

**Graduate School of International Studies
Nagoya University of Foreign Studies
Master of Arts in TESOL
(Teaching English to Speakers of Other Languages)
Program for Native and Non-Native Speaking Teachers of English**

I How to Apply

1. Number of Students Admitted

In total 20 students will be admitted to MA programs (including this MA program), GSIS, NUFS.

2. Application Requirements

Applicants must meet ONE of the following requirements or will meet ONE of the following requirements by the end of March, 2018.

1. Graduation from an accredited Japanese university according to Article 83 of the School Education Law
2. A Bachelor's Degree according to Article 104(4) of the School Education Law
3. Completion of at least 16 years of formal education in a home country
4. Completion of at least 16 years of formal education in Japan through correspondence education managed by a foreign school or other recognized educational institution
5. Graduation from a university in Japan that is a recognized university belonging to the system of higher education of a foreign country and is approved by the Japanese Minister of Education, Culture, Sports, Science and Technology (This applies only those who have completed at least 16 years of formal education)
6. Graduation from a postsecondary course of a specialized training college recognized by the Japanese Minister of Education, Culture, Sports, Science and Technology (This is limited to applicants who have attended for at least 4 years, and to those who have fulfilled requirements as approved by the Japanese Minister of Education, Culture, Sports, Science and Technology)
7. Approval by the Japanese Minister of Education, Culture, Sports, Science and Technology
8. Completion, with good grades, of at least 15 years of formal education in a foreign country or completion, with good grades, of at least 15 years of formal education in Japan through correspondence education managed by a foreign school or other recognized educational institution and approved by GSIS, NUFS
9. Graduation, with good grades, from a university in Japan that is a recognized university belonging to the system of higher education of a foreign country and is approved by the Japanese Minister of Education, Culture, Sports, Science and Technology (This applies only those who have completed at least 15 years of formal education) and approved by GSIS, NUFS
10. Current status as a registered student at another graduate school according to Article 102(2) of the School Education Law and considered by GSIS, NUFS to have the academic ability necessary to successfully pursue the MA program at GSIS
11. Recognition by GSIS, NUFS – based on individual screening of qualifications – as having academic abilities equivalent to those of a university graduate, and of an age not less than 22

Applicants must meet ALL of the following requirements.

1. As of April 1, 2018, have more than one year's experience as a professional English teacher including AETs prior to admission to the TESOL program and be in charge of English classes at a school while enrolled in the program. (Private lessons are not accepted in fulfillment of this requirement.)
2. Sufficient English ability to follow lectures in English
3. For non-Japanese citizens: resident status (any type) under Emigration and Immigration Management and Refugee Recognition Law
***Acquiring a student visa will not be possible through enrollment into the TESOL Program.**

3. Prior Screening of Qualifications / Individual Screening of Qualifications

Applicants who apply under requirement 8 or 9 must send the following by mail to the GSIS Administrative Office by December 4, 2017.

1. Application form [Form F]
2. Curriculum Vitae-Resume [Form D]
3. Certificate of Graduation (birth year and date must be written)
4. An official transcript from your previous university

Applicants who apply under requirement 11 must send the following by mail to the GSIS Administrative Office by December 4, 2017.

1. Application form [Form F]
2. Statement of study purpose [Form G]
3. Curriculum Vitae-Resume [Form D]
4. Certificate of Graduation (birth year and date must be written)
5. An official transcript from your previous university

Admission decisions are made on the basis of evaluation of all the required documents submitted. The results will be sent by mail.

4. Application Documents

1. Application form [Form A]
2. Examinee's Registration Form, Photograph Card, Seat Card and Receipt Form [Form B]
3. Certificate of Graduation: issued by your university (copy of diploma for those who have graduated from a foreign university)
4. Certificate of Graduation: issued by your graduate school (only for those who finished graduate school) (copy of diploma for those who have graduated from a foreign graduate school)
5. An official transcript from each of your undergraduate and graduate schools
6. Research Plan [Form C-1, C-2]
7. Essay in English: Explain why you are applying for this MA in TESOL Program in about 800 words in English on a sheet of A4 sized paper, typed.
8. Curriculum Vitae [Form D]
Specify the date and scores of TOEFL or TOEIC, grade of STEP, classification of English teacher's license.

