

INTERNATIONAL CHRISTIAN UNIVERSITY

2010 SUMMER COURSES IN JAPANESE

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To: Students interested in the ICU's 2010 Summer Courses in Japanese

From: Atsuko Handa, Director
Summer Courses in Japanese
Research Center for Japanese Language Education

Thank you for your interest in the 2010 Summer Courses in Japanese (SCJ). Enclosed, please find informational materials and application forms. Before beginning the application process, please take time to read our catalog carefully, so as to determine whether or not the courses we offer match your own needs and goals. Also, please be aware that space is limited and that admission is competitive. As in the last year, the Summer Courses will only be able to accommodate around 100 students.

Please note that our courses are extremely demanding and academic in orientation. Students who plan to work part-time or travel during the summer should consider a less intensive course. Applicants should make every effort to insure their application and supporting documents (including Application and Screening Fees) reach the appropriate offices as listed inside the back cover of the catalog before the stated deadline. The Language Evaluation and Letter of Recommendation should be completed by different individuals. They must be signed and sealed.

Good luck to you as you make your future academic plans. We hope that these include Japan and the International Christian University.

Enclosed:

- SCJ Catalog and information
- Student Application Form
- Housing Request Form
- Language Evaluation Sheet
- Japanese Language Background Questionnaire
- Letter of Recommendation
- Application and Screening Fees Payment Form
- Homestay Application Form
- Dormitory Appendix

HOW TO APPLY

The following documents should be assembled together and sent so that they arrive in Japan NO LATER THAN MARCH 23, 2010. Application and Screening Fees must also be received by this date.

1. **Application Form** completed in clear block letters.
2. **Statement of Purpose***: why you wish to study Japanese, how this study relates to your future academic interests or career goals and why it is crucial at this point in your study to attend this course.
3. **Official Academic Transcript** of university courses completed.
4. **Letter of Recommendation*** preferably from a professor or professional person who has some knowledge of Japan and who can verify the applicant's suitability and motivation for enrolling in this language program. A letter from a family member / relative cannot be accepted. The letter must be signed and sealed.
5. **Japanese Language Evaluation Sheet*** by the applicant's most recent Japanese language instructor, or by a person qualified to evaluate the applicant's Japanese language skill is required. The letter must be signed and sealed. (If you have never studied Japanese, you do not need to fill out this form.)
6. **Japanese Language Background Questionnaire** (For C8 candidate use only)
7. **Housing Request Form**
8. **Homestay Application Form** with your picture if homestay is desired, regardless of 1st or 2nd choice.
9. **Application and Screening Fees Payment Form** with a photocopy of receipt for bank or postal remittance of Application and Screening Fees.

*4 (Letter of Recommendation) and 5 (Japanese Language Evaluation Sheet) **should be completed by different persons.**

The application form and all supporting documents should be assembled and sent together to:

Office of the Summer Courses in Japanese
Research Center for Japanese Language Education
International Christian University
3-10-2 Osawa
Mitaka-shi, Tokyo 181-8585
Japan

For students who need more time to get a visa or who may have some trouble getting into Japan, a special early screening will be held before the application deadline. Students will be notified of their application and housing status as soon as possible after all necessary documents and Application and Screening Fees have been received at the Summer Course Office.

Screening for other applications will be held after the March 23, 2010 application deadline. **Students will receive an E-mail by the end of April to notify them of their application status. Additionally, notification will also be sent by regular post together with other supplementary materials.**

**INTERNATIONAL CHRISTIAN UNIVERSITY
2010 SUMMER COURSES IN JAPANESE**

STUDENT APPLICATION FORM

*Please print clearly in block letters.

I. Personal Data

Name (family) _____ (given) _____

Address to which acceptance notice and other information should be mailed

Phone # _____ Fax # _____

E-mail address _____

Permanent Address _____

Phone # (permanent) _____ Fax # (permanent) _____

Sex: M ___ F ___ Date of birth: YEAR/ MONTH /DAY _____ / _____ / _____ Age: _____

Nationality* _____ Japan ... If you have Japanese citizenship, please tick here.

(*This information is necessary for an insurance policy during the period of study in the SCJ. If your nationality changes, please inform the SCJ office by May 31, 2010, otherwise you will not be covered by the insurance that ICU buys for all SCJ participants.)

