _____

(Month) (Day) (Year)

5. Address _____

Telephone number: _____

Fax number: _____

Email address: _____

6. Home institution

Name: _____

Faculty: _____

Academic year (at the time of application): First / Second / Third / Fourth / Postgraduate

7. Period of Stay

1 year

From April 2012 to February 2013

6 months

From April 2012 to August 2012

8. Japanese language background

(1) Name of the institution where you study or have studied Japanese.

(2) Period of Study From _____ to _____

(3) Total hours of Japanese language study _____

(4) Japanese Language Proficiency Test (If you have passed it, indicate the Level):

Level 1 Level 2 Level 3 Level 4

9. English language background (If your native language is not English)

(1) Name of the institution where you study or have studied English

(2) Period of Study From _____ to _____

(3) Total of hours of English language study _____

(4) TOEFL score: _____

Other recognized score (Quote name): _____

(5) Have you lived in an English-speaking country? (Please circle) YES / NO

If YES, •in which country? _____
 •for what period? _____
 •in what capacity? _____

10. Financial Resources and Support

IPOU students are eligible to apply for a Scholarship from the Japan Student Services Organization (JASSO) under the Japanese Government (Ministry of Education and Science) program. Note that the Scholarship is not granted to all Students.

(A) Do you wish to apply for a JASSO scholarship? YES / NO

If YES, and if you are not granted the scholarship, would you still wish to apply for admission to IPOU? YES / NO

(B) Are you applying for another scholarship? (Circle one of the following.)

___ Yes, a scholarship/award has already been allotted to me.

• Title of the scholarship or other award _____
• Total amount _____

___ Yes, I am applying for another scholarship.

• Title of the scholarship or other award _____
• Total amount _____
• The date on which you will receive a final answer _____

(Note: If you receive another scholarship with a value exceeding 80,000 yen per month, you will lose your eligibility to receive a JASSO scholarship.)

___ No, I'm not applying for another scholarship

(C) If you do not receive any scholarship/award, what will be your main source of income, while you are studying in Japan? _____

Study Plan at Oita University

1) Would you mainly like to study the Japanese language and socio/cultural subjects (taking courses offered through the Center for International Education and Research) at Oita University? YES / NO

