

Revised on August 10, 2021

# 2022 Academic Year

# **Guidelines for Special**

# **Admissions**

**For Returnees**  
**For Graduates from Schools for Foreign**  
**Residents in Japan**  
**For International Students**  
**College of Policy Studies**

\* Information that has changed from that provided in June 2021 as a consequence of the coronavirus pandemic is highlighted in red. Any changes to eligibility requirements will be announced on the official website (<https://www.tsuda.ac.jp/>). Please visit the site for the latest information.



津田塾大学

TSUDA UNIVERSITY

# Admission Policy

## Students Sought by Tsuda University and the Philosophy of Tsuda University

Tsuda University seeks to foster “all-round women” who combine deep intelligence with well-rounded personalities, and who have the self-reliance necessary to contribute to society. Since its foundation, Tsuda University has cultivated women who demonstrate leadership with analytical insights and practical skills backed up by solid, wide-ranging knowledge. 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

## Department of Policy Studies

The Department of Policy Studies, the College 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 to have awareness of various aspects of society and to enhance analytical skills to accurately identify where problems are located and where challenges must be overcome. Equally necessary will be to have thinking power to explore realistic, evidence-based solutions to these problems, as well as enough energy 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 Department of Policy Studies, the College of Policy Studies is 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 logically and express oneself
- Basic vocabulary and grammatical ability to listen, speak, read, and write in English, and English communication skills 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 Procedures from Application to Enrollment

First application period	September 6 (Monday) to September 17 (Friday), 2021 (must be received by this date)	Please pay the entrance examination fee by bank transfer and send the application documents by mail. Applications will be screened for eligibility.
Announcement of Eligibility Screening Results	October 2 (Saturday), 2021	Applicants will be notified by express mail.
Second application period	October 4 (Monday) to October 15 (Friday), 2021 (must be received by this date)	Please pay the entrance examination fee by bank transfer and send the second application form by mail.
Examination date	October 30 (Saturday), 2021	Conducted online
Results announcement date	November 9 (Tuesday), 2021	Applicants will be notified by express mail. Applicants who pass the examination will also receive enrollment registration documents.
Deadline for enrollment registration	November 22 (Monday), 2021 (Documents must be postmarked by this date)	Please pay the admission fee (amount equivalent to the enrollment fee), academic fees, and any other fees due by the deadline, and submit the enrollment registration documents.

\* Before conducting the second-round selection examination online, we will conduct a preparatory communications test on October 23 (Saturday). Details will be provided individually.

## Departments and Number of Students to be Admitted

Department of Policy Studies: 5 students (the number of students to be admitted is the total number including returnees, graduates 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, has the ability to understand lectures (and classes) in Japanese, and meets at least one of the following requirements:

1. The applicant must be a graduate or future graduate of an overseas high school  
The applicant must have completed (less than two years prior to the date of enrollment) or be about 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 the final year. (\* Schools in which education is provided as per the School Education Act in Japan will not be considered overseas schools.)
2. The applicant must be a graduate or future graduate of a high school in Japan  
The applicant must have been educated abroad for two or more successive years in junior high or high school\*, must have transferred to a high school in Japan after May 1, 2020, and must have graduated from the school or be expected to graduate in March 2022. (\*The applicant must have been enrolled in an overseas school that follows the curriculum of the country for two or more years immediately before transferring to a high school in Japan.)
3. The applicant must be a person whom we recognize as having at least the same eligibility as outlined in requirements 1 or 2 above, and who will turn 18 by March 31, 2022.

### <Graduates from Schools 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 2022 a 12-year school education program in an educational institution for foreign residents in Japan, and who will turn 18 by March 31, 2022.

### <International students>

The applicant must be a woman who will come to Japan for the purpose of studying, or a woman who has never studied at a school in which education is provided as per the School Education Act in Japan, and who meets requirements 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, or will complete such a program in March 2022, or be a person whom we recognize as having at least the same eligibility as these, and will turn 18 by March 31, 2022.
2. The applicant must have taken either examination (1) or (2)
  - (1) Japanese-Language Proficiency Test N1
  - (2) Japan and the World, in the Examination for Japanese University Admission for International Students (Test must be taken in Japanese)

\* Applicants who have taken the Japanese-Language Proficiency Test must submit a copy of their score report.