Person(s) to contact in case of emergency: Name _____

Phone # _____ E-mail _____

Previous education or present activity and position:

college/university (full name)	location		dates		degree earned	major field of study
	city	country	entered	left		

If not currently enrolled in a college or university, state present activity and position:

PLEASE COMPLETE THE INFORMATION ON THE BACK OF THIS SHEET

Are you currently enrolled at the ICU? Yes ____ No ____

Have you applied for student status at the ICU following the SCJ? Yes ____ No ____

In case you pass the screening and attend SCJ, does your nationality require you to obtain a visa to enter Japan?

Yes ____ No ____

We strongly recommend that you check with your nearest Japanese Embassy or consular office to receive information on what kind of documentation is required for your visa application as well as other relevant details.

II. Previous Study of Japanese

Please check the applicable box.

- I wish to enroll in the class for beginners (C1) (Those who mark here should check the website <http://subsite.icu.ac.jp/jlp/basic/> to learn *hiragana* as a prerequisite for the program.)
- I have previously studied Japanese (am currently studying Japanese) at:

institution(s) _____

quarter/semester

period of study _____ credit earned _____ text used _____

III. Previous Stay in Japan

place _____ period of Stay _____ purpose _____

IV. Statement of Purpose

On a separate sheet explain in 250 words or less why you wish to study Japanese, how this study relates to your future academic interests or career goals and why it is crucial at this point in your study to attend the ICU Summer Courses in Japanese. Please type this statement.

V. Official Academic Transcript of University courses completed (should be enclosed in your application packet)

I hereby verify the above information to be true and accept the conditions required.

Name (print): _____

date: _____ signature: _____

N.B.: The deadline for application is March 23, 2010. We urge you to make a copy of your completed 'Application Form' and 'Statement of Purpose' for your own records.

2010 HOUSING REQUEST FORM

(Circle only one: A, B, C, D or E as appropriate and write your 2nd preference in the column)

Please understand that this application does not guarantee a space in your preferred accommodation.

Please carefully read descriptions of the available accommodation and their associated regulations written in the catalog/SCJ website and information packet which will be sent later to those accepted to the course. Please check your first preference and write your second preference in the column.

A. Global House - ¥100,000: (meals not included) On-campus
***Single occupancy room; Smoking & alcohol are allowed** (see appendix)
Please indicate second housing preference: (_____)

B. Keyaki House - ¥70,000: (meals not included) On-campus
***Twin occupancy room; Smoking & alcohol are NOT allowed** (see appendix)
Please indicate second housing preference: (_____)

C. Local homestay - ¥100,000: Located within a 60-minute commute to campus (commuting fees to be ¥20,000 – 30,000).
(Before you decide on the homestay program, please carefully read the ‘HOMESTAY HANDBOOK’ on the SCJ website. If you agree to the instructions given in the handbook, circle C, complete and return the Homestay Application Form. If you cannot be accommodated in the SCJ homestay program, you will automatically be considered for the university dormitories (A)(B) or *Gakusei-Kaikan* (D) as spaces are available.)
Please indicate second housing preference: (_____)

D. Off-campus student residence (*Gakusei-Kaikan*): Located within a 60-minute commute to campus (commuting fees to be ¥20,000 – 30,000), includes 2 meals/day except during the 6-day holiday of ‘*Obon*’ in mid-August.
I wish to apply to stay at Student Residence (*Gakusei-kaikan*). I understand that after being accepted for the SCJ program, International Department, Kyoritsu Maintenance Co, Ltd. will directly contact me to arrange the details for this housing option.
e-mail: int@gakuseikaikan.com
phone: +81(0)3-3251-0776 communication can be conducted in English.

E. Other off-campus housing: Participant’s own arrangement.
I wish to make my own housing arrangements other than the above A, B, C, D. I understand that ICU will assume no responsibility for such housing arrangements.

.....
It is understood that all SCJ students are responsible to pay compensation for any damage to university property, or to residences or furnishings in homestay accommodations.

I hereby verify that I accept the conditions required at such accommodation and if unable to obey rules as stipulated, I will abide by the Director's judgment regarding disciplinary action, which may include my leaving my accommodation during the period of the course.