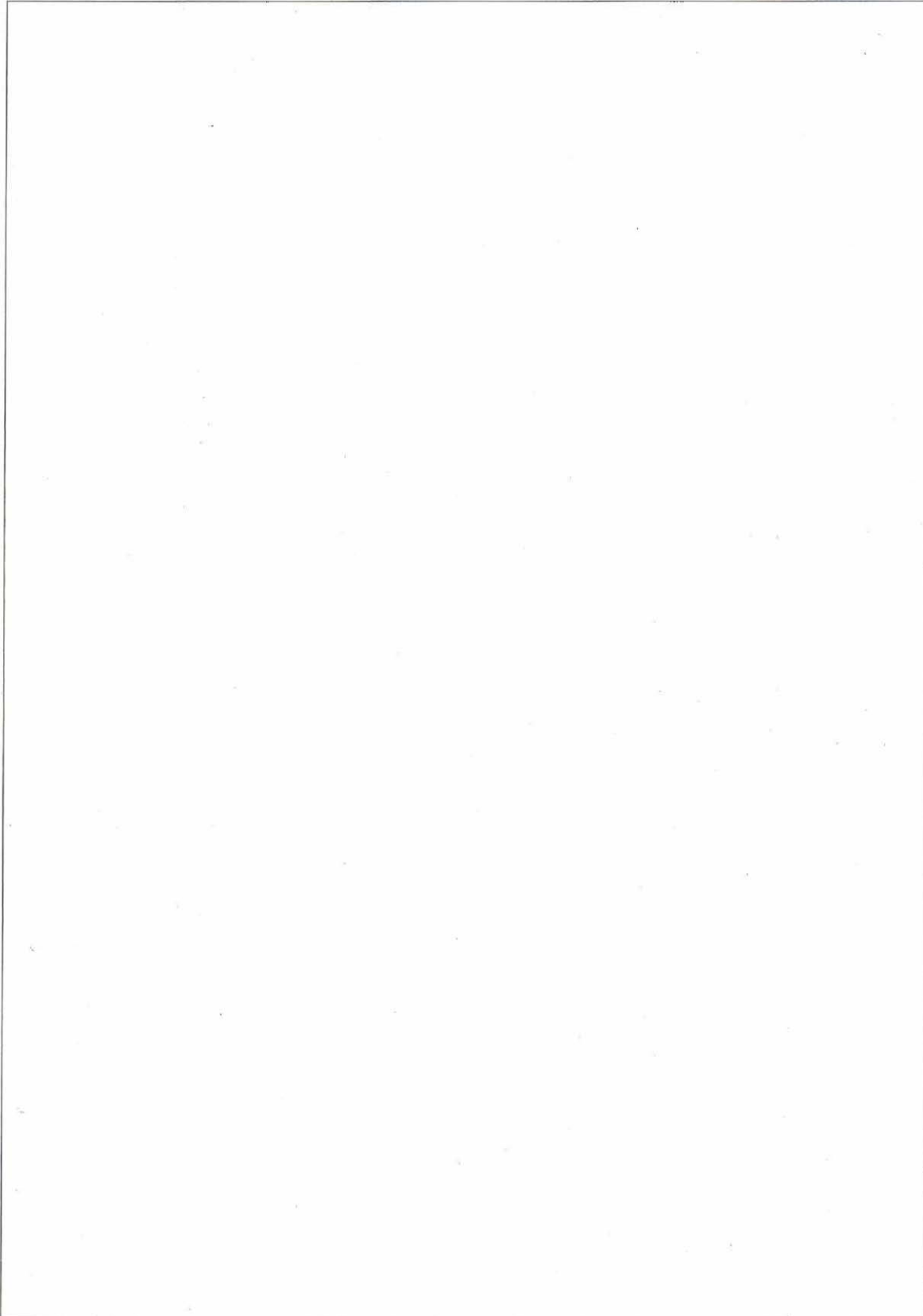
2) If NO, specify the subjects (or areas) you would prefer to study at Oita University.

3) Please summarize your study plan at Oita University.

4) List all of the courses that you intend to take or would like to take at Oita University.

Statement of Purpose

- Please indicate the extent to which your coursework and personal and/or educational experience have prepared you to participate in the International Program at Oita University.

A large, empty rectangular box with a thin black border, intended for the student to write their statement of purpose. The box occupies the majority of the page below the instructions.

Field of Study at Home Institution

Please describe your education at your home institution, indicating your majors, minors, the detailed focus of your studies, and so forth.

I certify that to the best of my knowledge and belief the above statements are true.

Date of application : _____

Applicant's signature : _____

Applicant's name in Roman block capitals : _____

受 入 れ 候 補 者 推 薦 書
Letter of Recommendation

年 月 日

Date :

Month Day Year

大 分 大 学 長 殿
To : President of Oita University

下記の者を、短期留学推進制度（受入れ）に基づく短期留学生として支援を受けることが適当であると認め、候補者として推薦します。

I hereby recommend the following student as an appropriate candidate for the Short-term student Exchange Promotion Program (Inbound) Scholarships.

記

受入れ大学名 Host institution in Japan	大 分 大 学 Oita University	コード番号	1	7	5	0	1	0
氏 名 Name of applicant	推薦順位 () Order of priority							
在籍大学名 Home institution	(所在国 :) Country							
<p>推薦理由 (大学教員による作成に限ります。出願者の学力・任務遂行力・人物・適応性等について、忌憚のない意見を書いてください。) The letter of recommendation should be completed by an academic staff (faculty) member from the home university. Please be sure to give your detailed opinion regarding the applicant's academic/professional performance, character and intercultural adaptability.</p>								

