

**Entrance examination for FY2015**  
**Kobe Shinwa Women's University**

**Entrance examination guidelines for prospective undergraduate students**

**1 Abstract**

In university education, development of human resources who can truly contribute to international society is called for, corresponding to the movement towards globalization.

We accept international students for the purpose of developing human resources who understand different cultures and can interact with people of other countries, as well as for deeper friendship exchange and understanding among students and activating education.

**2 Faculties and departments seeking applicants and their numbers**

Department of cross-cultural culture studies in Faculty of literature: First application 5, Second application "small number"

Department of psychology in Faculty of human development and education: "small number" for both First application and Second application

(Note 1) No applicants are sought in the Departments of childhood education, social welfare or junior sports education in Faculty of human development and education.

(Note 2) The number of successful applicants may not reach the figures shown above.

**3 Eligibility for application for admission examination**

Female students who satisfy the following requirements (1) through (3):

- (1) Have non-Japanese nationality and have completed or will have completed at least 12 years of regular school education in an overseas country and will be 18 years old or older upon entering university. For those who come from countries which require less than 12 years to complete secondary education, applicants who have completed a process of preparatory education or process at training facilities approved by the Minister of Education, Culture, Sports, Science and Technology in order to be admitted in Japanese universities and will be 18 years old or older upon entering university.
- (2) Stay in Japan on "pre-college student visa" or "college student visa", or those who can change their visa status to "college student visa" within 40 days after the "Letter of Acceptance" is issued.  
\* Permission for university admission will be cancelled if such a change is unavailable.
- (3) Have taken "Japanese as a foreign language" in the Examination for Japanese University Admission for International Students in FY2013 or FY2014 and have achieved a total score of listening comprehension, listening & reading comprehension and reading comprehension of over 220, or have passed level N2 of the Japanese-Language Proficiency Test in FY2013 or FY2014, or those with prior approval of the equal or above eligibility at "individual admission eligibility assessment" (\*1)  
(\*1) The application for "individual admission eligibility assessment" must be submitted one month prior to the beginning of application for admission examination. An application form is available

on request from the admission center.

#### 4 Schedule

Period of filing application (application must be postmarked on or before)		Date of examination	Venue of examination	Date when notification of success/failure will be sent out	Due date to pay the fee including enrollment fee and tuition, etc.
First application	September 22 (Mon) – 26 (Fri), 2014	October 4 (Sat)	Kobe Shinwa Women's University (Suzurandai Campus)	October 10 (Fri)	October 31(Fri)
Second application	January 26 (Mon) – February 13 (Fri), 2015	February 21(Sat)		February 26 (Thu)	March 6 (Fri)

#### 5 Selection method, examination schedule

Judgment of acceptance is made by comprehensive assessment of “screening by examining documents” “short essay (in Japanese)” and “interview”. (The short essay and interview are conducted in Japanese to observe operational proficiency.)

(1) Short essay – writing of around 800 characters on a given subject (90 minutes) [100 points]

(2) Interview – approx. 15 to 20 minutes per applicant (individual or group interview) [100 points]

(Note) Applicants may be required to read certain subject matter or literature, etc. and undergo an oral examination.

Assembly time	9:40
Short essay	10:00-11:30
Interview	13:00- (Note)

(Note) Interview may start earlier depending on the number of applicants.

#### 6 Application documents

Use the designated envelope to mail out application documents on or before the due date of application via simplified registered express mail (“kani-kakitome sokutatsu”).

Application documents must be filled out by the applicant herself (except (5))

(1) Application form and documents to be attached to the application form

1) Mark appropriate items on the Application form © designated by the university(mark sheet) with a black lead pencil (HB).

2) Documents to be attached to the application form: Submit one photograph taken within three months of submission (the upper half of the body, with the head uncovered, 4 cm in length x 3cm in width (monochrome accepted)), stamps to the value of 362-yen (280-yen and 82-yen stamps) and the certificate of examination fee payment (to be submitted to the university) in a designated envelope

(2) Personal history (form for international student 1): Mark necessary items on the designated form with a black ball point pen.

