



Guidelines for Special Admissions

For returnees, graduates from schools for
foreign residents in Japan, and
international students

Department of Policy Studies,

College of Policy Studies

Tsuda University

Admission Policy

Students Tsuda University is looking for and the Philosophy of Tsuda University

Tsuda University seeks to foster “all-round women,” who combine deep intelligence with a well-rounded personality, and who have the self-reliance necessary to contribute to society. Since its foundation, Tsuda University has produced women capable of displaying leadership with analytical insights backed up by solid, wide-ranging knowledge, as well as with practical skills. We are looking for students who sympathize with our founding philosophy, take an interest in various world issues, and are willing to learn with enthusiasm.

College of Policy Studies

The College of Policy Studies and the Department of Policy Studies at Tsuda University seek to nurture women who will work to resolve issues facing contemporary society, and who can take leadership positions to produce a better social structure. Of particular importance is the ability to understand various aspects of society through the use of analytical skills to accurately identify where problems are located and where challenges must be overcome. Equally necessary will be the ability to offer realistic, evidence-based solutions to these problems and the confidence to take the initiative in providing proactive solutions. Finally, practical English skills and strong communication ability will be required to form a consensus with others and develop broadly accepted guidelines for policy implementation. To foster these skills, the College of Policy Studies and the Department of Policy Science are looking for students with the eagerness and academic skills described below.

- Interest in various issues facing contemporary society and an eagerness to solve them
- Lively intellectual curiosity and energy
- Strong will to continue learning proactively and enhance one’s own skills
- The ability to think and express oneself logically
- Basic vocabulary and grammatical ability to listen, speak, read, and write in English, and carry out English communication activities based on this knowledge
- Historical, geographical, and cultural knowledge necessary to understand the characteristics of the society and era in which we live
- Mathematical thinking skills that underpin the analysis of data

Department of Policy Studies

The College of Policy Studies and the Department of Policy Studies at Tsuda University seek to nurture women who will work to resolve issues facing contemporary society, and who can take leadership positions to produce a better social structure. Of particular importance is the ability to understand various aspects of society through the use of analytical skills to accurately identify where problems are located and where challenges must be overcome. Equally necessary will be the ability to offer realistic, evidence-based solutions to these problems and the confidence to take the initiative in providing proactive solutions. Finally, practical English skills and strong communication ability will be required to form a consensus with others and develop broadly accepted guidelines for policy implementation. To foster these skills, the College of Policy Studies and the Department of Policy Science are looking for students with the eagerness and academic skills described below.

- Interest in various issues facing contemporary society and an eagerness to solve them
- Lively intellectual curiosity and energy
- Strong will to continue learning proactively and enhance one’s own skills
- The ability to think and express oneself logically

- Basic vocabulary and grammatical ability to listen, speak, read, and write in English, and carry out English communication activities based on this knowledge
- Historical, geographical, and cultural knowledge necessary to understand the characteristics of the society and era in which we live
- Mathematical thinking skills that underpin the analysis of data

Dates and Processes from Application to Enrollment

First application period	September 3 (Mon.)–14 (Fri.), 2018 (Applications must be received by this date.)	Please pay the entrance examination fee by bank transfer and send the application by registered mail, to be screened for eligibility.
Announcement of the results of the preliminary screening for eligibility	September 28 (Fri.), 2018	The applicant will be notified by express mail.
Second application period	October 1 (Mon.)–October 12 (Fri.), 2018 (Applications must be received by this date.)	Please pay the entrance examination fee by bank transfer and send the second application form by registered mail.
Examination date	October 27, 2018 (Sat.)	The examination will be held at our Sendagaya Campus.
Announcement of examination results	November 6 (Tue.), 2018	The applicant will be notified by express mail. Those who pass the examination will also receive the school registration documents.
Deadline for school registration	November 20 (Tue.), 2018 (Documents must be postmarked by this date.)	Please pay the admission fees, academic fees, and other fees due by the deadline, and submit the school registration documents.

Quota and Application Eligibility : 5 people

(this quota includes returnees, applicants from schools for foreign residents in Japan, and international students)

Application Eligibility

<Returnees>

The applicant must be a woman who lives in Japan or who will return to Japan, meets at least one of the following requirements, and is able to understand lectures (and classes) in Japanese.