署 名 Signature _____

氏 名 Printed Name _____

役職名 Title of position _____

留学生交流支援制度(短期受入れ) 候補者在籍証明書
Certificate of Enrollment of the Applicant for
Student Exchange Support Program (Scholarship for Short-Term Study in Japan)

独立行政法人日本学生支援機構 理事長 殿
 To: President, Japan Student Services Organization (JASSO)

下記の独立行政法人日本学生支援機構留学生交流支援制度(短期受入れ)奨学金等支給申請者は、ここに記載のとおり、本学に在籍していることを証明します。

This is to certify that the following person who is applying for JASSO Student Exchange Support Program (Scholarship for Short-Term Study in Japan) is registered as a regular student at our institution in the following capacity.

申請者氏名 Name of applicant	
在籍大学等名 Name of institution	
在籍学部/研究科 Faculty / School	
在籍課程/学年 *1 Course / Grade (School year) *1	<input type="checkbox"/> 学部 (Undergraduate) <input type="checkbox"/> 短大 (Junior College) <input type="checkbox"/> 修士 (Master's) <input type="checkbox"/> 博士 (Doctorate) 学年 Grade (School year) _____
卒業/修了予定年月 *2 Expected date of completion / graduation *2	年 Year 月 Month
取得予定学位 Degree to be awarded	<input type="checkbox"/> 学士 (Bachelor's degree) <input type="checkbox"/> 準学士 (Associate degree) <input type="checkbox"/> 修士 (Master's degree) 専攻 Major <input type="checkbox"/> 博士 (Doctor's degree) _____
留学先大学等名 Host institution in JAPAN	

提出年月日 年 月 日
 Date Year Month Day

氏名
Name _____

職名
Title _____

署名
Signature _____

- *1 申請時の学年を記入してください。
 *1 Please fill in the school year at the time of application.
- *2 日本に短期留学した場合の卒業/修了年月を記入してください。
 *2 Expected date of completion/graduation should include the period of study in Japan.

注：申請者の在籍大学等の責任者が記入してください。
 Note: The authorized person of the applicant's home institution should fill out this form.

※ご記入いただいた情報は、奨学金支給業務のために利用されます。また、行政機関及び公益法人等から奨学金の重複受給の防止等のために照会があった場合は、適正な範囲内においてこの情報が必要に応じて提供されます。

Information submitted here will only be used to the extent of this Program. However, this information, when deemed appropriate, may be presented to administrative institutions and public-service organizations upon request to prevent disbursement of multiple awards.

Certificate of English Language Ability

This certificate must be completed by a person who is in the most appropriate position to assess the applicant's English language abilities. Please complete the Certificate and seal it in the envelope supplied.

Name of Applicant (

Year () Major () University (

1. How long have you known the applicant?

2. In what capacity do you know the applicant?

3. Please indicate the applicant's English abilities in the following areas by circling:

Able to understand lectures	Excellent	Fair	Adequate	Poor	Very poor
Able to engage in daily conversation	Excellent	Fair	Adequate	Poor	Very poor
Able to express one's opinion	Excellent	Fair	Adequate	Poor	Very poor
Able to read newspapers	Excellent	Fair	Adequate	Poor	Very poor
Able to write an academic essay	Excellent	Fair	Adequate	Poor	Very poor

4. Do you believe that the applicant's English is sufficient to take courses in English? Please circle. (Yes/NO)

5. Comments: Please make any other candid statement concerning the applicant's language performance.

.....
I certify that to the best of my knowledge and belief the above statements are true.

Name (Please print.):

Position:

Name of Institution:

Signature

Date:

別記第六号の三様式(第六条の二関係)

申請人等作成用 1
For applicant, part 1

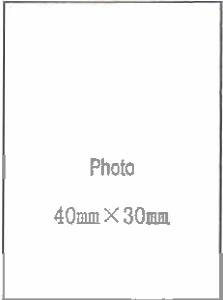
日本国政府法務省
Ministry of Justice, Government of Japan

在留資格認定証明書交付申請書
APPLICATION FOR CERTIFICATE OF ELIGIBILITY

入国管理局長 殿

To the Director General of Regional Immigration Bureau

出入国管理及び難民認定法第7条の2の規定に基づき、次のとおり同法第7条第1項第2号に掲げる条件に適合している旨の証明書の交付を申請します。
Pursuant to the provisions of Article 7-2 of the Immigration-Control and Refugee-Recognition Act, I hereby apply for the certificate showing eligibility for the conditions provided for in Article 7, Paragraph 1, Item 2 of the said Act.