\* The result of the Japanese-Language Proficiency Test is valid only for the tests conducted on or after April 1, 2019.

\* Applicants who have taken the Examination for Japanese University Admission for International Students must enter their examinee number for the Examination for Japanese University Admission for International Students in the application form.

\* The result of the examination for Japanese University Admission for International Students is valid only for the exams conducted in November 2019, November 2020, or June 2021.

<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-round Selection (Screening for Examinee Eligibility)]

### Application Period

September 6 (Monday) to September 17 (Friday), 2021 (**must be received by this date**)

- \* If special dispensation is required for taking the test due to illness, injury or disability, please contact the Office of Admissions of Tsuda University as soon as possible before the application period. (Please understand that although every effort will be made, we may not be able to accommodate all requests.)

### Application Method

Please download the specified application documents from our website (<https://www.tsuda.ac.jp/>) and print out all the forms, single-sided, on A4 paper.

If you cannot download the forms, contact the Office of Admissions (Tel. 042-342-5120).

Print out the [Application envelope cover] in color on an A4 sheet and attach the sheet to a *Kakugata 2* (240 × 332 mm) envelope. Place all the application documents inside the envelope and send it using *kani-kakitome with sokutatsu* (simplified registered mail with express delivery). Do not place anything other than the application documents inside the envelope. Submissions are only accepted via mail. Applications are not accepted in person at the university.

### Application Documents

- Please fill out the application documents using a black ballpoint pen. Do not use an erasable ballpoint pen.
- Please submit the paper-based originals of all application documents. (Except for the TOEIC Official Score Certificate and score report for 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 Tsuda University before applying. For original document verification, please contact the Office of Admissions.
- For application documents 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.). Translations certified by Japanese language schools are not acceptable.
- Submitted documents will not be returned.

#### <Returnees>

Please note that application documents required for returnees vary depending on the application eligibility.

- \* If you cannot submit any of the following documents by the deadline, please contact the Office of Admissions in advance.

(1) First application form [Form 1] * 2 sheets	<ul style="list-style-type: none"><li>- Please enter the address correctly onto the form, because documents such as the examination admission card and examination results will be sent to this address. (Only addresses in Japan can be entered.)</li><li>- If the e-mail account you specify as your address in the form only permits reception of mail from designated addresses, please configure the account settings to accept incoming e-mail from @tsuda.ac.jp and @gm.tsuda.ac.jp.</li><li>- <b>In the telephone number field, please specify a telephone number at which you can receive a call on the day of the communications test and on the day of the examination.</b></li></ul>
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<p>(2) Transcripts covering the last three years of high school, including the final year</p> <p>★ Please make sure that the high school attendance period (enrollment date) is specified on the transcript.</p> <p>★ If the high school attendance period is not specified or cannot be confirmed on the document, please additionally submit a certificate showing the high school attendance period.</p>	<p>The documents vary depending on application eligibility, therefore check the following carefully.</p> <p>&lt;In the Case of Application Eligibility 1&gt;</p> <p>1) Transcripts covering the last three years of high school, including the final year</p> <p>2) A certificate of graduation or (expected) completion</p> <p>&lt;In the Case of Application Eligibility 2&gt;</p> <p>1) A report from the applicant's high school (results from the last three years of high school, including the final year)</p> <p>&lt;In the Case of Application Eligibility 3&gt;</p> <p>1) Transcripts covering the last three years of high school, including the final year</p> <p>2) Proof of eligibility at least equivalent to Application Eligibility 1 or 2</p>
<p>(3) Letter of recommendation from a high school official [Form 2]</p>	<p>1 set (Form specified by Tsuda University. Other forms may also be used. However, do not use the forms of other universities.)</p>
<p>(4) Document certifying English proficiency</p>	<p>Refer to the table “* Documents for Certifying English Proficiency” on pages 7 to 8 and submit at least one document.</p>
<p>(5) Bank transfer statement for first application entrance examination fee (A) [Form 3]</p>	<p>Transfer the examination fee at the bank counter (transfer via an ATM or internet banking is not allowed) and submit (A).</p>
<p>(6) Statement of purpose [Form 4]</p>	<p>In 1,200 characters or less, describe your motivation for applying to the Department of Policy Studies, College of Policy Studies.</p> <p>* Your submission may be handwritten or typed on a PC. When using a PC, the page format should be 30 lines, 40 characters per line, 12-point font and A4 size.</p>
<p>(7) Completed answer sheet with essay about issues facing contemporary society [Form 5]</p>	<p>Submit an essay of 1,200 characters or less in your own words. Download the essay topic and answer sheet from the university website (<a href="https://www.tsuda.ac.jp/">https://www.tsuda.ac.jp/</a>) .</p> <p>* Your submission may be handwritten or typed on a PC. When using a PC, the page format should be 30 lines, 40 characters per line in a 12-point font, and the page should be A4 size.</p>
<p>(8) Application document check list [Form 6]</p>	<p>Mark a circle (○) in the submission check field for each document to be submitted, and submit the completed check list.</p>

