

International Christian University Application for Admission Instructions (Fall and Year)

- Your name and nationality must match your passport on all forms. Use Adobe Reader to complete your forms, then print and sign.
- You are required to submit **three (3) passport type** photographs in total (Pre-Departure Checklist item #6). Attach (glue) one of the photos to the Application Form, and attach (paperclip) another one to the CoE Form. Place the remaining photo in a small envelope and paperclip it to your application materials.

1. Application for Exchange

[ICU Application Form for Exchange/Invitee Program](#). Attach one of the passport photos that is requested in the Pre-Departure Checklist, item #6. When completing the Educational Background section, start with 1st grade and end with present. Don't forget to print and **SIGN** the form!

[Study and Career Plans](#). Up to 500 words. You should write why you wish to study at ICU, 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 program. If applicable, submit the same one that you submitted for application to EAP. Remove references to other institutions.

[Questionnaire Concerning the Japanese Language Proficiency](#). This section asks if you would like to take Japanese language courses at ICU. **Year** students must take a Japanese language course for fall and winter quarters. For more information about Japanese language courses offered at ICU, refer [here](#).

[Passport copy](#). Submit a clear copy of the photo and signature pages of your passport.

[Official transcript from all the universities you have attended](#). UC transcript must include Fall 2015 grades. If you transferred to UC, submit an original [community college transcript](#) as well. The transcript does not need to be in a closed and sealed envelope. Do not submit your community college transcript if the courses are part of your high school records. Include your transcript with your application materials or have it sent directly to our office: UCEAP Japan, 6950 Hollister Ave. Suite 200, Goleta, CA 93117.

2. Letter of Reference

[Reference Letter](#). Include this reference form and one letter of recommendation on a separate paper from a UC faculty member. Your recommender must be a UC faculty (professor, lecturer, etc.) and cannot be a faculty at another college or university. Your letter of recommendation must be on official UC letterhead with the instructor's title and position below the signature. Both the form and the letter of recommendation must be original. Photo copies/faxes are not accepted. If a TA completes this form/writes a letter, a UC faculty must co-sign the form and the letter or they will not be accepted by the partner institution. Submit the form/letter to UCEAP (not ICU) with your application materials.

3. CoE Application for Visa (Japanese citizens do not submit this form.)

[Certificate of Eligibility \(CoE\) Application, Part 1](#). This information is required by ICU so they can apply for the Certificate of Eligibility (COE) on your behalf. The COE is required in order to apply for a student visa. Your signature is required on pages 2 & 3. Self-supporting students (including Financial Aid), should sign page 4 as well. If you are sponsored by a parent/other, he/she is required to sign page 4.

Note:

Question 1 (a) – Name: Write your name as it appears on your passport.

Question 2 (b) – Nationality: Your nationality is the country that issued your passport (most likely USA). Nationality is NOT your ethnicity.

Question 3 (a) – Place to apply for student visa: Los Angeles or San Francisco

Question 3 (b) – Expected Date of Entry into Japan: August 25, 2016 (**This is not your Official Arrival Date.** Your program dates will be available at a later time).

Question 3 (c) – Port of Entry: Narita Airport

Attach one of the passport photos that is requested in the Pre-Departure Checklist, item #6 with a paper clip. Follow the [photo instructions](#) provided.

Don't forget to **SIGN** on pages 2, 3, & 4!

Certificate of Eligibility (CoE) Application, Part 2. According to Japanese immigration regulations, you must provide proof of financial support or you will not be able to apply for a student visa. ILP + Fall and Fall students must have at least 300,000 yen and ILP + Year and Year students must have at least 1,000,000 yen available for study in Japan. This does not refer to the program costs—only your stipend while in Japan.

Note:

Your name and nationality must match your passport.

Your nationality is the country that issued your passport (most likely USA). Nationality is NOT your ethnicity.

Your home institution is UC_____.

Financial Aid recipients

- For the *Method of Support and Amount of Support*, indicate “**yourself**” (even if your award includes loans).
- For the section A) on the second page, indicate your personal information and leave Annual Income blank IF Financial Aid is your only method of support.
- If Financial Aid is your only method of support, leave the section B) on the second page blank.

SIGN the document.

A Bank or Financial Aid Office Letter. Provide an **original** signed letter from your bank and/or Financial Aid Office to confirm your financial resources. You can combine original bank letters from different accounts to reach the minimum. Refer to the [Sample Bank Letter](#) or [Sample Financial Aid Letter](#). Ask your Financial Aid Office to base the letter on last year’s budget for this program. Please note that Bank of America will usually not issue these letters. If possible, use a Financial Aid letter or a statement from another account.

Your Pre-Departure Checklist materials must arrive at the address below by **February 4, 2016**. This is not the same as a postmark date. Plan ahead and check how long it will take for your documents to be delivered. Of course, earlier receipt is greatly appreciated. Questions? [Email](#) or call us at 805-893-2831.

UCEAP – Japan, ICU
6950 Hollister Avenue, Suite 200
Goleta, CA 93117- 5823

Note on Japanese Language Learning:

Some program in Japan do not require previous Japanese language study; expose yourself to learning the language now so that you have an idea of what learning Japanese is like. Students with learning disabilities may find learning another language challenging. If this is the case, provide a letter from your campus Disabled Students Office to document your learning disability, Pre-Departure Checklist, item #8.

Learning hiragana <http://www.todai-ic-nihongo.com/incenter/materials/elm/kana/task1.html>

Learning kanji <http://www.todai-ic-nihongo.com/incenter/materials/elm/thisweek/1/index.html>