- (3) Academic history (form for international student 2): Mark necessary items on the designated form with a black ball point pen.
- (4) History of entering Japan (form for international student 3): Mark necessary items on the designated form with a black ball point pen.
- (5) Letter of recommendation (form for international student 4): The educational institution including Japanese language school or special school the applicant has graduated from or is enrolled in must fill in the necessary items on the designated form.
- (6) Diploma issued by the principal of the school of the native country of the applicant (no photocopy accepted, made within three months of submission)
- (7) Transcript issued by the principal of the school of the native country of the applicant (no photocopy accepted, made within three months of submission)
  - \* If the applicant is currently enrolled in a Japanese language school, a special school or a university (including two-year college), a transcript issued by the principal of school the applicant is currently enrolled in must be attached in a sealed envelope in addition to the transcript issued.
- (8) Document describing the days of attendance drawn up by the Japanese language school or special school (may be given on the diploma, the certificate of prospective graduation or the transcript of grades).
- (9) One of the following documents (must be the original document which will be returned to the applicant on the day of the examination)
  - Original document of the result of the Examination for Japanese University Admission for International Students “Japanese as a foreign language” (total of listening comprehension, listening & reading comprehension and reading comprehension must be 220 or over) in FY2013 or FY2014
  - Original document of the result or the certificate of result and scores (issued by Japan Educational Exchanges and Services) of the Japanese-Language Proficiency Test (level N1 or level N2) in FY2013 or FY2014
- (10) Certificate of identification: Attach a photocopy of your passport (page(s) with your face, name, etc. page(s) with your visa status and period) on A4-size paper
- (11) Photocopy of the Certificate of Alien Registration or Residence Card (photocopy of both sides): Attach this document if you have been resident in Japan for over three months.

(Note)

- 1) When the application document(s) are written in a language other than Japanese or English, attach document(s) translated into Japanese or English.
- 2) Forms must be those designated by the university for (2) “personal history”, (3) “academic history”, (4) “history of entering Japan” and (5) “letter of recommendation”. Request form(s) to the admission center if necessary.
- 3) (6) “Diploma” and (7) “transcript of grades” must be made within three months of submission.
- 4) If you request previously mentioned ③ of (3) “individual admission eligibility assessment”, application must be submitted at least one month prior to the beginning of application for admission examination.

Make a request to the admission center if application form is necessary. An “individual admission eligibility assessment” will not be given after the last day of its application period.

### **7 Official examination fee**

15,000 yen

Use the designated transfer request form to wire the fee from a bank or post office. The transfer can be accepted from one week prior to the beginning of application up to the due date of application. The handling fee for the transfer is the responsibility of the payer.

### **8 Application procedure, personal information**

- (1) The application procedure must be completed within the application period set by the university. The Application form (mark sheet) must be filled out by the applicant with a black lead pencil (HB) (forms that are required to be filled out by the applicant will be invalid if filled out by anyone other than the applicant). Applicants are required to enclose the forms in the designated envelope together with other required documents, and mail it out as “simplified registered express mail” (kani-kakitome). If there are incomplete or missing forms or documents, the application will not be approved (an admission ticket to the examination will not be issued). Use the check list on the back of the designated envelope for sending out the application form.
- (2) An admission ticket to the examination will be mailed to the applicant upon acceptance of the application. Contact the admission center if an admission ticket has not been received by three days prior to the examination.
- (3) Application documents and fee for the admission examination are non-returnable.
- (4) In the case of a candidate with physical disabilities for whom special consideration is requested at the examination or for attending school, request should be made at the admission center one month prior to the beginning of the application process. A prior interview may be conducted, depending on the type and/or degree of the disability. A medical examination report may be required prior to confirmation and/or interview.
- (5) Personal information of applicants will be used exclusively for the university purposes for examination and sending out of necessary documents. It will not be disclosed to a third party without the consent of the applicant.