1 国籍 Nationality _____ 2 生年月日 Date of birth _____ 年 Year _____ 月 Month _____ 日 Day _____
Family name Given name

3 氏名(漢字) Name in Chinese character _____ (英字) Name in English _____

4 性別 Sex 男・女 Male/Female 5 出生地 Place of birth _____ 6 配偶者の有無 Marital status 有・無 Married / Single

7 職業 Occupation 学生 Student 8 本国における居住地 Home town/city _____

9 日本における連絡先 Address in Japan 大分県大分市大字旦野原700番地 大分大学研究・社会連携部国際交流課
Telephone No. 097-554-7429 携帯電話番号 Cellular phone No. _____

10 旅券 (1)番号 Passport Number _____ (2)有効期限 Date of expiration _____ 年 Year _____ 月 Month _____ 日 Day _____

11 入国目的(次のいずれか該当するものを選んでください。) Purpose of entry: check one of the followings
 I 「教授」・「教育」 "Professor" / "Instructor" J 「芸術」・「文化活動」 "Artist" / "Cultural Activities" K 「宗教」 "Religious Activities"
 L 「報道」・「研究(転勤)」・「企業内転勤」 "Journalist" / "Researcher (Transferee)" / "Intra-company Transferee" M 「投資・経営」 "Investor / Business Manager"
 N 「研究」・「技術」・「人文知識・国際業務」・「技能」・「特定活動(イ・ロ)」 "Researcher" / "Engineer" / "Specialist in Humanities / International Services" / "Skilled Labor" / "Designated Activities (a/b)" O 「興行」 "Entertainment"
 Y 「技能実習1号」 "Technical Intern Training(1)" P 「留学」 "Student" Q 「研修」 "Trainee"
 R 「家族滞在」・「特定活動(ハ)」・「特定活動(EPA家族)」 "Dependent" / "Designated Activities (c)" / "Dependent of EPA"
 T 「日本人の配偶者等」・「永住者の配偶者等」・「定住者」 "Spouse or Child of Japanese National" / "Spouse or Child of Permanent Resident" / "Long - Term Resident" U 「その他」 Others

12 入国予定年月日 Date of entry _____ 年 Year _____ 月 Month _____ 日 Day _____ 13 上陸予定港 Port of entry _____

14 滞在予定期間 Intended length of stay _____ 15 同伴者の有無 Accompanying persons, if any 有・無 Yes / No

16 査証申請予定地 Intended place to apply for vis: _____

17 過去の出入国歴 Past entry into / departure from Japan 有・無 Yes / No
(上記で「有」を選択した場合) (Fill in the followings when the answer is "Yes")
回数 _____ 回 直近の出入国歴 _____ 年 Year _____ 月 Month _____ 日 Day _____ から _____ 年 Year _____ 月 Month _____ 日 Day _____
time(s) (The latest entry from _____ to _____)

18 犯罪を理由とする処分を受けたことの有無(日本国外におけるものを含む。) Criminal record (in Japan / overseas) 有(具体的内容 _____)・無 Yes (Details _____) / No

19 退去強制又は出国命令による出国の有無 Departure by deportation / dearture order 有・無 Yes / No
(上記で「有」を選択した場合) 回数 _____ 回 直近の送還歴 _____ 年 Year _____ 月 Month _____ 日 Day _____
(Fill in the followings when the answer is "Yes") time(s) The latest departure by deportatio

20 在日親族(父・母・配偶者・子・兄弟姉妹など)及び同居者 Family in Japan (Father, Mother, Spouse, Son, Daughter, Brother, Sister or others) or co-residents

続柄	氏名	生年月日	国籍	同居予定	勤務先・通学先	外国人登録番号
Relationship	Name	Date of birth	Nationality	Intended to reside with applicant or not	Place of employment/school	Alien registration certificate number
				はい・いいえ Yes / No		
				はい・いいえ Yes / No		
				はい・いいえ Yes / No		
				はい・いいえ Yes / No		

(注)裏面参照の上、申請に必要な書類を作成して下さい。 Note: Please fill in forms required for application. (See notes on reverse side.)

