

Important Points Regarding Application

*Please read this document.

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1. Contacting Your Guarantor

Every year we receive many inquiries from people saying that they were asked to be a guarantor but do not know what kind of person the applicant is.

Mutual trust between the guarantor and applicant is extremely important.

The applicant must contact their guarantor directly, explain the following, and obtain their approval.

- Most Important: Relationship between the applicant and the guarantor (relative, friend, acquaintance, etc.)
- Explanation about the study abroad program: Purpose of study abroad, period of study/training, course details (Refer to the application guidelines)
- The responsibility of guarantors:
 - ◇ Serve as a guarantor and emergency contact if the student encounters an accident or disaster during study abroad period.
 - ◇ Pick-up the student at Naha Airport upon arrival to Okinawa and provide accommodation for 1 night.
 - ◇ Pick-up and drop-off the student the day after their arrival to Okinawa at the place and time designated by the UNC.
 - ◇ If the applicant has dual citizenship, the guarantor must obtain a family register abstract (*koseki shohon*) as well as a supplementary family register (*koseki no fuhyo*) from the municipal office of origin, on behalf of the applicant.

Provision of expenses such as living expenses and school expenses (scholarship) , arrangement of housing in Okinawa, university application and admission procedures and support for procedures at municipal offices shall be provided by the UNC.

If you have any other questions regarding the study abroad program, please contact the UNC.

2. Dual Citizenship

We will only accept applicants who have a reliable address listed on their family register.

If we are unable to determine your permanent address, you will not be able to register as a resident of Japan and therefore will not be accepted to the program.

There are 4 documents required by those with dual citizenship in order to register as a resident of Japan.

1. A document indicating date of entry into Japan
2. Japanese passport
3. Abstract of family register (*koseki shohon*)
4. Supplementary family register (*koseki no fuhyo*)

Resident registration procedures must be completed within 2 weeks of arrival in Okinawa, so documents 3 and 4 above must be obtained in advance.

Please prepare a Letter of Proxy (Form 12) and ask your guarantor to obtain the documents for you.

3. Living Expenses

We are planning to provide JPY 70,000 per month to each international student for living expenses. Living expenses refers to utility costs (including: electricity, gas, and water), food expenses, communication expenses, and transportation expenses.

4. Admissions Requirements for Japanese Universities

In order to enroll in a Japanese university, an individual must have completed 12 years of school education outside of Japan in accordance with the university entrance qualifications set by the Ministry of Education, Culture, Sports, Science and Technology.

Although some countries require less than 12 years of education including high school or vocational school, the individual will have been deemed to be qualified for university entrance in the following cases.

- (1). If he/she has completed 11 years of school education including high school in addition to at least 1 year of university education

- (2). If he/she has completed at least 11 years of school education and meets the standards specified by the Minister of Education, Culture, Sports, Science and Technology
- (3). If he/she has GCE A Level qualification or has graduated from a high school accredited by International Baccalaureate (IB), WASC, or CIS, considered equivalent to a Japanese high school.

If you are unsure whether you meet the requirements, please check with the nearest Japanese Embassy or Japanese Consulate.

Also, please note that the current rules are subject to revision.

5. Application Documents for Universities

Those who have been accepted to the credited non-degree course at a university in Okinawa Prefecture will be required to submit various certification documents to the university.

[Regarding Japanese Language Ability]

1. If you have taken any Japanese language proficiency tests (JLPT, BJT, etc.), please submit a copy of your certificate. If you have taken the Examination for Japanese University Admission for International Students (EJU), please submit a copy of your certificate.
2. If you have not taken any Japanese language proficiency tests, please submit documents that indicate your Japanese language ability.
(Japanese Language Comprehension Survey submitted to the UNC or other survey/questionnaire requested by the university)
*The University of the Ryukyus requires Japanese language proficiency of at least JLPT Level N2.

[Certificates from Former or Current Schools]

3. Certificate of Graduation from last school attended with Japanese translation
4. Transcript from last school attended with Japanese translation
5. Certificate of Enrollment from current school with Japanese translation (only for those enrolled in school at time of application)
6. Transcript from current school with Japanese translation (only for those enrolled in school at time of application)
7. Items 3 to 6 should be issued by a public organization. (If submitting copies, please provide certified copies)

*Please submit documents that are valid until at least March 31, 2022.

*Depending on the public organization that issues the certificates or certified copies, the format and method of certification may vary (document, signature, embossing, seal, etc.). Please check with each school and organization for details.

*Please make sure all Japanese translations include the affiliation and signature of the person who translated the document.

[Other]

Okinawa Prefectural University of Arts requires the submission of a portrait of work created by the applicant for admission to the Faculty of Arts & Crafts and a DVD or CD of the performance of a specified dance or song for admission to the Faculty of Music.

The submission deadline for application documents to Okinawa Prefecture is Thursday, March 17, 2022 (Japan time). For those applying for the Credited Non-Degree Course, please obtain the various certificates, their Japanese translations, and certified copies and send them to the UNC in PDF format by Thursday, March 17, 2022. The UNC will review the PDF files and if there are no problems, applicants will be requested to send the documents by mail.

*The information about the universities is current as of November 2021.

*Please note that the information is subject to change, so there may be changes at the time of university

application. If you have any questions, please contact the UNC.

6. Part-Time Jobs for International Students

In principle, international students will not be allowed to have part-time jobs for the financial purposes.

7. Timing of Acceptance Decision

There are cases in which nominated candidates take a leave of absence from university or work or quit their jobs altogether once nominated, as they assume that being nominated automatically means they will be able to study abroad. However, please be aware that candidates must clear 2 screening processes in order to be accepted into the program. The first is a document screening conducted by Okinawa Prefecture (UNC) and the second is admissions screening by the host university. A final decision will not be made until both screenings are done.

The schedule from application submission to notification of acceptance (a document required for visa application in home country) is as below.

1.	Submission of application documents to the UNC	Deadline: Thursday, March 17
2.	Document screening by Okinawa Prefecture (UNC)	Early April
3.	Issuance of application guidelines by universities	April to May
4.	Application to university of choice	Early May to late July
5.	Notification of acceptance from universities	Late July to mid-September
6.	Enrollment procedures for universities	Begin after receiving notification of acceptance.
7.	Admission to universities	Mid-September *Acceptance decision
8.	Application for and obtainment of Certificate of Eligibility for Resident Status	Mid-September *May take up to 2-3 weeks.
9.	Notification of acceptance decision	Mid-September to late September

*The schedule for items 3 to 7 may vary depending on the university and course.