### **9 Caution for university admission examination**

- (1) What to bring
  - 1) Examination admission ticket (make sure you understand the cautionary notes printed on the ticket)
  - 2) Writing utensils (HB black lead pencil, eraser, pencil sharpener (excluding electric type, large ones, or knives)
  - 3) Watch (alarm, calculator, etc. functions is not permitted, under any circumstances.  
In addition, you are allowed to place spectacles, handkerchief, tissue paper (taken out from a bag or box) and/or eye drops on the desk. Nothing else may be placed on the desk unless

otherwise approved.

(2) Assembly time, place

- 1) Assembly time is 9:40. Arrive at the university on time.
- 2) Information regarding the assembly place and examination room will be given on the day of the examination.

(3) Important points regarding examination

- 1) Arrive at the examination venue at the designated assembly time. Check the examination room and assembly room individually. Enter the room and be seated the designated seat. The university opens at 9:00.
- 2) Candidates may start the examination no later than 20 minutes after the official starting time. If the delay exceeds 20 minutes, the examination may not be taken. However, examination may be approved if the delay has been caused by unavoidable social or natural circumstances such as accidents with public transportation, natural disaster, etc. Report to the admission center with the certificate issued.
- 3) You must bring the admission ticket to the examination. If you lost or forgot it, report to the admission center and follow their instructions.
- 4) Use of electronic devices of any kind is not permitted during the examination. They must be turned off (with any alarm setting disabled) and placed in a bag/backpack (including the interview room or the waiting room for your interview). If at any time your cell/mobile phone or other electronic devices are out of your bag/backpack, it may be construed as cheating. Watches may be used to check time.
- 5) You may keep your coat on in the examination room. Do not wear one with Roman alphabet letters or Japanese characters on it. You may be asked to take it off.
- 6) In case of cheating or other inappropriate behavior that may hinder other examinees, you will be asked to leave the room immediately and the examination will become invalid.
- 7) No remedial action will be taken for daily life noises (footsteps of proctor, making necessary arrangement for invigilation, noise from airplane overhead, vehicle, wind, rain, air conditioner, etc. coughing, sneezing or sniffing by other examinees, momentary rumbling of cell/mobile phone or watch, blinking lights, chimes ringing in surrounding building, etc.)
- 8) If you feel sick during the examination, report to the proctor or staff and follow their instruction.
- 9) Lunch will not be provided. Bring your own.
- 10) Parents or others accompanying examinees are not permitted to enter the examination rooms or buildings where the examination takes place, under any circumstances.  
The lounge on B1F of the Student Hall is open as a waiting room.
- 11) Cars or motorcycles are not permitted to enter the university premises, under any circumstances. In addition, please refrain from parking on roads in the neighborhood.
- 12) Transportation services may be delayed or suspended. Be informed via weather news, etc. and be prepared for any and all situations.
- 13) Examinations may not take place as planned due to outbreak of influenza, or other contagious diseases. Measures for emergency situation will be announced on our website. Please confirm

on our website.

14) If you have any questions, contact our staff or admission center.

(4) Preview of the examination venue

You may come to the university before the examination date for preview. Please contact the admission center in advance (your request may not be given approval due to school events or examination, etc.).

**10 Announcement of acceptance**

- (1) The examination results will be sent out via express mail to the applicants from the university on the day of notification.
- (2) Enrollment documents will be enclosed in letters of success.
- (3) If the notification of success or failure does not arrive after two days have elapsed since the day of notification, please ask the admission center. We will not respond to inquiries made by anyone other than the applicant.
- (4) The university does not send a telegram, make a call, or send an e-mail to notify the result. Please be careful about any information from those unrelated to the university.