<Graduates from Schools for Foreign Residents in Japan>

<p>(1) First application form [Form 1] *2 sheets</p>	<ul style="list-style-type: none"> <li>- Please enter the address correctly onto the form, because documents such as the examination admission card and examination results will be sent to this address. (Only addresses in Japan can be entered.)</li> <li>- If the e-mail account you specify as your address in the form only permits reception of mail from designated addresses, please configure the account settings to accept incoming e-mail from @tsuda.ac.jp and @gm.tsuda.ac.jp.</li> <li>- <b>In the telephone number field, please specify a telephone number at which you can receive a call on the day of the communications test and on the day of the examination.</b></li> </ul>
<p>(2) Transcripts covering the last three years of high school, including the final year</p>	
<p>(3) A certificate of graduation or (expected) completion, or an equivalent document</p>	

(4) Letter of recommendation from a high school official [Form 2]	1 set (Form specified by Tsuda University. Other forms may also be used. However, do not use the forms of other universities.)
(5) Document certifying English proficiency	Refer to the table “* Documents for Certifying English Proficiency” on pages 7 to 8 and submit at least one document.
(6) Bank transfer statement for first application entrance examination fee (A) [Form 3]	Transfer the examination fee at the bank counter (transfer via an ATM or internet banking is not allowed) and submit (A).
(7) Statement of purpose [Form 4]	In 1,200 characters or less, describe your motivation for applying to the Department of Policy Studies, College of Policy Studies. * Your submission may be handwritten or typed on a PC. When using a PC, the page format should be 30 lines, 40 characters per line, 12-point font and A4 size.
(8) Completed answer sheet with essay about issues facing contemporary society [Form 5]	Submit an essay of 1,200 characters or less in your own words. Download the essay topic and answer sheet from the university website ( <a href="https://www.tsuda.ac.jp/">https://www.tsuda.ac.jp/</a> ) . * Your submission may be handwritten or typed on a PC. When using a PC, the page format should be 30 lines, 40 characters per line in a 12-point font, and the page should be A4 size.
(9) Application document check list [Form 6]	Mark a circle (○) in the submission check field for each document to be submitted, and submit the completed check list.