1. The applicant is a graduate or future graduate of an overseas high school
The applicant must have completed (less than 2 years prior to the date of enrollment) or be going to complete a 12-year formal school education program outside Japan. The applicant must have been enrolled in an overseas school* for at least two successive grades, including grade 12.

* Schools in which education is provided as per the School Education Act in Japan will not be considered overseas schools.

2. The applicant is a graduate or future graduate of a high school in Japan
The applicant must have been educated abroad for at least 2 successive years in junior high and/or high school, * must have transferred to a high school in Japan after May 1, 2017, and must have graduated from the school, or be expected to graduate in March 2019.

* The applicant must have been enrolled in an overseas school that follows the curriculum of the country for two years or longer directly before transferring to a high school in Japan.

3. The applicant is a person whom we recognize as having at least a qualification equal to requirements 1 or 2 above, and who will turn 18 by March 31, 2019.

<Applicant from a school for foreign residents in Japan>

The applicant must be a woman with a foreign citizenship who lives in Japan, has completed or is going to complete in March 2019 a 12-year program at an educational institution for foreign residents in Japan, and who will turn 18 by March 31, 2019.

<International students>

The applicant must be a woman who will come to Japan for the purpose of studying and who meets requirement 1 and 2 below.

1. The applicant must have completed a 12-year formal school education program in her country of origin or a third country, be going to complete it in March 2019, or be recognized by us as having a qualification at least equal to these, and who will turn 18 by March 31, 2019.
2. The applicant must have taken one of the following tests:
 - (1) The Japanese-Language Proficiency Test (N1)
 - (2) Japan and the World, in the Examination for Japanese University Admission for International Students (This test must be taken in Japanese.)

- * Examinees of the Japanese-Language Proficiency Test must submit a copy of the score report.
- * Examinees of the Examination for Japanese University Admission for International Students must provide their examinee number for the Examination for Japanese

<Contact information for the Japanese-Language Proficiency Test>

Japan Educational Exchanges and Services, Japanese-Language Proficiency Test Information Desk
TEL. 03-6686-2974

<Contact information for the Examination for Japanese University Admission for International Students>

Testing Division, Japan Student Services Organization TEL. 03-6407-7457

First Application (Screening for eligibility to take an entrance examination)

Application period: September 3 (Mon.) to 14 (Fri.), 2018 (Applications must be received by this date.)

Application materials: Please enclose the documents below in a designated envelope and send it by *kani kakitome* (registered express mail). Submission is acceptable only by mail. Registration at the college information desk is not permitted. Please fill out the application using a black ballpoint pen, please do not use an erasable ballpoint pen.

〈Returnees〉

Please note that application materials required for returnees vary depending on the applicant's qualifications.

- (1) First application form (our designated form)
- (2) Transcripts from the last three years of high school through grade 12
Please make sure that the period of school attendance (date of entry) is specified.

In the case of application eligibility 1:

1. Transcripts covering the last three years of high school through grade 12;
2. a certificate of (expected) graduation or completion; and
3. materials explaining the curriculum of the final high school (e.g. school handbook)

In the case of application eligibility 2:

1. A high school report (academic records from the last three years of high school through grade 12)

In the case of application eligibility 3:

1. Transcripts covering the last three years of high school through grade 12;
 2. proof that the applicant has a qualification at least equal to that of applicants with application eligibility 1 or 2; and
 3. materials explaining the curriculum of the final high school attended (e.g. school handbook)
- (3) Letter of recommendation from a high school official (you can use either our designated form or a separate form)
 - (4) Document proving English proficiency
At least one of the following: A score report (less than 2 years old, from the testing date) for any one of the following tests: TOEFL, TOEIC, IELTS, GTEC, CBT, TEAP (4 skills), or a certificate of the EIKEN Test in Practical English Proficiency (showing the CSE score).
 - With regard to a TOEFL or IELTS score report, please ask the testing organization to send it directly to the Planning and Public Relations Section, Admissions Office (TOEFL institution code 0371), or enclose the original score report together with the other application materials. If you wish to submit a copy of the score report, please present the original to the information desk of the Admissions Office in the Planning and Public Relations Section of Tsuda University before applying.
 - With regard to a TOEIC Official Score Certificate, please enclose a copy of the original certificate together with the other application materials.
 - Please enclose an original Proof of EIKEN Certification (showing the CSE score) for the EIKEN Test in Practical English Proficiency, and an original score report for GTEC, CBT, or TEAP (4 skills) along with the other application materials.

