

April 2025 Admission Information

School of Japan Studies

Entrance Examination (English-Speaker track)

The School of Japan Studies offers students the opportunity to study Japan from a multi-disciplinary, international perspective. The program is unique in that it enables Japanese and international students to take the same courses and learn in a shared environment. Students will learn innovative problem-solving skills, which will prepare them for life in an increasingly diverse and globalized world. Students who enter the School of Japan Studies will take classes from TUFS' Global Liberal Arts Program and Core Seminar Program, while receiving intensive training in Japanese. Upon graduation, students will be awarded a Bachelor's degree in Language and Area Studies. To graduate, students must complete 125 credits and submit a graduation project thesis or equivalent project. Theses may be written in English or Japanese.

■ Outline

Admission Date	1st April, 2025
Study Period	April 2025 – March 2029
Application Fee	JPY 17,000
Admission Fee	JPY 282,000 (as of 2024 academic year)
Tuition	JPY 535,800 per year (as of 2024 academic year) Pay in two installments: JPY 267,900 due in May; and the same amount due in October
Graduation Requirements	125 Credits (including a graduation project)
Language of Instruction	English and Japanese
Intake	10 Students
Degree Granted	Bachelor of Arts (Language and Area Studies)

■ Admission Policy

(1) Our Mission

The mission of the Tokyo University of Foreign Studies is to better equip students with the skills and knowledge they will require to cooperate within the context of value systems and cultures that differ from their own to address the challenges confronting global society. The diverse education offered at TUFS in the languages, cultures, and societies of various regions of the world provides a nurturing environment that instills in students a deeper understanding in and refined sensitivity for their chosen field, enhanced communication skills, and broader perspectives.



(2) The Type of Student We Seek

The undergraduate programs at TUFS offer basic grounding in a range of academic disciplines related to the languages, cultures, and societies of diverse regions of the world, as well as in fields that provide a cross-disciplinary perspective on diverse international problems and issues.

TUFS seeks students who have acquired a comprehensive and thorough basic high school education, either in Japan or elsewhere; who are able to think critically, make informed decisions, and express themselves articulately; who have inquiring minds and a thirst for knowledge; who support the University's mission; and who are eager to work together with people of diverse cultural backgrounds to tackle global problems and issues. The School of Japan Studies welcomes those who desire to study Japan from an international perspective to become global leaders with a deep understanding of Japan, or who seek to contribute to the advancement of multilingual and multicultural societies in Japan and elsewhere.

Future career opportunities are to be found in global corporations, Japanese companies seeking to expand globally, municipal, national, and international organizations, as well as in interpreting and translation, tourism and transport, publishing, media-related corporations, educational and research institutions involved in teaching Japanese language and culture, and as a teacher of the Japanese language in junior and senior high schools. Students may also elect to continue their studies at graduate school to pursue careers in research.

(3) Selection Policy (School of Japan Studies Entrance Examination (English-Speaker track))

- This examination is for students seeking to enter the School of Japan Studies.
- This examination is for applicants who have completed secondary school and wish to enter the School of Japan Studies but are not yet proficient in Japanese.
- During the selection process, significant weight will be given to recommendations from overseas high schools.
- The selection process is comprised of a first and second screening. The first screening will be conducted using documents submitted by the applicant, such as academic transcripts and English proficiency scores. Those who pass the initial screening will advance to the second screening, which is carried out in the form of an online interview. During each screening, faculty members will assess applicants' desire to study at TUFS, basic academic skills, and ability to think critically, make informed decisions, and explain their ideas with clarity and precision.

■ Eligibility

Applicants must possess a non-Japanese nationality. In addition, they must meet ONE of the following conditions and ALL of the following qualifications:

1. Conditions

Applicants must meet one of the following conditions.

- (1) Have completed or are expected to complete 12 years of formal education (excluding university education) in a foreign country by March 31, 2025 or are considered to have completed an equivalent education by the Ministry of Education, Culture, Sports, Science and Technology – Japan (MEXT).