<International students>

(1) First application form [Form 1 ] * 2 sheets	- Please enter the address correctly onto the form, because documents such as the examination admission card and examination results will be sent to this address. (Only addresses in Japan can be entered.) - If the e-mail account you specify as your address in the form only permits reception of mail from designated addresses, please configure the account settings to accept incoming e-mail from @tsuda.ac.jp and @gm.tsuda.ac.jp. - <b>In the telephone number field, please specify a telephone number at which you can receive a call on the day of the communications test and on the day of the examination.</b>
(2) Transcripts from applicant’s high school	Document showing all results while attending the high school. If you changed schools, please submit documents from all the high schools you attended.
(3) Certificate of graduation from the applicant’s high school or certificate of expected graduation	If you have graduated from a junior college or university, please also submit a certificate of graduation from that institution.
(4) Documents explaining the curriculum of the applicant’s high school (school handbook, etc.)	
(5) Letter of recommendation from an official at the applicant’s high school [Form 2]	1 set (Form specified by Tsuda University. Other forms may also be used. However, do not use the forms of other universities.)
(6) Document certifying English proficiency	Referring to the table “* Documents for Certifying English Proficiency” on pages 7 to 8, submit at least one document.
(7) Bank transfer statement for first application entrance examination fee (A) [Form 3]	Transfer the examination fee at the bank counter (transfer via an ATM or internet banking is not allowed) and submit (A).

(8) Statement of purpose [Form 4]	In 1,200 characters or less, describe your motivation for applying to the Department of Policy Studies, College of Policy Studies.  * Your submission may be handwritten or typed on a PC. When using a PC, the page format should be 30 lines, 40 characters per line, 12-point font and A4 size.
(9) Completed answer sheet with essay about issues facing contemporary society [Form 5]	Submit an essay of 1,200 characters or less in your own words. Download the essay topic and answer sheet from the university website ( <a href="https://www.tsuda.ac.jp/">https://www.tsuda.ac.jp/</a> ) .  * Your submission may be handwritten or typed on a PC. When using a PC, the page format should be 30 lines, 40 characters per line in a 12-point font, and the page should be A4 size.
(10) A copy of the certificate of the Japanese-Language Proficiency Test	Applicants who have taken the Japanese-Language Proficiency Test must submit a copy of their score report.
(11) Documents certifying the attendance period at the applicant's elementary school and junior high school  * Only for Japanese nationality applicants	* If you changed schools, please submit documents certifying your attendance period from all the schools you attended.
(12) A copy of your passport	Provide an A4 page showing a copy of your passport details (name, date of birth, photograph, nationality, and passport expiry date). If you have dual citizenship, provide copies of both passports.
(13) Application document check list [Form 6]	Mark a circle (○) in the submission check field for each document to be submitted, and submit the completed check list.

**\* Documents for Certifying English Proficiency**

Referring to the following table, submit the specified documents.

Note that, for tests other than the EIKEN Test in Practical English Proficiency, only certificates for tests taken since April 1, 2019 are accepted.

If the certificate will be sent directly from the testing organization to Tsuda University, please perform in advance to allow sufficient time.



Test name	Documents to be submitted and submission method
TOEFL (*1)	Submit the original score certificate with one of the following methods. - Ask the testing organization to send the score certificate directly to the Office of Admissions of Tsuda University (TOEFL institution code 0371) - Send the original score certificate together with the application documents (If you want to submit a copy of the score certificate, please present the original to the Office of Admissions of Tsuda University before applying.)
TOEIC (*2)	Send a copy of the original Official Score Certificate together with the application documents.
IELTS (*3)	Submit the original score certificate with one of the following methods. - Ask the testing organization to send the score certificate directly to the Office of Admissions of Tsuda University - Send the original score certificate together with the application documents (If you want to submit a copy of the score certificate, please present the original to the Office of Admissions of Tsuda University before applying.)
GTEC (*4)	Send the original score certificate together with the application documents.
TEAP (4 skills) TEAP CBT	Send the original score certificate together with the application documents.
Test in Practical English Proficiency (EIKEN) (*5)	Submit the original results certificate (indicating the CSE score) together with the application documents.

- (\*1) For TOEFL iBT®, the Test Date score only is used. The MyBest™ score is not used. TOEFL iBT® Special Home Edition is included.
- (\*2) Applications with a TOEIC® Speaking&Writing score only will not be accepted.
- (\*3) For Academic Module only. Computer-delivered IELTS is included. IELTS Indicator is not included.
- (\*4) CBT type only
- (\*5) CBT, S-CBT, and S-Interview are included.