- (5) The bank transfer statement for the first application entrance examination fee (using our designated form(A))
- (6) Address label (using our designated form) listing the applicant's address or address of the guarantor, or a relative of the applicant in Japan if the applicant is outside Japan.
- (7) Statement of purpose (using our designated form) In this statement, please describe in 1200 characters or less your motivation for applying to the Department of Policy Studies, College of Policy Studies.

* Both handwritten and typed statements are allowed. For typed statements, the page format should be 30 lines, 40 characters per line, in 12-point font on A4 paper. Use the enclosed designated form or download one from our website (<http://www.tsuda.ac.jp/>).

※ If the applicant cannot submit one or more of the above materials by the deadline, please consult the Admissions Office in the Planning and Public Relations Section in advance.

〈Applicants from schools for foreign residents in Japan〉

- (1) The first application form (our designated form)
- (2) Transcripts covering the last three years of high school through grade 12
- (3) Certificate of (expected) graduation or completion (or its equivalent)
- (4) Materials explaining the curriculum of the last high school attended (e.g. school handbook)
- (5) Letter of recommendation from a high school official (You can use either our designated form or a separate form)
- (6) Document proving English proficiency
At least one of the following: A score report (less than 2 years old, from the testing date) for any one of the following tests: TOEFL, TOEIC, IELTS, GTEC, CBT, TEAP (4 skills), or a certificate for the EIKEN Test in Practical English Proficiency (showing the CSE score).
 - With regard to a TOEFL or IELTS score report, please ask the testing organization to send it directly to the Planning and Public Relations Section, Admissions Office (TOEFL institution code 0371), or enclose the original score report together with the other application materials. If you wish to submit a copy of your score report, please present the original to the information desk of the Admissions Office in the Planning and Public Relations Section of Tsuda University before applying.
 - With regard to the TOEIC Official Score Certificate, please enclose a copy of the original certificate together with the other application materials.
 - Please enclose an original Proof of EIKEN Certification (showing the CSE score) for the EIKEN Test in Practical English Proficiency, and an original score report for GTEC, CBT, or TEAP (4 skills) along with the other application materials.
- (7) Bank transfer statement for the first application entrance examination fee (using our designated form (A))
- (8) Address label (using our designated form)
- (9) Statement of purpose (using our designated form)
In this statement, please describe in 1200 characters or less your motivation for applying to the Department of Policy Studies, College of Policy Studies.

* Both handwritten and typed statements are allowed. For typed statements, the page format should be 30 lines, 40 characters per line, in 12-point font on A4 paper. Use the enclosed designated form or download one from our website (<http://www.tsuda.ac.jp/>).

〈International students〉

- (1) First application form (our designated form)
- (2) High school transcripts, including all academic records during your time at the school. If you transferred during your high school years, please submit transcripts from all of the high schools that you attended.
- (3) Certificate of (expected) graduation or completion
If you have graduated from a community college or a 4-year college, please also submit the graduation certificate of the community college or 4-year college.
- (4) Material explaining the curriculum of the last high school attended (e.g. school handbook)
- (5) Letter of recommendation from a high school official (You can use either our designated form or a separate form)
- (6) Document proving English proficiency
At least one of the following: A score report (less than 2 years old, from the testing date) for any one of the following tests: TOEFL, TOEIC, IELTS, GTEC, CBT, TEAP (4 skills), or a certificate for the EIKEN Test in Practical English Proficiency (showing the CSE score).
 - With regard to a TOEFL or IELTS score report, please ask the testing organization to send it directly to the Planning and Public Relations Section, Admissions Office (TOEFL institution code 0371), or enclose the original score report together with other application materials. If you wish to submit a copy of your score report, please present the original to the information desk of the Admissions Office in the Planning and Public Relations Section of Tsuda University before applying.
 - With regard to a TOEIC Official Score Certificate, please enclose a copy of the original certificate together with the other application materials.
 - Please enclose an original Proof of EIKEN Certification (showing the CSE score) for the EIKEN Test in Practical English Proficiency, and an original score report for GTEC, CBT, or TEAP (4 skills) along with the other application materials.
- (7) Bank transfer statement for the first application entrance examination fee (using our designated form(A))
- (8) Address label (using our designated form) providing the applicant's address or, if the applicant is outside Japan, her guarantor's address in Japan
- (9) Statement of purpose (using our designated form)
In this statement, please describe in 1200 characters or less your motivation for applying to the Department of Policy Studies, College of Policy Studies.