- (2) Have obtained or are expected to obtain an overseas qualification for university admission, such as an International Baccalaureate, Abitur, Baccalaureate, or GCE A level in a foreign country by March 31, 2025.
- (3) Have completed or are expected to complete 12 years of education at a WASC, CIS, ACSI, NEASC, Cognia, NCA CASI, NWAC, or SACS CASI-accredited international school by March 31, 2025.
- (4) Have been screened individually for eligibility and deemed by TUFS to possess the academic ability required to satisfy conditions (1) ~ (3), and will be aged 18 or over as of March 31, 2025.

(Note 1) Those who have completed or are expected to complete less than 12 years of formal education in foreign countries that require at least 12 years of formal education for university entrance, by skipping grades etc. are included.

(Note 2) Students considered to have completed an equivalent education by the Ministry of Education, Culture, Sports, Science and Technology – Japan (MEXT)” are

- ① Those who have passed an accreditation examination in a foreign country (including examinations that are equivalent to national examinations), which tests whether or not an applicant has an academic capacity equivalent to or higher than that of a student who has completed 12 years of formal education in that country and is aged 18 or over as of March 31, 2025.
- ② Those who have completed a school education equivalent to a high school education in a foreign country (including those who have passed the accreditation examination (including examinations that are equivalent to national examinations), which tests whether or not an applicant has an academic capacity equivalent to or higher than that of a student who has completed high school education in that country), and has completed or are expected to complete the MEXT-designated preparatory education for those seeking admission in Japan by March 31, 2025.
- ③ Those who have completed or are expected to complete their compulsory education by March 31, 2025 in a foreign country in which high school requires less than 12 years to complete. Individuals in this category are expected to have completed a course of a formal education, which is separately designated by the Ministry of Education, Culture, Sports, Science and Technology – Japan (MEXT). This restriction applies only to individuals who have completed an education of at least 11 years in a country in which high school requires less than 12 years to complete and who have satisfied other conditions set by MEXT.

<https://www.mext.go.jp/en/policy/education/highered/title02/detail02/sdetail02/1395423.html>

(Note 3) Those who considered to meet Condition (4) are individuals who do not meet Conditions (1) to (3). If you wish to check your eligibility for Condition (4), please contact the Global Admissions Office. When you contact the university, please observe the following guidelines.

1. Contact the University by Friday, July 26, 2024

2. Contact should be sent via e-mail. Send the following documents as an e-mail attachment to the Global Admissions Office (gao@tufs.ac.jp)
3. Documents to submit
 - A) Application Form (2025)
Fill out Page 1 and 2 of “Application Form (2025).” The form may be downloaded from the following URL:
https://www.tufs.ac.jp/documents/admission/1_J3_Application_Form_2025.pdf
 - B) Submit a document detailing the portion of the applicant’s academic history believed to be equivalent to a formal high school education, such as a transcript of academic grades.
 - C) If the applicant has work experience or/and possesses professional license(s), they should also submit relevant documentation. There is no particular requirement regarding the format.
4. The Global Admissions Office will inform the applicant of the results via e-mail.

2. Qualifications

Applicants must meet all of the following qualifications.

- (1) Excluding individuals whose first language is English and non-native speakers, who received their entire high school education in English, applicants must submit proof that they possess at least a B2 level of English proficiency, as defined by the CEFR (Common European Framework of Reference for Language). They should submit a certificate provided by one of the specified English proficiency tests. For more information, please refer to the score comparison chart on the last page.
- (2) In accordance with the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951), all applicants must possess or be able to obtain a visa to study in Japan.
- (3) Applicants must have an excellent academic record, be of excellent personal character, and have a strong desire to study at TUFS.
- (4) All applicants should obtain a letter of recommendation from their high school principal.

■ Screening

The First screening will be conducted on basis of the application materials submitted by the applicant. Those who pass the first screening will then be required to undergo an online interview.