9. Certificate of employment: Submitting this form means the head of your organization consents to your application.
 10. Certificate of English teacher (copy / only for those who have acquired certification)
 11. **【Non-Japanese only】**
 - (a) For applicants living in Japan, one of the following: copies of both sides of Residence Card or Residence Certificate
 - (b) For applicants applying from outside Japan, a copy of your passport (with your name, nationality, passport number, photo and birth date)
 12. **【Non-Japanese only】** Statement of source of funds: Indicate the source and amount of funding for studying at GSIS and for living in Japan. [Form E]
 13. **【Non-Japanese only】** Documentation certifying your funding. You must provide one of the following documents; certificate of income and withholding tax (copy), final income tax return (copy), certificate of annual income (original) or certificate of bank balances (original). The document you submit must have been issued within the past three months. Attach a Japanese translation of the document.
- * Application documents 3, 4, 5 and 8 above are not required for applicants who are approved to apply under requirements 8 and 9 (Prior Screening of Qualifications) or requirement 11 (Individual Screening of Qualifications).
- * Application documents 3, 4, 5 and 10 above are not required for applicants who were non-degree students before entering GSIS.

5. Application Fee

The application fee is 35,000 yen. Using the designated form, transfers must be made by Telegraphic Transfers. Please don't use the ATM. The handling fee is borne by NUSF only when you use Tokyo-Mitsubishi UFJ Bank. The fee is non-refundable.

- * Applicants from overseas are to confirm with the Administrative Office beforehand how much and how to transfer fees. (Contact information is on the last page.)

6. Schedule

1. Application Period (Only by mail): January 4-17, 2018
2. Interview Date: February 17, 2018
3. Announcement of the interview result: February 23, 2018 by mail to all applicants
4. Deadline for payment of Entrance Fee: March 9, 2018
5. Deadline for payment of tuition and expenses: March 9, 2018
6. Deadline for request of refund: by 5:00p.m. March 30, 2018

7. Admissions Decision

The Admissions decision is based on an evaluation of all the required documents and the interview in English.

8. Interview venue

Nagoya University of Foreign Studies
(57, Takenoyama, Iwasaki-cho, Nisshin-shi, Aichi)

9. Fees

- (1) Entrance fee of 100,000 yen

Graduates of NUFS (including NUFS research students) are exempted from this fee.

- (2) Semester fees: 334,375 yen

Tuition (per semester) *1 286,875 yen

Expenses *2 47,500 yen

*1 The tuition of this course is reduced by 25% compared to the regular tuition by granting a scholarship.

*2 The expenses of this course are reduced by 50% compared to the regular expenses by granting a scholarship.

- (3) How to transfer fees

Using the designated form, money transfers must be made through a bank (not through the post office) by the deadline.

* Certificates of money transfers must be sent to the Administrative Office of the Graduate School by March 12, 2018.

10. Refund

Semester fees are refundable for those who decline entrance and apply for a refund before the deadline.

II Interview Information

1. Schedule

9:00-9:45	Anteroom is open
9:45-10:00	Schedule is announced
10:00	Interviewing starts

NUFS is open at 9:00. Applicants must be in the anteroom by 9:45. Fifteen minutes before each applicant's interview, their attendance and photo will be checked. Those arriving after 10:30 are disqualified.

If you forget to bring your Application Card, go to the GSIS office. No smoking is allowed at NUFS. Turn off your cell phone in the anteroom and during your interview.