### Entrance Examination Fee

10,000 yen

Fill out the required items on the bank transfer slip (using our specified form) and transfer the money using *denshin-atsukai* (wire transfer) at the bank counter (do not use an ATM or internet banking). Once the entrance examination fee has been paid, it cannot be reimbursed. The only exceptions are described under “Reimbursement of Entrance Examination Fee” below.

#### Reimbursement of Entrance Examination Fee

Reimbursement of the entrance examination fee will only be provided when either of the “1. Reasons for entrance examination fee reimbursement” below apply, and the request is made via the “2. Procedure method” and is accepted.

1. Reasons for entrance examination fee reimbursement
  - 1) The entrance examination fee has been paid but the application documents were not submitted.
  - 2) The entrance examination fee has been paid and the application documents were submitted, but the application was not accepted.
2. Procedure method

To apply for reimbursement, contact the Office of Admissions of Tsuda University (Tel. 042-342-5120). You will be sent the entrance examination fee reimbursement application form. Please mail the following documents by *kani-kakitome* (simplified registered mail) to the Office of Admissions by November 26 (Friday), 2021 (must be received by this date).

  - 1) Entrance examination fee reimbursement application form (enter the required items on the specified form)
  - 2) A copy of the entrance examination fee bank transfer receipt
3. Reimbursement date

End of December 2021 (provisional)

## Exemption of Entrance Examination Fee for Applicants from Disaster Zones

To maximize the opportunity for applicants from areas that have suffered natural disasters to continue their education, Tsuda University may exempt such applicants from the entrance examination fee, depending on the severity of damage.

Any such exemptions from the entrance examination fee will be announced on the university's website (<https://www.tsuda.ac.jp/>), therefore check the website for information.

## Announcement of Eligibility Screening Results

October 2 (Saturday), 2021

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-round selection]

### Application Period

October 4 (Monday) to October 15 (Friday), 2021 (**must be received by this date**)

### Application Documents

Second application form (using our specified form)

After paying the entrance examination fee, attach a photo of yourself (4 cm × 3 cm, no hat, upper body, front facing, taken within 3 months of the examination date, no photo editing allowed, no snapshots allowed, write your name on the back of the photo) to the specified area on the form and put the form into the specified envelope. Send the form to the Office of Admissions of Tsuda University by *kani-kakitome with sokutatsu* (simplified registered mail with express delivery), making sure it arrives by October 15 (Friday). Submissions are only accepted via mail. Applications are not accepted in person at the university.

Please fill out the application documents using a black ballpoint pen. Do not use an erasable ballpoint pen.

### Entrance Examination Fee

25,000 yen

Fill out the required items on the bank transfer slip (using our specified form) and transfer the money using *denshin-atsukai* (wire transfer) at the bank counter (do not use an ATM or internet banking).

Once the entrance examination fee has been paid, it cannot be reimbursed. The only exceptions are described under "Reimbursement of Entrance Examination Fee" on page 8.

## Mailing of Examination Admission Card

October 19 (Tuesday), 2021

The examination admission cards will be mailed to applicants at the same time. The actual date on mailing may vary somewhat.

If your examination admission card has not arrived by **October 21 (Thursday)**, please contact the Office of Admissions of Tsuda University.

## [How to carry out the second-round selection] \* Conducted online.

- The second-round selection will be done online.
- A preparatory communications test will be conducted in advance of the day of examination to check the communication environment.

## Communications Test Date

October 23 (Saturday), 2021

- Please be sure to join the communications test. Details such as the specific time will be announced individually.
- Please join the communications test in the same environment (room, communication method, equipment, etc.) as on the day of the examination.
- Please follow the "Guidelines for Taking Examinations (including Communications Test)" described below.

## Examination date

October 30 (Saturday), 2021

## Selection Method (Comprehensive judgment based on the interview and submitted documents)

Interview: You will be interviewed about the content of your preliminary essay and, based on your statement of purpose, about your hopes, concerns, and aspirations for the future.