■ Application Schedule

Application Period	August 26- September 6, 2024
Announcement of the First Screening Results	October 4, 2024
Second Screening	Middle-late October, 2024
Announcement of the Admission Decisions - Successful applicants should then apply for a student visa.	November 19, 2024
Entrance Procedure	Late March-early April, 2025

■ Others

1. On-Campus Dormitory

Successful applicants may apply to live in an on-campus dormitory. However, those who apply are not guaranteed a place in the dorms. Even for those given rooms, the duration of residence is, in principle, limited to six months. When a dorm room is unavailable, TUFS will help students find off-campus accommodation.

2. Other Fees

- English examination fee (valid for 4 years) JPY 17,000
- Insurance (other than national health insurance) JPY 45,700 (as of 2024 academic year)

3. Handling of Personal Information

In accordance with the “Act on Protection of Personal Information held by Incorporated Administrative Agencies, etc.” and “Regulations on Personal Information Protection by National University Corporation, Tokyo University of Foreign Studies,” we handle personal information submitted by applicants at the time of application, such as an applicant’s name, address, phone number, academic grades, and test scores, as follows:

- Information provided by the applicants is used only for the purpose related to selection, admission, and enrollment.
- Information provided by successful applicants is used only for administrative matters, such as creating a student registry, student affairs, and collecting tuition.

Please note:

(1) Those who plan to apply should notify the Global Admissions Office (GAO) via e-mail before or as soon as they begin the application procedure.

(2) Applicants with special needs and those that require specialized health care for a disability or illness are advised to consult with us when they send an e-mail to the GAO.

(3) In case of inquiries regarding this entrance examination (English-Speaker track), please make sure that the following keywords are included in the title of email so that GAO can distinguish from other inquiries except this application.

e.g. “School of Japan Studies”, “undergraduate program”, “English-Speaker track”, etc.

Global Admissions Office (GAO)

E-mail: gao@tufs.ac.jp



■ Application Documents

1	Application Form	Attach a photograph.
2	Application Fee (JPY 17,000)	<p>Payment</p> <p><Flywire></p> <p>Payment should be made using the Flywire application. Access to https://www.flywire.com/pay/tufs/</p> <p>Flywire is a system that allows easy payments from overseas eliminating the operational obstacles associated with international transfers. After completing the payment, please print out the “FLYWIRE PAYMENT CONFIRMATION” page and submit it together with your application documents.</p> <p>Download the Flywire instruction here: https://www.tufs.ac.jp/documents/admission/J3_Flywire_Instruction_2025.pdf</p> <p>*Depending on the option you choose while using Flywire, a handling charge may be incurred. Such charges must be borne by the applicant.</p>
3	Personal Statement	<ul style="list-style-type: none"> - 800-1,000 words in English. - Write your name on the front page. - Discuss your background, academic training, specific steps you have taken to prepare yourself for life in Japan, and goals you hope to achieve while at TUFs. During your discussion, please explain why you have chosen to apply to our university and manner in which an education at TUFs can help you realize your future goals.
4	Academic Transcript(s) from every high school that you attended	<ul style="list-style-type: none"> - Must be an original or a certified copy of the original. - <u>Transcript(s) should include all classes taken, credits and grades earned during each academic year, and your school’s grading scale. If the grading scale is not included, please obtain a document containing the relevant information from your high school.</u> - If you attended multiple high schools, please submit transcripts from all of the schools that you attended. - If you skipped one or more grades, that information should be included on your transcript or Certificate of (Expected) Graduation. If it is not stated on either document, please ask your high school to issue a sealed document which lists the grade/grades skipped. - If the original document is written in a language other than Japanese or English, you must attach a <u>Japanese or English</u> translation. <p>*Please consult with the GAO before applying if you are having difficulty</p>



