

Program for 2024 (academic year 2024-2025)

Graduate School of International Studies
Nagoya University of Foreign Studies
Master of Arts

Teaching English to Speakers of Other
Languages (TESOL) Program
Non-Degree Student Candidate's Guide
(Program for Active English Language Instructors)

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- This Non-Degree Student Candidate's Guide is for recruitment to the following affiliation:

Graduate School of International Studies (GSIS-NUFS)

Major in International Studies

Master's Program (Master of Arts)

Teaching English to Speakers of Other Languages (TESOL) Program

- Semesters

1st Semester: April 1st - September 15th

2nd Semester: September 16th – March 31st of the following year

- 1 The following document forms are attached to this Non-Degree Student Candidate's Guide:
 - 1) Application Form [Form A]
 - 2) Statement of Purpose Form [Form B]
 - 3) Curriculum Vitae (Resume) Form [Form F]
- 2 Incomplete documents will not be accepted.
- 3 As a general rule, no alterations (change or addition of subjects etc.) can be made after application procedures deadline.
- 4 Documents submitted to the University will not be returned to the candidate.
- 5 Candidates will not be refunded for the application fee once paid.

Privacy Policy

Nagoya University of Foreign Studies ('NUFS' or 'the University' hereunder) observes legal regulations on protection of personal information. Further, personal information collected will be managed strictly.

Applicants' names, addresses or any other personal information provided by candidates for the recruitment purposes, will be used for 1) registration, selection process, and enrollment procedures; 2) management, contact, and procedures related to educational affairs; 3) management, contact and procedures related to use of campus facilities and equipment.

Graduate School of International Studies, Nagoya University of Foreign Studies
TESOL Program for Active English Instructors
Non-Degree Student Candidate's Guide (2024-2025)

With the Master of Arts in TESOL Program offered by Graduate School of International Studies, NUFS, students will be able to acquire an MA degree.

Up to 15 credits acquired by non-degree students* before entering the MA program can be counted as credits required for completion of the program after enrollment. Further, after enrollment to the MA program, the application fee, the entrance fee, and the tuition fee for the credit-approved courses paid, will be partially deducted from the tuition fee for the second year.

***Non-degree students**

This term refers to students who, unlike regular students, out of courses offered at NUFS, have selected only courses they needed or had interest in. Like regular students, however, non-degree students, too, are able to acquire credits for courses they take through relevant evaluation. Credits for these courses are recognized as formal credits. Therefore, after enrollment to the Graduate School, in compliance with the University's regulations, they can be incorporated into credits required for completion of the MA program, as credits acquired prior to admission.

1. Number of Candidates Admitted

Maximum of 10 candidates will be admitted.

2. Application Eligibility

- 1) University graduates.
- 2) Persons awarded with a Bachelor's Degree.
- 3) Completion of at least 16 years of formal education overseas.
- 4) Persons specified by the Minister of Education, Culture, Sports, Science and Technology.
- 5) Approved persons who have completed 15 years of formal education including university level overseas (in countries where formal education including university level amounts to 15 years), and persons who have been recognized by GSIS-NUFS as having credits for designated courses with good grades (prior screening required).
- 6) Persons who have been recognized by GSIS-NUFS through individual screening of qualifications, to have academic abilities equivalent to those of a university

graduate, and are of at least 22 years of age (individual screening required).

*Candidates applying based on qualifications 5) or 6) are kindly asked to contact the Administrative Office of the Graduate School in advance, as these qualifications require prior or individual screening.

Candidates must meet ALL of the following requirements:

- 1) As of April 1st, 2024, have at least 1-year experience in teaching English, and be affiliated to an English teaching institution as an English instructor also after enrollment (this does not include private lessons).
- 2) Sufficient English ability to follow lectures conducted in English.
- 3) For non-Japanese nationals: unfailing ability to acquire residence status in compliance with Immigration Control and Refugee Recognition Act, that will not impede the candidate's enrollment at GSIS-NUFS.

*Acquiring a student visa will not be possible through enrollment as a non-degree student.

3. Application procedures

1) Deadline for submission of documents (only by mail)

- 1st semester enrollment: April 3rd, 2024 (Wednesday)
- 1st semester, summer intensive courses: June 28th, 2024 (Friday)
- 2nd semester enrollment: June 28th, 2024 (Friday)

2) Bank transfer of the application fee

Please be sure to make the bank transfer of the application fee so that it reaches the bank account specified by the University within the application period.

Application fee: JPY 10,000.

*Be sure to specify the candidate's name when making the bank transfer.

*Application fee once paid will not be refunded.