Name (print) _____

date _____ signature _____

N.B. We urge you to make a copy of your completed ‘Housing Request Form’ for your own records.

**INTERNATIONAL CHRISTIAN UNIVERSITY
2010 SUMMER COURSES IN JAPANESE**

LANGUAGE EVALUATION SHEET

- * Students who have never studied Japanese do not need to fill out this form.
- * This form should not be completed by the person providing the recommendation letter.

Note to person providing language evaluation sheet:

Please place the language evaluation sheet in a sealed envelope and sign across the closure. The application deadline is March 23, 2010. Give it to the applicant to be included in his/her application materials.

Name of Applicant _____

The above student is applying to the 2010 ICU Summer Courses in Japanese. As the student's most recent Japanese language instructor, please provide us with information regarding the applicant's proficiency in reading, writing, hearing and speaking Japanese. Thank you in advance for your cooperation.

Please write in either Japanese or English.

1. How long and in what capacity have you known the applicant?

2. What course(s) have you taught the applicant?

3. What textbooks will the applicant have completed before beginning the ICU Summer Courses in Japanese?

4. What was the applicant's standing in your course(s)? (Please give a percentage, mark letter grade, or other indication of performance.)

5. Please evaluate the applicant in comparison with other students you have taught at a comparable level of training. Check the appropriate categories.

	Superior	Good	Fair	Poor	Not Applicable
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE COMPLETE INFORMATION ON THE BACK OF THIS SHEET

● Please indicate the approximate number of *kanji* the applicant:

a. can recognize _____ (at the time of writing)

b. can reproduce _____ (at the time of writing)

7. The SCJ offers an intensive six-week course of study with 15 class periods (one class period = 70 min.) of study per week in addition to a demanding schedule of independent study. On an emotional as well as intellectual level, can the applicant be recommended for such an intensive course?

_____ Highly recommended _____ Recommended _____ Not recommended

8. Please comment on any special strengths or weaknesses in the applicant's language preparation.

Name _____ Institution _____

Title _____ E-mail _____

Address _____

Date _____ Signature _____

**INTERNATIONAL CHRISTIAN UNIVERSITY
2010 SUMMER COURSES IN JAPANESE**

JAPANESE BACKGROUND QUESTIONNAIRE

To be completed by applicants to C8 ONLY (i.e., students proficient
in spoken Japanese but require training in reading and writing)

NAME _____ AGE _____

1. Have you ever lived in Japan?

___ Yes → from age ___ to age ___
___ No

2. If you answered 'yes' above, what kind of school(s) did you attend in Japan?

___ local school → from grade ___ to grade ___
___ international school/school for foreign children → from grade ___ to grade ___
___ other (please explain) _____

3. When you lived outside of Japan, what kind of school(s) did you attend?

___ local school(s)
___ schools for Japanese nationals (full time) (*nihonjin gakko*)
___ Saturday school (*hoshuko*)
___ international school
___ other (please explain) _____

4. Where have you studied (or had experience with) Japanese? (check any that apply)

___ home
___ schools for Japanese nationals (full time) (*nihonjin gakko*)
___ Saturday school (*hoshuko*)
___ international school
___ preparatory school (*yobiko*)
___ correspondence course (*tsushinkyoku*)
___ Japanese classes in high school, college, etc.
___ other (please explain) _____

5. Do you have any other information relevant to your Japanese language ability which you think we should know about? Please comment here.

NOTE: If you have studied Japanese formally at any time up to now, be sure to have the enclosed 'Language Evaluation Sheet' completed and attach it to this form. It should be completed by a teacher involved in your language studies.

If you have never taken formal Japanese classes but have some skills in Japanese language, please write an essay (*sakubun*) introducing yourself in Japanese instead of the 'Language Evaluation Sheet'.

**INTERNATIONAL CHRISTIAN UNIVERSITY
2010 SUMMER COURSES IN JAPANESE**

LETTER OF RECOMMENDATION

* This recommendation should **not** be completed by the person who fills out the Language Evaluation Sheet.

Note to person providing recommendation:

Please place the recommendation letter in a sealed envelope and sign across the closure. The application deadline is March 23, 2010. Give it to the applicant to be included in his/her application materials.