		obtaining the necessary transcripts.
5	Certificate of Graduation or Certificate of Expected Graduation from the high school you most recently attended	<ul style="list-style-type: none"> - Must be an original or a certified copy of the original. - The certificate must show <u>the date of (expected) graduation (year and month)</u>. When the certification does not list the date of (expected) graduation, please ask your school to issue a sealed document containing the relative information. - If the original document is written in a language other than Japanese or English, you must attach a <u>Japanese or English</u> translation. - [Note] Successful applicants who submitted the Certificate of Expected Graduation must submit the Certificate of Graduation when they arrive at TUFS in April.
6	Letter of Recommendation	<ul style="list-style-type: none"> - Letters of recommendation must be written in English or Japanese and signed by <u>the principal or school head</u>, sealed in an envelope, and the seal should be signed by the party preparing the document. In addition, applicants must prepare a TUFS cover letter and letter of recommendation. A template for the cover letter is available on the application website. The letter of recommendation must be addressed to the president of TUFS. Detailed instructions are provided on the cover letter form. <p>*Please consult with the GAO before submitting your application if you are currently enrolled in university and face difficulty acquiring a letter from your high school.</p>
7	Evidence of English Proficiency (TOEFL iBT, IELTS, TOEIC L&R/TOEIC S&W or Cambridge English)	<ul style="list-style-type: none"> - Applicants must submit an official score report indicating that they possess an English proficiency of CEFR B2 level or above. - Applicants whose first language is English are exempted. - Applicants who are non-native speakers of English but have received their entire high school education in English are also exempted. <u>Applicants in the latter category must submit a document, such as their Academic Transcripts, Certificate of (Expected) Graduation, or a sealed document from their high school, indicating that they received their high school education entirely in English.</u> <p><How to Submit Your English Test Score></p> <ul style="list-style-type: none"> - Applicants must submit one of the following scores: TOEFL iBT, IELTS, TOEIC L&R/TOEIC S&W, or Cambridge English. - Applicants must possess a TOEFL iBT score of a least 72. If using another service, applicants must submit a score equivalent to a 72 on the TOEFL iBT test. Please refer to the score comparison chart on the last page for more information.



		<ul style="list-style-type: none"> - Be sure to submit your test score so that it arrives at TUFS by the submission deadline. <p>TOEFL iBT</p> <p>Please have the TOEFL center send your “Official Score Report” directly to our Admissions Office. <u>TUFS’s Institution Code is 3059. Select any of the relevant Department Code.</u> Note that we do not accept TOEFL ITP scores.</p> <p>IELTS (Academic Module)</p> <p>Please have IELTS center send your “Test Report Form” directly to our Admissions Office (TUFS is a listed IELTS organization).</p> <p>TOEIC L&R/TOEIC S&W</p> <p>Make sure you take both TOEIC L&R and TOEIC S&W, and send us both scores. The method of submission varies depending on the country where you took the TOEIC test.</p> <p>[Japan]</p> <p>If you took the test in Japan, please have the TOEIC center in Japan (IIBC) send your “Official Score Certificate” directly to our Admissions Office. Our address is “3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534 JAPAN”. Refer to the website below.</p> <p>https://www.iibc-global.org/toEIC/test/lr/guide04/score/</p> <p>[Outside Japan]</p> <p>If you took the test outside Japan, please have the TOEIC center in the country where you took the TOEIC test send your scores to you. Once you have received your scores, submit them together with your other application materials. The scores must NOT be opened before they are submitted to TUFS.</p> <p>Cambridge English</p> <p>Please have Cambridge Assessment English send you your “certifying statement”. Once you have received the statement, please submit it together with your other application materials. The score should NOT be opened before it is submitted.</p>
8	2 Photographs (For VISA application and Student ID Card)	<p>Photographs must</p> <ul style="list-style-type: none"> - Be 4cm by 3cm in size - Be portrait-style and front-facing with no hat or sunglasses - Have been taken within the last three months - Include your full name written on the back <p><u>*Please do not edit your photograph. The person in the picture should look the same as the person who appears in the interview.</u></p>