申請人等作成用 2 P (「留学」)

For applicant, part 2 P ("Student")

在留資格認定証明書用

For certificate of eligibility

21 通学先 Place of study

(1) 名称 大分大学
Name of school

(2) 所在地 大分県大分市大字且野原700番地 (3) 電話番号 097-554-3311
Address Telephone No.

22 修学年数 (小学校～最終学歴) 年

Total period of education (from elementary school to last institution of education) years

23 最終学歴 (又は在学中の学校) Education (last school or institution) or present school

(1) 在籍状況 卒業 在学中 休学中 中退
Registered enrollment Graduated In school Temporary absence Withdrawal
 大学院 (博士) 大学院 (修士) 大学 短期大学 専門学校
Doctor Master Bachelor Junior college College of technology
 高等学校 中学校 その他 ()
Senior high school Junior high school Others

(2) 学校名 (3) 卒業又は卒業見込み年月日 年 月 日
Name of the school Date of graduation or expected graduation Year Month Day

24 日本語能力 (専修学校又は各種学校において日本語教育以外の教育を受ける場合に記入)

Japanese language ability (Fill in the followings when the applicant plans to study at advanced vocational school or vocational school (except Japanese language))

日本語能力試験【 級合格】 日本留学試験 (読解・聴解・聴読解の合計点)【 点】
Japanese language proficiency test [Passed Level] Examination for Japanese University (EJU) (except writing) [points]

BJTビジネス日本語能力テスト【 点】
BJT Business Japanese Proficiency Test [points]

日本語教育を受けた教育機関及び期間 Organization and period to have received Japanese language education
機関名

Organization
期間: 年 月 から 年 月 まで
Period from Year Month to Year Month

その他:
Others

25 日本語学習歴 (高等学校において教育を受ける場合に記入)

Japanese education history (Fill in the followings when the applicant plans to study in high school)

日本語の教育又は日本語による教育を受けた教育機関及び期間

Organization and period to have received Japanese language education / received education by Japanese language

機関名
Organization
期間: 年 月 から 年 月 まで
Period from Year Month to Year Month

26 滞在費の支弁方法等 Method of support to meet the expenses while in Japan

(1) 支弁方法及び月平均支弁額 Method of support and an amount of support per month (average)

本人負担 円 外国からの送金 円
Self Yen Remittance from abroad Yen

外国からの携行 円
Carrying from abroad Yen
(携行者 携行時期)
Who When

在日経費支弁者負担 円 奨学金 円
Supporter in Japan Yen Scholarship Yen

その他 円
Others Yen

(2) 経費支弁者 Supporter

① 氏名
Name

② 住所 電話番号
Address Telephone No.

③ 職業 (勤務先の名称) 電話番号
Occupation (place of employment) Telephone No.

④ 年収 円
Annual income Yen

申請人等作成用 3 P (「留学」)

For applicant, part 3 P ("Student")

在留資格認定証明書用

For certificate of eligibility

(3)申請人との関係 (上記(1)で外国からの送金, 外国からの携行又は在日経費支弁者負担を選択した場合に記入)
Relationship with the applicant (Check one of the followings when your answer to the question 26(1) is remittance from abroad, carrying from abroad or supporter in Japan)