Name of Applicant _____

The above student is applying to the 2010 ICU Summer Courses in Japanese, an intensive six-week program conducted in Japan. In the space provided below, please comment on the applicant's motivation, personality and intellectual competence to participate in a rigorous intensive summer program. Please also comment on any special strengths or weaknesses in language preparation and on the applicant's personality, emotional stability and adaptability. Thank you in advance for your cooperation.

Name: _____ Institution: _____

Title: _____ E-mail: _____

Address: _____

Date: _____ Signature: _____

**2010 SUMMER COURSES IN JAPANESE
APPLICATION AND SCREENING FEES (¥10,000) PAYMENT FORM**

Dear applicant:

Please refer to information in the section 'How to Pay' on the reverse side of this form.

Fill out the payment form and forward it together with a photocopy of your bank transfer remittance receipt to the following address:

Summer Courses in Japanese
International Christian University
3-10-2 Osawa, Mitaka-shi,
Tokyo 181-8585
Japan

Bank Account No. for Bank Transfer:
Bank of Tokyo-Mitsubishi UFJ,
Mitaka Branch (Branch Code No. 222)
Account No. 0665405
Swift Code: BOTKJPJT
International Christian University

To be completed by SCJ applicant

Applicant's name in Roman characters: _____

Applicant's address: _____

I enclose a photocopy of the bank transfer remittance receipt in **Japanese yen**.

Name of bank: _____

If the remittance cannot be made in the applicant's name, please indicate here the name of the person in whose name the remittance is made:

Name of the sender: _____

If a bank transfer is not possible, international postal money orders in **US dollars** are also acceptable.

For official use

note:

Date of receipt _____

Reference no. _____

App# (SCJ) _____

RECEIPT

Date: _____

Dear _____

App#(SCJ) _____

We have received your payment of 10,000 yen for your Application and Screening Fees.

Thank you,
Office of Summer Courses in Japanese.

HOW TO PAY APPLICATION AND SCREENING FEES

Payment of the Application and Screening Fees should be made by wire transfer as per the following.

***Personal checks and travelers checks will not be accepted.**

(1) Bank transfer should be made in **JAPANESE YEN**, payable to **International Christian University**, account number 0665405, Bank of Tokyo-Mitsubishi UFJ, 3-26-12 Shimo-Renjaku, Mitaka, Tokyo (branch code: 222, SWIFT code: BOTKJPJT).

- **If you pay your Application and Screening Fees from abroad, add ¥2,500 for bank handling charges (total ¥12,500).**
- Please write "Application and Screening Fees for [applicant's name]" in the message column on the bank's transfer request form.
- A photocopy of the bank's receipt for this transfer must be sent with your payment form.

(2) If you cannot make a wire transfer, you may pay by an international postal money order (equivalent to ¥10,000) in US Dollars, payable to **International Christian University**, 3-10-2 Osawa, Mitaka-shi, Tokyo Japan. 181-8585. Do not rewrite or erase the payee's (ICU's) name/address on the international postal money order. The money order would become invalid with any correction.

●It is not possible to pay tuition and accommodation fees with international postal money orders.

This is due to the fact that several money orders would be necessary and handling charges will be required for each one.

Note: It may take several days to process wire transfers or international postal money orders. Please confirm in advance how long will it take in your region. The payment should be made by the deadline of March 23, 2010.

**INTERNATIONAL CHRISTIAN UNIVERSITY
2010 SCJ
HOMESTAY APPLICATION FORM**



Before you apply for the homestay program please consider carefully if you are willing to experience and share the Japanese lifestyle (including food) with a host family.