9	Proof of Citizenship	<ul style="list-style-type: none"> - A copy of your passport. The copy should include the photo page and page(s) indicating your name, passport number, and the passport's date of expiry. - If you do not hold a passport, you must submit a copy of another government-issued identification, such as your family registry or citizenship registry. The document should include your name and Date of Birth. If the document is written in a language other than Japanese or English, you must attach a Japanese or English translation. Those admitted to the program who do not hold a passport must obtain one in order to travel to Japan.
10	Application Checklist	<ul style="list-style-type: none"> - Page 4 of the Application Form.
<p>Applicants who have been enrolled or are currently enrolled in university and wish to apply for a MEXT scholarship must also submit document 11 and one of the following documents.</p> <p>Document 12(1) is for those who are currently university students.</p> <p>Document 12(2) is for those who have graduated from university.</p> <p>Document 12(3) is for those who have withdrawn from university.</p> <p>*Those who have never been enrolled in university do not need to submit any of the above documents even if they wish to apply for MEXT scholarship.</p>		
11	University Transcripts	<ul style="list-style-type: none"> - Must be an original or a certified copy of the original. - Those who have been enrolled in university must submit an original or certified copy of their university transcripts. Transcripts should list <u>all the classes taken, credits and grades earned in the university, and the university's grading scale. If the grading scale is not stated on the transcript(s), please obtain a sealed document containing the requisite information from your university.</u> - If the original document is written in a language other than Japanese or English, you must attach a Japanese or English translation.
12(1)	[Those who are currently university student only] Certificate of University Enrollment	<ul style="list-style-type: none"> - Must be an original or a certified copy of the original. - Those who are currently enrolled in university must submit an original or certified document verifying their enrollment. If necessary, you should obtain a sealed document from your university before applying. - The certificate must show the date of entrance (year and month) and state that you are currently enrolled. - If the original document is written in a language other than Japanese or English, you must attach a Japanese or English translation.



12(2)	[Those who have graduated from university only] Certificate of University Graduation	<ul style="list-style-type: none"> - Must be an original or a certified copy of the original. - The certificate must show <u>the date of entrance (year and month) and date of graduation (year and month)</u>. If the certificate your university issues does not include the dates of entrance and graduation, please obtain a sealed document containing the requisite information from your university. - If the original document is written in a language other than Japanese or English, you must attach a <u>Japanese or English</u> translation.
12(3)	[Those who have withdrawn from university only] Certificate of Withdrawal from University	<ul style="list-style-type: none"> - Must be an original or a certified copy of the original. - The certificate must show <u>the date of entrance (year and month) and date of withdrawal (year and month)</u>. If the certificate your university issues does not include the dates of entrance and withdrawal, please obtain a sealed document containing the necessary information from your university. - If the original document is written in a language other than Japanese or English, you must attach a <u>Japanese or English</u> translation.

Once you have been accepted to the program, you will be asked to submit a copy of your passport. Detailed instructions will be provided to you once you have been accepted.

■ **Submission**

Please submit your application materials via registered post or a courier service (DHL, FedEx, EMS, etc.), so that they may be tracked. They must arrive NO LATER than September 6, 2024. Applications arriving after the application deadline will not be accepted.

It is your responsibility to check whether your application has been delivered on time by using the tracking service. We refuse to answer individual inquiries concerning the whereabouts of your application packet.

[Mailing Address]

Admissions Office, Tokyo University of Foreign Studies
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN
TEL: +81-(0)42-330-5179

Please note: Documents are not returnable once submitted.

■ **Inquiries**

Global Admissions Office (GAO)
Email: gao@tufs.ac.jp

CEFR Comparison Chart

CEFR	TOEFL iBT	IELTS	TOEIC L&R/ TOEIC S&W*1	Cambridge English
C2		8.5 - 9.0		200 - 230
C1	95 - 120	7.0 - 8.0	1845 - 1990	180 - 199
B2	72 - 94	5.5 - 6.5	1560 - 1840	160 - 179
B1	42 - 71	4.0 - 5.0	1150 - 1555	140 - 159
A2			625 - 1145	120 - 139
A1			320 - 620	100 - 119

***1 Your score = TOEIC L&R + (TOEIC S&W × 2.5)**

e.g) L&R=820, S&W=300

$$820 + 300 \times 2.5 = 1,570 \rightarrow \text{CEFR B2}$$

※出典：各資格・検定試験とCEFRとの対照表（文部科学省、平成30年3月）