## Guidelines for Taking Examinations (including Communications Test)

1. The web conferencing system "Zoom" will be used both on the day of the communications test and on the day of the examination.
2. Please ensure you have access to the Internet for videoconferencing. Please make sure you perform a communications test beforehand to ensure that this works reliably.
3. Details of the date and time of the communications test, the examination timetable, and the way of connecting to "Zoom" will be provided to you.
4. Please prepare the equipment needed for videoconferencing yourself—a device equipped with a web camera and microphone. Use of a PC with earphones or headphones is recommended.
5. If you use mobile communication, please check your phone plan and data communication usage in advance so that the video call will not be interrupted during the communications test and the examination due to reaching the data cap.
6. Please sit the examination in a private room and ensure that nobody else is in the same room.
7. Please use the same room, communication method, and equipment, etc., for both the examination and the communications test conducted beforehand. In the event that you need to take the examination in a different environment, please contact the Office of Admissions (E-mail: nyushi@tsuda.ac.jp) as early as possible.
8. In the event of an interruption to communications or other such problem, telephone contact may be made. In your application form, please provide a telephone number where you can be contacted during the communications test and examination.
9. To ensure that the examination is conducted fairly, the university will make video recordings on the dates of the communications test and examination. (This recording will only be used for the purpose of checking the examination and not for any other purpose.) Furthermore, taking any kind of still image, making an audio recording, or video recording, or streaming by the examinee is prohibited. Making posts on social media regarding the test contents is also prohibited.
10. Please follow all instructions given by the supervisor during the examination.
11. In the event that communication failure not attributable to the examinee occurs on the day of the examination and the continuation becomes impossible, the examination may be postponed until later on the day or moved back a day (to the day after the original examination day).

## Action for Conducting the Entrance Examination

Please understand that the following actions may be taken when conducting the entrance examination.

1. Incidents due to force majeure  
In the case of natural disasters such as blizzards, earthquake, tsunami, typhoons, or flooding; or

fires, power failures, the outbreak of infectious diseases such as new-type influenza, or other incidents due to force majeure, action such as moving back the start times of the examinations or delaying the examinations may be taken. (If the examination start times are moved back, the final end time will also be changed, and the break times may be adjusted to ensure enough time for the examinations in case of the examination with break times.) However, note that Tsuda University takes no responsibility for any resultant costs or personal damage.

2. Contacting examinees

In principle, examinees will be contacted regarding actions taken as described in 1. above via the Tsuda university website. <https://www.tsuda.ac.jp/>

3. Supplementary examinations, etc.

Please pay attention to your personal health on the day of the examination. There will be no opportunity to sit a supplementary examination nor will the entrance examination fee be reimbursed.

4. Other cautions

If Tsuda University judges that the entrance examination or results announcement cannot take place on the scheduled date due to unforeseen reasons, such actions may be delayed. Please note that in principle, Tsuda University is not responsible for any resultant personal damage to examinees.

## Prohibited Behavior

Please follow all instructions of the supervisor when taking the examination. The following shall be considered to be prohibited behavior.

- 1) Forgeries, false statements or plagiarism found in documents or other materials submitted to Tsuda University during application
- 2) A person other than the examinee pretends to be the examinee and takes the examination
- 3) Any other behavior that impairs the fairness of the examination

If prohibited behavior is discovered, the examinee will be banned from taking any other examinations at Tsuda University and the results of all entrance examinations taken that year will be invalidated. Furthermore, there shall be no reimbursement of entrance examination fees.

## Results Announcement

November 9 (Tuesday), 2021

Applicants will be notified of the examination results by express mail. Applicants who passed the examination will be sent the results notification card and the enrollment registration documents. We will try to send the results to arrive on the results announcement date, but they may arrive the next day.

## Enrollment Registration

November 22 (Monday), 2021 (documents must be postmarked by this date)

Please transfer the admission fee (amount equivalent to the enrollment fee), academic fees and any other fee, and mail the enrollment registration documents by the deadline above.