*** Also, if it will be problematic for you to make the commute to campus (which may take up to 1 hour, each way) you may wish to re-think the homestay option. This application form and biographical sketch will be sent directly to your potential host family, so please type or print clearly in block letters.**

I. Personal information

Name (family) _____ (given) _____

Address _____

E-mail address _____

Phone # _____ Fax # _____

Date of birth _____ / _____ / _____ YEAR / MONTH / DAY Age _____ Nationality _____

Marital status: single married First language _____

College/university	location	dates		major
		entered	left	

Previous Study of Japanese

Institution _____ period of study _____

How would you estimate your level of daily conversation in Japanese?

none poor fair good excellent

Other languages spoken _____ poor fair good excellent

_____ poor fair good excellent

II. In order to assist us in matching you with an appropriate homestay family, please answer the following questions:

* Use additional sheet of paper if necessary

1) Do you smoke? no yes Do you mind living with those who do? no yes

2) Do you have any allergies or particular health conditions? no yes

(Please describe: _____)

3) Are there any foods you cannot or will not eat due to personal preference or dietary restrictions?

no yes (Please describe: _____)

PLEASE COMPLETE INFORMATION ON THE BACK OF THIS SHEET

4) Do you mind living with a family with small children? no yes

Do you mind living with a family with no children? no yes

5) Do you mind living with a family with indoor pets? no yes

6) Do you mind living with single parent? no yes

7) Have you ever lived in a homestay? no yes

Please describe:

8) Have you ever been to Japan? no yes

Please describe:

9) How tall are you? _____ cm

(As Japanese beds are often short in length it would be helpful to know your height.)

10) Can you ride a bicycle? yes no

11) Would you be able to obey a curfew of 10:00 pm? yes no I prefer ____:____pm

12) Please describe the kind of meals you might have in a normal day. (This is helpful for host families in preparing meals.)

Breakfast: _____

Lunch: _____

Dinner: _____

13) What is your purpose for attending ICU's Summer Courses in Japanese?

14) Why is a homestay an appealing choice of accommodation? What do you expect of your family?

15) In what way might you try to develop a positive relationship with your host family?

III. Biographical Sketch

Please provide a brief description of yourself, including a description of your personality, likes and dislikes, etc. Please also explain how you became interested in Japan and how you expect to benefit from a homestay experience. This will be sent directly to your potential host family, so please type or print clearly in block letters. Use an additional page if necessary. Though not necessary, if possible please also include a Japanese version of your composition. Also feel free to write your composition only in Japanese.

Global House and Keyaki (Zelkova) House*

ICU's on-campus dormitories Global House and Keyaki House are shared-living coeducational dormitories consisting of separate living units/pods, each with single/twin rooms and common living/dining area. As Japanese students leave ICU during the summer, the summer residents are mainly SCJ participants. Since Keyaki House is under construction, please note that information in this document is subject to change without notice.

*Keyaki House is now under construction and will be completed in March 2010.

Fees (meals not included)

Global House ¥100,000 (single occupancy room)

Keyaki House ¥ 70,000 (twin occupancy room)

Facilities

Global House

- The building is air-conditioned (from noon to 1:30 a.m.).
- Each unit has a shower, toilet, kitchenette, and is furnished with a refrigerator, microwave oven, electromagnetic cooking top, washing machine and intercom.
- Each room is furnished with a bed, bedding, desk, desk light and closet.
- Two drying machines and one iron are available in the drying room.
- A public phone is available in the lobby.
- Residents who bring their own computer are able to connect to the Internet in their rooms by using a LAN cable.
- There are separate floors for male and female students: men live in units on floors 1 and 2, women on floors 3 and 4.

Keyaki House

*Due to the construction, these are subject to change without notice.

- The building is air-conditioned (from noon to 1:30 a.m.).
- Each pod has two showers, four toilets and refrigerator.
- Each floor has a kitchenette furnished with a refrigerator, microwave oven and electromagnetic cooking top, a laundry room furnished with washing machines, drying machines and one iron.
- Each room is furnished with two beds, bedding, desks, desk lights and closets.

Dormitory Appendix 2/4

- Residents who bring their own computer are able to connect to the Internet in their rooms by using a LAN cable.
- There are separate floors for male and female students: men live in pods on floor 1, women on floors 2 and 3.

Other information

- Curfew: 11:30 p.m.
- You will be given access to your room/accommodations on registration day (July 4, 2010). Orientation will be held from 7 p.m. on July 4; all residents are expected to attend.
- You must move out of your accommodations at either Global House or Keyaki House no later than 12:00 noon, August 14, 2010.