4. Application documents

Please submit the following documents to the Administrative Office of the Graduate School within the specified period:

- 1) Application form [Form A]
- 2) Statement of purpose [Form B]
- 3) Certificate of university graduation; in case of having graduated from a university overseas, copy of diploma may be submitted
- 4) Certificate of graduation from graduate school; only for candidates who have completed a graduate school (issued by the president of the said university); in case of having completed a graduate school overseas, copy of a certificate of graduation or a degree diploma may be submitted
- 5) Transcript of grades (undergraduate / graduate school)
- 6) Curriculum vitae (Resume) [Form F]

- 7) Certificate of employment
- 8) 1 photograph (height: 4cm, width: 3cm; taken within the last six months)
- 9) Receipt for application fee payment
- 10) Copy of the English instructor's license: only for those candidates who have acquired the license
- 11) Copy of both sides of the Residence Card or other document confirming the candidate's residence status and nationality; for non-Japanese nationals only.

*Documents submitted to the University will not be returned to the candidates.

*Certificates must have been issued within the last 3 months.

*Please attach Japanese translation for documents in languages other than English.

*Should you already be enrolled in the 1st semester and wish to extend your enrollment for the 2nd semester, please submit only the application form.

*Should you be applying for admission in a different year, you will have to undergo the screening process again. In such cases, please submit documents number 1, 2, 6, 7, 8 and 11 from the "4. Application documents" list above.

5. Admission decision

The decision on admission will be based on evaluation of the submitted documents (however, interviews may also be conducted).

6. Notification on admission decision

Candidates will receive notification on the results of the admission process, once the decision has been made.

7. Relevant fees

Fee type	Amount	Remarks
Application fee	JPY 10,000	
Entrance fee	JPY 20,000	Exemption of the Entrance fee for graduates of NUFS, GSIS-NUFS, and persons who left the same after acquiring credits.
Tuition fee per 1 credit	JPY 15,000	1 course = 2 credits; JPY 30,000

- Should you be admitted for enrollment as a non-degree student, please make the bank transfer for the entrance fee and the tuition fee within the specified period (you will receive a separate notice), following the instructions in the box next page.
- The application fee and the entrance fee is not required from the second application onward.

- When you withdraw an admitted subject and request a refund of tuition fees, please submit the designated format to the Graduate Office by predetermined date.
- Should you be admitted to the University's Graduate School the following year, the application fee, the entrance fee, and the tuition fee for the credit-approved courses paid, will be partially deducted from the tuition fee for the second year.

Instructions on payment of the application fee, entrance fee, and the tuition fee

- Application fee (JPY 10,000)
Make sure to make the bank transfer before filing the application.
*It is not necessary to pay the fee when applying from the second time onwards.
Make sure to attach the receipt for application fee payment when submitting the application form.
- Entrance fee (JPY 20,000) and tuition fee (1 course = 2 credits; JPY 30,000)
Please make the bank transfer after receiving the notification of admission together with the information on the payment amount.

MUFG Bank, Otsu Machi Branch
(三菱UFJ銀行 大津町支店)
Account no.: 3916702 (ordinary deposit)
Account Identifier: 学) 中西学園 名古屋外国語大学
*The remitter's name must be the name of the candidate
(please add カモクリシュウイン in katakana before the remitter's name).
The handling fee is to be borne by the candidate.

8. Other matters (cautions for Candidates)

- 1) Incomplete submitted documents will not be accepted.
- 2) No alteration or addition of courses can be made after application procedures deadline.
- 3) Submitted documents will not be returned to the candidates.
- 4) The application fee or the entrance fee once paid will not be refunded (unless the reason lies with the University).
- 5) Should a candidate fail to complete the relevant procedures for the entrance fee and the tuition fee in the specified period, their permission for enrollment will be revoked.
- 6) Courses available to non-degree students are those specified by GSIS (please refer to the List of Courses for Non-Degree Students)
- 7) Maximum of credits to be taken is limited to 8 credits per semester.
- 8) Non-degree students at the Graduate School will receive certificates for their approved credits.

- 9) Courses a student has received credits for cannot be taken for the second time.
 - 10) Student ID cards will be issued to demonstrate being a non-degree student at GSIS-NUFS.
 - 11) Student discount certificate for Japan Railways (JR) will not be issued to non-degree students.
 - 12) Should a person be deemed inappropriate as a non-degree student, their permission to take courses may be revoked.
9. Contact information for document submission and inquiries
Administrative Office of the Graduate School, Nagoya University of Foreign Studies
57 Takenoyama, Iwasaki-cho, Nisshin-shi, Aichi, 470-0197 Japan
Phone: 0561-74-1111 (main line)
Phone/Fax: 0561-75-1740 (direct line)
E-mail: injimu_gg@nufs.ac.jp
*Make sure to write your name and mobile phone number etc.
10. Available courses, number of credits, time schedule, classrooms
Please refer to "2024-25 TESOL Program List of Courses [Non-Degree Students]" for details.
11. Outline of available courses (syllabi)
Please refer to "Courses Outline (TESOL designated courses)" available on the University's website for details.
<https://www.nufs.ac.jp/faculties/graduate-school/master/syllabus/index.html>

During the application period of the first semester, only the syllabi of 2023-2024 is available at the above URL.