### Cautions for enrollment registration

1. Please note that enrollment will not be accepted after the deadline for enrollment registration.
2. If we receive notification before March 31 (Thursday), 2022 (must be received by this date) that the student has decided not to enroll, the academic fees (tuition and facilities and equipment fees) and other fees will be reimbursed, while the admission fee will not be reimbursed.

## Academic Fees and Other Fees (Provisional)

The enrollment fee, academic fees (tuition and facilities and equipment fees), and other fees for newly enrolled students in the 2022 academic year will be determined in early October.

### [College of Policy Studies]

(Currency: Yen)

Department	Payment to be received at enrollment registration		Payment to be received by the end of October	First-year total
Department of Policy Studies	Enrollment Fee	200,000	---	200,000
	Tuition	First semester: 400,000	Second semester: 400,000	800,000
	Facilities and Equipment Fee	First semester: 140,000	Second semester: 140,000	280,000
	Total	740,000	540,000	1,280,000

\* The academic fees (tuition and facilities and equipment fees) from the sophomore year are as follows. Tuition increases gradually by 10,000 yen each year from the sophomore year.

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

The facilities and equipment fee increases gradually by 3,000 yen each year from the sophomore year.

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

\* The Department of Policy Studies requires all students to have a laptop specified by Tsuda University, which is necessary for learning. The laptop must be paid for by the end of March 2022 (approximately 180,000 yen). The students will receive the laptop on or after April 1, 2022. Details will be provided in the enrollment registration guidelines.

### Other fees

#### (1) Disaster and Accident Insurance for Student Education and Research

The Disaster and Accident Insurance for Student Education and Research (including liability insurance) must be paid in the first year only. The fee is 4,010 yen and the insurance covers four years. All students must enroll in this insurance, which covers injuries sustained while at or commuting to the university or during extracurricular activities, as well as damages incurred during practice teaching, curricular internships or fieldwork. Note also that Comprehensive Insurance for Students' Lives Coupled with *Gakkensai* is also optionally available.

#### (2) Tsuda University Alumnae Association Deposit

The Tsuda University Alumnae Association Deposit is 50,000 yen (for lifetime membership). The deposit is paid in the first year and the resulting interest is used for scholarships.

### Tuition reduction and exemption measures for international students studying at personal expense

In the case of international students enrolled at personal expense in one of our regular courses, if they apply in the specified manner and are approved, half of their tuition for the academic year for which they applied will be waived. However, students 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. There are also financial conditions, such as students receiving 90,000 yen or less per month from their home country, and income from supporters in Japan of 5,000,000 yen or less per year. To apply, please notify the Accounting Section in early April.

## **Scholarships for International Students** (as of the 2020 academic year)

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

- The Heiwa Nakajima Foundation Scholarship for Foreign Students in Japan
- The Kyoritsu International Foundation Scholarship
- The Hasegawa International Scholarship Foundation
- The Rotary Yoneyama Memorial Foundation, etc.

\* Another program in addition to the above is a “Reservation Program for Monbukagakusho Honors Scholarship for Privately-Financed International Students (for examinees who achieve a superior score on the EJU).” This scholarship is for privately financed students who have achieved a superior score in the Examination for Japanese University Admission for International Students (EJU) and are planning on newly enrolling as a regular undergraduate student at university or college in Japan (graduate students are not covered). For details on this scholarship, please refer to the website of the Japan Student Services Organization.

[https://www.jasso.go.jp/ryugaku/study\\_j/scholarships/shoureihi/yoyakuseido/index.html](https://www.jasso.go.jp/ryugaku/study_j/scholarships/shoureihi/yoyakuseido/index.html)

For other scholarships, please refer to Tsuda University Guidebook 2022.

\* For other details such as application eligibility, please contact the Center for International Exchange at Tsuda University. (Tel. 042-342-5164)

## **Privacy Policy**

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 registration will be used solely for the purpose of holding an entrance examination (processing the application and testing), the announcement of application results, enrollment registration, and other activities associated with these. We may assign work to third parties for tasks such as receiving applications, sending examination admission cards or sending results notification cards only after signing contracts ensuring appropriate handling of personal information.