IMPORTANT**Difference of Rules and Facilities**

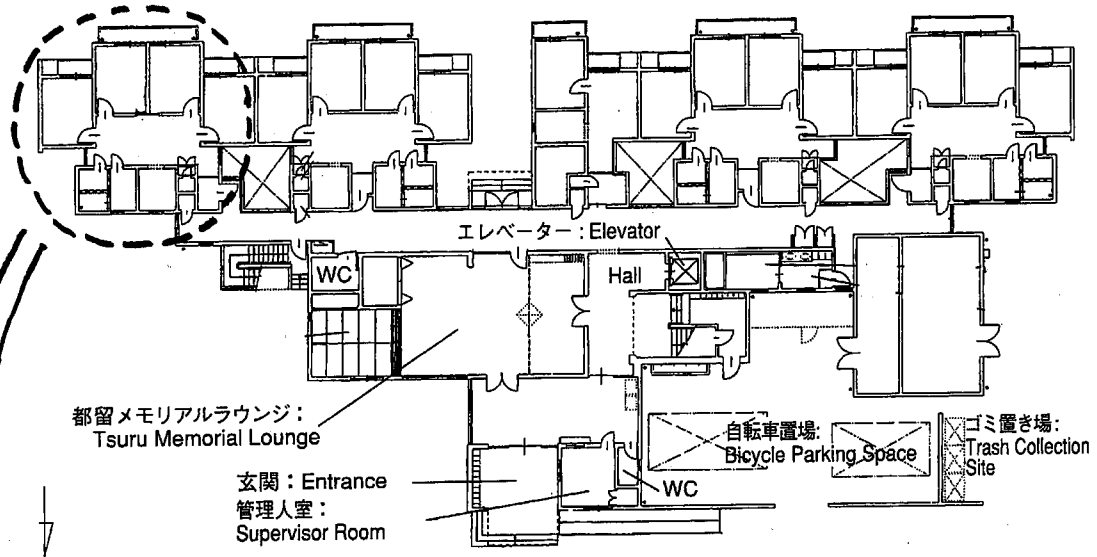
	Fees	Built in	Room Type	Smoking	Alcohol	*Visitors
Global House	¥100,000	June 2001	Single	*Allowed	Allowed	Allowed only in the lounge on 1 st floor 10am - 10:00pm
Keyaki House	¥70,000	March 2010 Under construction	Twin	NOT Allowed	NOT Allowed	NOT Allowed

*Smoking is allowed only at the designated smoking area on the 1st floor of Global House.

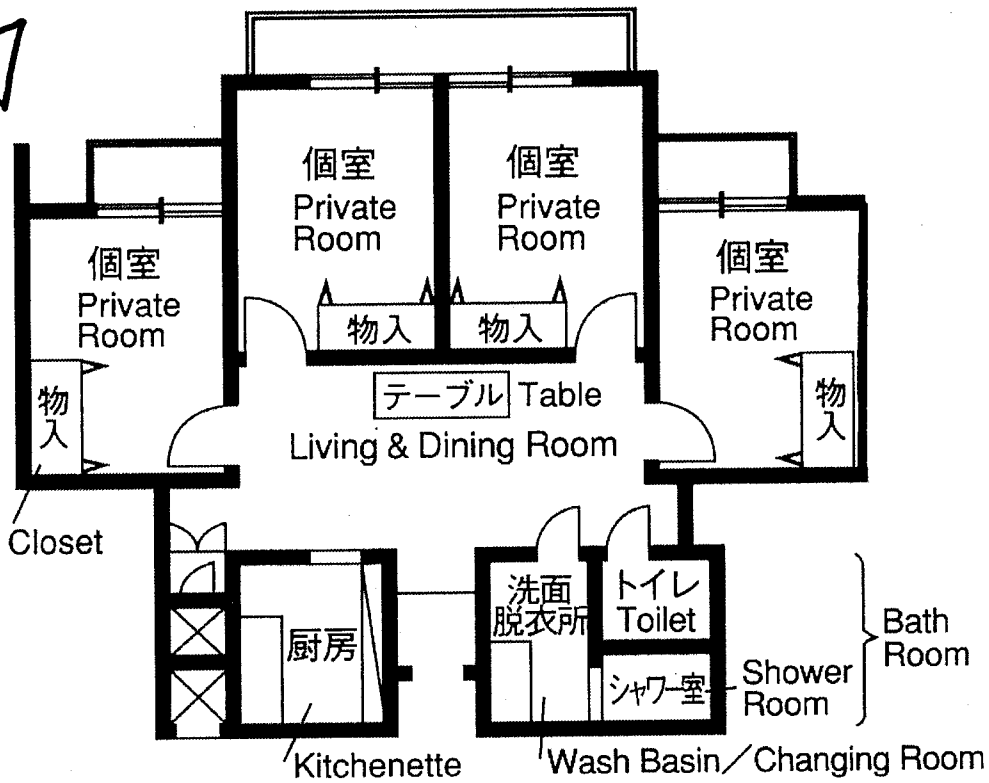
*Visitors may NOT stay in Global House or Keyaki House overnight.