* Both handwritten and typed statements are allowed. For typed statements, the page format should be 30 lines, 40 characters per line, in 12-point font on A4 paper. Use the enclosed designated form or download one from our website (<http://www.tsuda.ac.jp/>).
- (10) Copy of the score report for the Japanese-Language Proficiency Test (only required from those who took the Japanese-Language Proficiency Test).

Cautions for application submission

- * For application materials in a language other than Japanese or English, please attach a version translated into Japanese or English and certified by the relevant public institution (high school, embassy, etc.).
- * For all application materials, original copies must be submitted (except for the TOEIC Official Score Certificate and the score report of the Japanese-Language Proficiency Test). If you wish to submit a copy of an application document instead of the original document, please present the original to the Admissions Office in the Planning and Public Relations Section of Tsuda University before applying.

- ※ If you wish to receive special consideration during the examination due to illness or injury, please contact the Admissions Office in the Planning and Public Relations Section of Tsuda University as early as possible before applying.
- ※ Documents submitted for applications will not be returned.

Entrance examination fee : 10,000 yen

Please fill out the payment slip (using our designated form), and transfer the money through *denshin-atsukai* (wire-transfer). Please ensure that the receipt stamp is affixed to the bank transfer statement (A) and submit it. Once we have received the entrance examination fee, no post-application reimbursement is possible.

Announcement of the results of preliminary screening for eligibility : September 28 (Fri), 2018

Applicants will be notified of the screening result by express mail. Candidates who are judged eligible to take the entrance examination will receive the second application form in the same envelope.

Second Application (Entrance examination and interview)

Application period:

October 1 (Mon)-October 12 (Fri), 2018 (applications must be received by this date)

Application materials : Second application form (our designated form)

After paying the entrance examination fee, attach your photo to the form, enclose it in a designated envelope, and send it to the Admissions Office in the Planning and Public Relations Section of Tsuda University using *kani kakitome* (registered express mail) to arrive by October 12 (Fri). Submission is acceptable by mail only. Registration at the college information desk is not permitted. Please fill out the application using a black ballpoint pen. Please do not use an erasable ballpoint pen.

Entrance examination fee : 25,000 yen.

Please fill in the payment slip (using our designated form), and transfer the money through *denshin-atsukai* (wire-transfer). Please ensure that the receipt stamp has been affixed to the bank transfer statement and submit it. Once we have received the entrance examination fee, no post-application reimbursement is possible.

Mailing of examination admission card: October 19 (Fri), 2018

The examination admission card will be mailed to all applicants simultaneously. If the applicant has not received the examination admission card by October 23 (Tue.), please contact the Admissions Office in the Planning and Public Relations Section of Tsuda University.

Selection method:

Comprehensive decision based on the entrance examination, interview, and application materials

Examination date : October 27 (Sat.),2018

Testing location:

Tsuda University (Sendagaya Campus)

1. Please get the examination location information map at the Gatekeeper's Station (*Shueijo*) next to the main gate (*Seimon*) on the testing day.
2. You are not permitted to view the examination location before the examination date.

Examination subjects, schedules, and subject details

〈Returnees, applicants from schools for foreign residents in Japan, international students〉

Department of Policy Studies	9:00-10:00 (60 min.)	10:20-
	Essay concerning challenges facing contemporary society	Interview

* Essay: The essay should be written in Japanese.