Note that personal information received during enrollment registration 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:

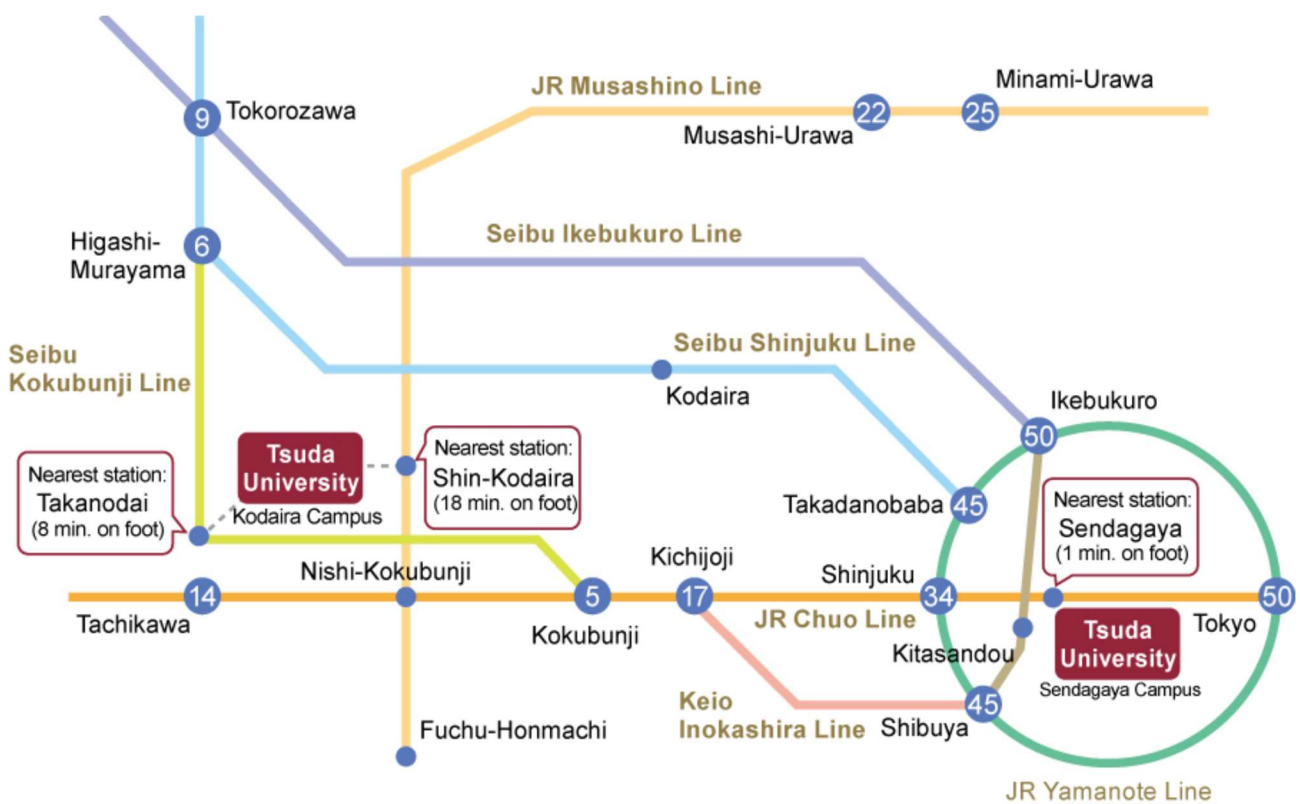
Get off at Sendagaya Station and walk about 1 minute to reach the campus. (The walk from Shinjuku Station to Sendagaya Campus is approximately 5 minutes.)

### 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.



### Tsuda University Admissions Office

〒187-8577

2-1-1 Tsuda-machi Kodaira city, Tokyo  
TEL. 042-342-5120

Email: [nyushi@tsuda.ac.jp](mailto:nyushi@tsuda.ac.jp)  
<https://www.tsuda.ac.jp/>