- 夫 Husband 妻 Wife 父 Father 母 Mother 祖父 Grandfather 祖母 Grandmother 養父 Foster father 養母 Foster mother
 兄弟姉妹 Brother / Sister 叔父(伯父)・叔母(伯母) Uncle / Aunt 受入教育機関 Educational institution 友人・知人 Friend / Acquaintance
 友人・知人の親族 Relative of friend / acquaintance 取引関係者・現地企業等職員 Business connection / Personnel of local enterprise
 取引関係者・現地企業等職員の親族 Relative of business connection / personnel of local enterprise その他 (Others)

(4)奨学金支給機関 (上記(1)で奨学金を選択した場合に記入)

Organization which provide scholarship (Check one of the following when the answer to the question 26(1) is scholarship)

- 外国政府 Foreign government 日本国政府 Japanese government 地方自治体 Local government
 公益社団法人又は公益財団法人 Public interest incorporated association or public interest incorporated foundation その他 (Others)

27 卒業後の予定 Plans after graduation

- 帰国 Return to home country 日本での進学 Enter school of higher education in Japan
 日本での就職 Find work in Japan その他 (Others)

28 申請人又は法定代理人若しくは法第7条の2第2項に規定する代理人

Applicant, legal representative or the proxy in accordance with the provision of Article 7-2, Paragraph 2.

(1)氏名 Name _____ (2)本人との関係 Relationship with the applicant _____ 受入れ担当者
 (3)住所 Address 大分県大分市大字且野原700番地 大分大学研究・社会連携部国際交流課
 電話番号 Telephone No. 097-554-7429 携帯電話番号 Cellular Phone No. _____

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.

申請人(法定代理人等)の署名/申請書作成年月日

Signature of the applicant (legal representative or the proxy) / Date of filling in this form

年 月 日
Year Month Day

注意 Attention

申請書作成後申請までに記載内容に変更が生じた場合, 申請人(法定代理人等)が変更箇所を訂正し, 署名すること。

In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (legal representative or the proxy) must correct the part concerned and sign their name.

29 申請取次者等(申請取次者・弁護士・行政書士等による申請の場合に記入)

Agent or other (in case of an agent, lawyer, administrative scrivener or other)

(1)氏名 Name _____ (2)住所 Address _____
 (3)所属機関等 Organization to which the agent belongs _____ 電話番号 Telephone No. _____

INTERNATIONAL PROGRAM AT OITA UNIVERSITY (IPOU)

A List of Documents for Submission

Note: All documents should be completed in English

Application Form for International Program at Oita University (IPOU)

This form should be completed by the applicant in English.

Letters of Recommendation (separate form 2)

The letter of recommendation should be completed by an academic staff (faculty) member from the home university. He/she should be sure to give his/her detailed opinion regarding the applicant's academic/professional performance, character and intercultural adaptability.

Certificate of Enrollment of the Applicant for JASSO International Student Scholarship for Short-term Study in Japan (separate form 3-3)

This form should be completed by and signed by an authorized person of the applicant's home university.

Official Certificate of Health (separate form 4)

This form should be completed by and signed by a physician.

Application for Certificate of Eligibility for a Status of Residence, 1,2 and 3

Photographs (4 cm × 3 cm), three copies

Photographs should have been taken within the last 6 months with a plain background. The name of the student should be printed on the back of each photograph.

Resume

The resume should be signed and should include education from entrance to elementary school onwards, a contact address, phone number, fax number and e-mail address.

Proof of Student Status Issued by home university.

Academic record issued by home university.

Certificate of TOEFL score.

Applicants will be required to have taken TOEFL or IELTS. A copy of the TOEFL or IELTS Certificate must be supplied with each application. This requirement is not necessary for native speakers of English.

A bank balance statement.

※A bank statement is required for all applicants not awarded scholarships. The statement should show as being currently available a balance of 400,000JPY in the case of a six-month stay or 700,000JPY for a stay of one year. (Balances in currencies other than US\$ must be in fully convertible currencies and equivalent to the US\$ figures above).

※From spring 2010 onward, all exchange students who come to study at Oita University must not engage in any part-time work for a monetary reward while they are studying at Oita University in principle.