Guidelines for taking an examination

1. Be sure to bring your examination admission card with you to the examination and place it on the upper right corner of the desk while you are in the examination room.
2. Applicants must enter the designated examination room and be seated by 8:40 a.m. on the day of the examination. Applicants are allowed to enter the room from 8:00.
3. Please use HB or B pencils or mechanical pencils to fill in the answer sheet. You can use erasers, but the use of rulers, compasses, pencil boards, or colored pencils is prohibited. The use of a calculator (including a watch equipped with a calculator) or a watch with dictionary features is prohibited.
4. Please leave all of your belongings other than your personal effects in a designated area while you are in the examination room. In addition, please turn off your mobile communication devices (mobile phone, etc.), and leave them with your belongings. You are not allowed to use your mobile phone as a watch. Since there is no clock in the examination room, please bring your wristwatch if needed.
5. You cannot take the examination if you are 30 or more minutes late.

Should you lose your examination admission card, please bring proof of payment of the entrance examination fee as well as your identification cards with you on the testing date, and notify the exam headquarters.

Announcement of application results : November 6 (Tue), 2018

We will notify applicants of their application result by express mail. Successful applicants will receive a letter of acceptance as well as documents related to the registration procedures. We try our best to have these delivered by the day of the results announcement. However, the delivery could be delayed to the next day.

Registration procedure : November 20 (Tue), 2018

(documents must be postmarked no later than this date)

Please remit the entrance registration fee, tuition fee, and other fees by the deadline specified above, and send in all documents related to the registration procedures.

Cautions concerning registration procedures

1. Please note that registration is not possible after the entrance registration deadline.
2. If a candidate should choose not to enroll, she must notify us of her decision by mail by April 1 (Mon.), 2019. If we receive this notification by this date, all academic fees (tuition and facility and equipment fees) and other fees, except for the entrance registration fee, will be reimbursed.

Academic Fees and Other Expenses (provisional)

The entrance registration fee, academic fees (tuition and facility and equipment fees), and other expenses for newly enrolled students in the 2019 academic year will be determined in early October.

(Currency: Yen)

Department	Payment to be received at entrance registration		Payment to be received by the end of October	First-year total
Department of Policy Studies	Entrance registration fee	200,000	—	200,000
	Tuition	First semester 400,000	Second semester 400,000	800,000
	Facility and Equipment fees	First semester 140,000	Second semester 140,000	280,000
	Total	740,000	540,000	1,280,000

※ Academic fees (tuition and facility and equipment fees) from the sophomore year are as follows. From the sophomore year, tuition will increase gradually, by 10,000 yen each year.

	Sophomore	Junior	Senior
Department of Policy Studies	810,000 yen	820,000 yen	830,000 yen

The facility and equipment fees will increase gradually from the sophomore year, by 3,000 yen each year.

	Sophomore	Junior	Senior
Department of Policy Studies	283,000 yen	286,000 yen	289,000 yen

* The College of Policy Studies requires all students to have a laptop provided by Tsuda University, which is necessary for learning. You will receive the laptop during orientation right after the enrollment ceremony; thus, you must pay for it (approximately 180,000 yen) by the enrollment ceremony. Details will be provided in the enrollment registration guidelines.

Other expenses

- (1) All students must enroll in Disaster and Accident Insurance for Student Education and Research (including Liability Insurance Coupled with *Gakkensai*), at a fee of 4,010 yen (as of the 2018

academic year) for four years (to be paid in the first year). Note also that Comprehensive Insurance for Students' Lives Coupled with *Gakkensai* is also optionally available.

- (2) The Tsuda University Alumnae Association Deposit is 50,000 yen (lifetime membership fee). The deposit is made in the first year and its interest is used for scholarships.

Tuition fee waiver for privately funded international students

In the case of privately funded international students enrolled in one of our regular courses, if they apply in a designated manner and are approved, half of their tuition for the academic year for which they applied will be waived. However, you must meet certain conditions, such as having the required residence status (including cases where the status has changed from e.g. Dependent. to Student during the academic year) specified in Appended Table I of the Immigration Control and Refugee Recognition Act. To apply, please notify the Accounting Section in early April.

Scholarships for International Students (as of the 2017 academic year)

Off-campus scholarships for which students can apply at the recommendation of Tsuda University include the following:

- The International Student Acceptance Promotion Program MEXT International Student Study Promotion Grant
- Japanese government scholarships (domestic selection of state-funded international students)
- The Heiwa Nakajima Foundation Scholarship for Foreign Students in Japan
- The Kyoritsu International Foundation Scholarship
- The Rotary Yoneyama Memorial Foundation
- The Hasegawa International Scholarship Foundation
- The Sagawa International Students Scholarship Foundation (scholarships for privately funded international students)

For other scholarships, please refer to the Guidebook 2019.