**11 Enrollment procedure**

- (1) Details for enrollment will be sent out along with the letter of admission via express mail.
- (2) Pay the designated fee (admission fee, tuition for spring semester, etc.) by the due date (deposit transfer on the due date is valid). A letter of acceptance will be mailed out after deposit is confirmed.
- (3) Admission will not be approved unless the fee has been paid by the due date for enrollment plus any other fees, and tuition payment, which are referred to on the admissions procedure form (in such a case acceptance will be considered as declined).
- (4) The examination will become invalid if any falsehood or fraudulent statement is found on the application document or submitted documents, or if it becomes proven that the applicant does not meet the requirements of application.
- (5) As of April 1, 2015, overseas students require an overseas study visa valid for one to two years. This must be valid by the due date.
- (6) Once paid, tuition and/or documents are non-returnable (except in cases where (7) is applicable).
- (7) In case the applicant refrains from enrollment after the acceptance, the designated "Admission Declination Notification (enclosed in the enrollment procedure document packet)" should be filled out and submitted (sent), postmarked on or before Friday, March 20, 2015, with the "Letter of Acceptance" attached. The paid fee (minus the enrollment fee) will be returned by the last day of March 2015 if the Admission Declination Notification is submitted by the due date.

If the acceptance must unavoidably be declined on or after Monday, March 23, 2015 and before Tuesday, March 31, contact the admission center by phone by 17:00 of Tuesday, March 31, and submit the designated "Admission Declination Notification" with the "Letter of Acceptance" attached. The paid fee (minus the enrollment fee) will be returned by April 30th after the arrival of "Admission Declination Notification" at the university. Please be advised that the university is closed on Sunday

and holidays.

**12 Reduction or exemption of school expenses/tuition for international students (undergraduate), and other support**

- (1) Enrollment fee and admission fee are to be paid in the first year only.
- (2) Tuition is reduced by 30% in the first year.

Tuition will be reduced by 30% in the second year and subsequent years only if the student earns the required number of credits (over 32 credits at the end of the first year, over 64 credits at the end of the second year, and over 96 credits at the end of the third year).

- (3) A monthly scholarship of 30,000 yen will be provided in the first year.

The monthly scholarship of 30,000 yen will be provided in the second year and subsequent years only if the student earns the required number of credits (over 32 credits at the end of the first year, over 64 credits at the end of the second year, and over 96 credits at the end of the third year), and an equal to or higher than 2.25 Grade Score in the previous year calculated by the formula according to the standard of Japan Student Services Organization (\*1).

- (4) A monthly housing subsidy of 20,000 yen will be provided if the student is admitted to the university dormitory.
- (5) In addition, a scholarship system for learning encouragement is available for those meeting the requirements. (Refer to the following page.)
- (6) A support is available for living and study from the university staff who can speak Chinese, Korean and English.

(\*1) Calculation formula for Grade Score

$(\text{Number of credits earning A} \times 3) + (\text{number of credits earning B} \times 2) + (\text{number of credits earning C} \times 1)$

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Number of total registered credits

(Note) No applicants are sought in the Departments of childhood education, social welfare and junior sports education in Faculty of human development and education.

□ Tuition

(Unit: yen)

		Department of cross-cultural studies	Department of psychology	
At enrollment	Enrollment fee (*1)	300,000	300,000	
	Tuition	400,000	400,000	
		↓ 280,000	↓ 280,000	
	Facility enrichment fee	50,000	50,000	
	Education enrichment fee	90,000	90,000	
	Commissioned fee	Parents association Enrollment fee (*1)	5,000	
		Membership fee	4,000	
		Shingakukai (*2) Enrollment fee (*1)	1,500	
Membership fee		2,400		
Total	732,900	732,900		
Autumn term	Tuition	400,000	400,000	
		↓ 280,000	↓ 280,000	
	Facility enrichment fee	50,000	50,000	
	Education enrichment fee	90,000	90,000	
	Commissioned fee	Parents association Enrollment fee (*1)	4,000	
		Shingakukai (*2) Membership fee	2,400	
Total	426,400	426,400		
Annual payment		1,159,300	1,159,300	
Scholarship		30,000/month x 12 months ▲360,000/year		
Housing subsidy		20,000/month x 12 months ▲240,000/year		

(\*1) Enrollment fee and admission fee are to be paid in the first year only.