Floor Plan

Global House (1F)

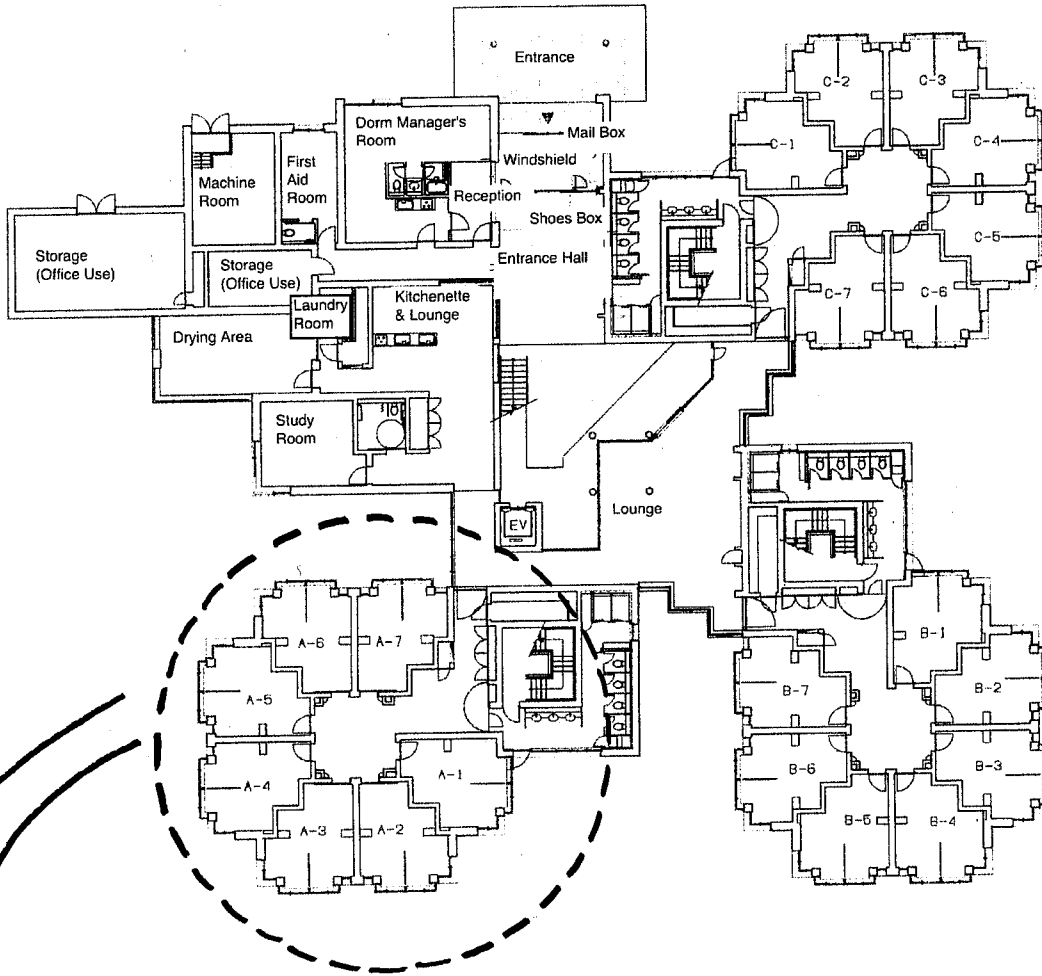


Example of Unit



Floor Plan

Keyaki House (1F)



Example of Pod