※ For details about qualification requirements etc., please contact the Center for International Exchange at Tsuda University (TEL. 042-342-5164).

Handling of personal information

Tsuda University takes great care with the handling of personal information in keeping with the Act on the Protection of Personal Information. Your name, address, and other personal information that we receive during the application and enrollment procedures will be used solely for the purpose of holding an entrance examination (processing the application and testing), the announcement of application results, enrollment registration procedures, and other activities associated with these.

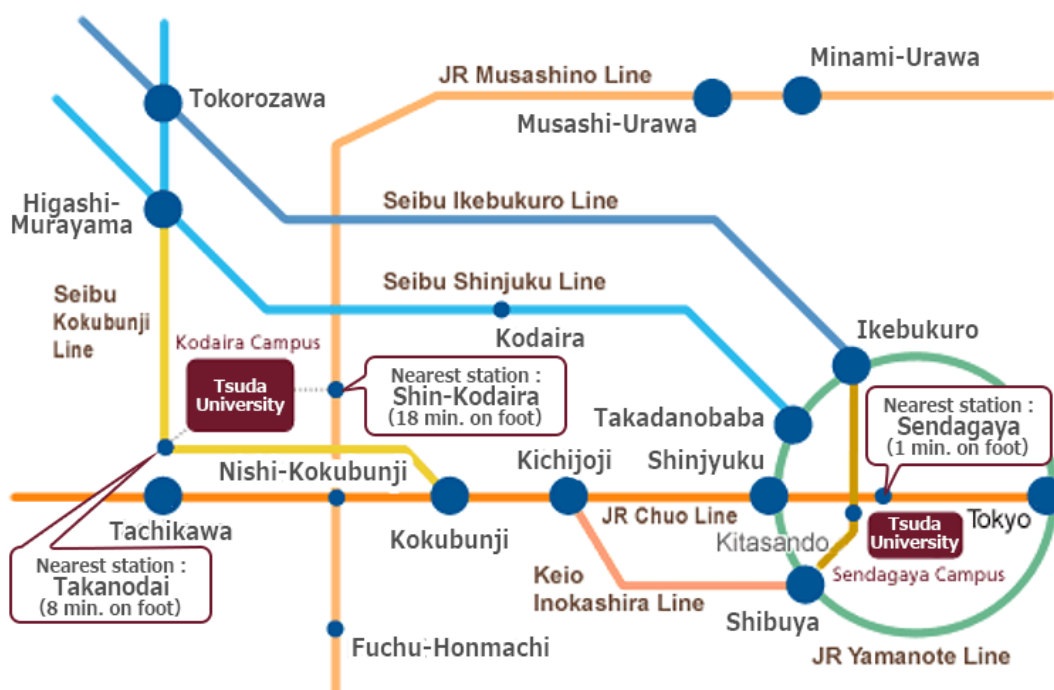
Note that personal information received during enrollment registration procedures will be provided to the Tsuda University Alumnae Association to facilitate the processing of the Tsuda University Alumnae Association Deposit.

Transportation guide to Sendagaya Campus

- JR Sobu and Chuo Lines:
Get off at Sendagaya Station and walk about 1 minute to reach the campus. (The walk from Shinjuku Station to Sendagaya Campus is approximately 5 minutes.)
- Toei Oedo Line:
Get off at Kokuritsu-Kyogijo Station and walk about 1 minute from Exit A4. (The walk from Roppongi Station to Sendagaya Campus is approximately 10 minutes.)
- Tokyo Metro Fukutoshin Line:
Get off at Kita Sando Station and walk about 10 minutes to reach the campus.

Regarding accommodation during the examination period

- We do not offer accommodation advice. Please contact Tsuda University Co-op (TEL. 042-343-7073) or travel agencies directly.



Tsuda University Admissions Office, Planning and Public Relations Section

〒187-8577

2-1-1 Tsuda-machi Kodaira city, Tokyo

TEL. 042-342-5120

(8:30-16:30 excluding Saturday, Sunday, and national holidays)

<http://www.tsuda.ac.jp/>