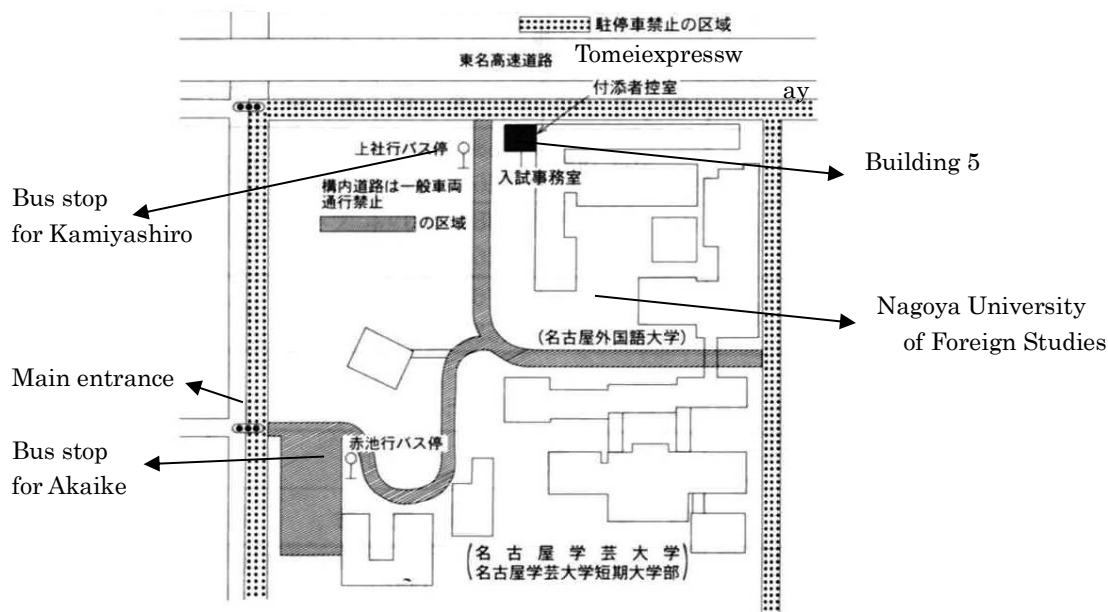
2. Access to NUFS

On the interview day, you can take a NUFS school bus from Kamiyashiro Station or Akaike Station for free. Please show your Application Card to the driver. The time schedule is:

From Kamiyashiro Station	From Akaike Station
8:20, 30, 40, 50	8:20, 40
9:00, 10, 20	9:00, 20

You can also take the NUFS school bus from NUFS back to Kamiyashiro or Akaike.

3. Map of NUFS



III Tuition

1. Tuition

	First year		Second year		Total
	Semester 1	Semester 2	Semester 1	Semester 2	
Entrance Fee* ¹	100,000				100,000
Tuition* ²	286,875	286,875	286,875	286,875	1,147,500
Expenses* ³	47,500	47,500	47,500	47,500	190,000
Total	434,375	334,375	334,375	334,375	1,437,500
	768,750		668,750		
For non-degree students in the previous year* ⁴			The amount you have paid as non-degree students is deducted. (Ex: for 10 credit acquirers: △180,000)		△ 180,000
			768,750		

*1 Graduates of NUFS (including NUFS research students) are exempted the entrance fee.

*2 The tuition of this course is reduced by 25% compared to the regular tuition.

*3 The expenses of this course are reduced by 50% compared to the regular expenses.
 ➤ Scholarships (25% of regular tuition ¥95,625 + 50% of regular expenses ¥47,500) are offered to all students four times during this MA program.

*4 If you were a non-degree student before entering GSIS, the amount of money you paid in that period is deducted from the tuition of the second year.
 (Credits you earned as a non-degree student will be transferred to this program.)

2. How to pay

After admission, subsequent fees will be withdrawn from your account at Tokyo-Mitsubishi UFJ Bank or post office in Japan. Please open an account if you don't have one. Withdrawal days are September 16, 2018, April 1, 2018 and September 18, 2018.

An applicant's name, mailing address and other personal information given by the applicant on this form will be used only for the purposes of grading and registration during the entrance examination selection process, announcement of examination results, registration procedure and educational affairs after admission. Personal information will be used appropriately and will not be used for any other purposes.

Please send all documents and correspondence to:

Administrative Office of the Graduate School

Nagoya University of Foreign Studies

57 Takenoyama, Iwasaki-cho, Nisshin-shi, Aichi

470-0197 Japan

Tel: 0561-74-1111

E-mail: injimu_gg@nufs.ac.jp