(\*2) Shingakukai is the name of the student council.

◎ An academic society fee may be charged separately in addition to the above (amount and application varies between departments).

[Fees necessary at enrollment]

Department	Enrollment fee	Tuition and other fees *	Total
Department of cross-cultural studies	300,000	432,900	732,900
Department of psychology			

13 Payment of tuition

- (1) Use the transfer request form designated by the university and make payment on or before the due date. The bank receipt will replace the receipt of Kobe Shinwa Women's University.
- (2) Once paid, enrollment fees and documents are non-returnable.

14 Scholarship system for learning encouragement and out-of-school scholarship system

Scholarship systems are available for international students studying in Japan.

The out-of-school scholarship and in-school scholarship systems are listed here for your reference.

[Scholarship system for learning encouragement] (\*1) Refer to the previous page for the calculation



formula of Grade Score

Name of scholarship	Qualifying requirement	Details of scholarship	Scholarship period	Multiple receipts of scholarships	Remarks
Scholarship for learning encouragement for international students A	One first year international student, who has passed level N1 of the Japanese-Language Proficiency Test with a score of over 135 before entering the university and achieving good academic results in all classes	Provides total exemption from school expenses for the first year (enrollment fee, tuition, facility enrichment fee and education enrichment fee)	Applicable for given year only, however, scholarship recipients can apply for another one in the second year and subsequent years	Can receive scholarship from out-of-school scholarship such as by private organizations or local governments. However, if such out-of-school scholarship by private organizations or local governments prohibit receiving multiple scholarships, the university scholarship for learning encouragement for international students will be forfeited. Also multiple receipts of this university scholarship for international students and scholarship for learning encouragement for international students B is not accepted for first year students.	Submit form for scholarship for learning encouragement for international students program selection application (form No. 1) to Student Affairs section.
Scholarship for learning encouragement for international students B	First year international students who have passed level N1 or Japanese-Language Proficiency Test or grade pre-B of Test of Practical Japanese	Provides 10,000 yen /month as scholarship for learning encouragement for international students B			
Scholarship for learning encouragement for international students C	Second year or higher international students with an equal to or higher than 2.40 Grade Score in the previous year calculated by formula according to the standard of Japan Student Services Organization (*1)	Provides 10,000 yen /month as scholarship for learning encouragement for international students C	Applicable for given year only	Can receive scholarship from out-of-school scholarship such as by private organizations or local governments. However, if such out-of-school scholarship by private organizations or local governments prohibit receiving multiple scholarships, the university scholarship for learning encouragement for international students will be forfeited.	
Scholarship for learning encouragement for international students D	Second year or higher international students with an equal to or higher than 2.40 Grade Score in the previous year calculated by formula according to the standard of Japan Student Services Organization (*1) and have passed level N1 of Japanese-Language Proficiency Test or grade pre-B of Test of Practical Japanese	Provides 20,000 yen /month as scholarship for learning encouragement for international students D	Applicable for the given year only, however, scholarship recipients may apply for another one in the following year and subsequent years		Submit form for scholarship for learning encouragement for international students program selection application (form No. 1) to Student Affairs section.
Scholarship for learning encouragement for international students E	One of each second, third and fourth international students with an equal to or higher than 3.00 Grade Score in the previous year and achieving good academic results in each grade	Provides 100,000 yen as scholarship for learning encouragement for international students E	Applicable for given year only	Multiple receipts with scholarship for learning encouragement for international students program C or scholarship for learning encouragement for international students program D are accepted. International students may also receive out-of school scholarship by private organizations or local governments.	

### **[Out-of school scholarships applicable for this university (planned)]**

- Kobe city scholarship for international students (Kobe/Sugawara Scholarship) (third year student and higher, graduate school students)
- Japan Student Services Organization Scholarship for learning encouragement for privately funded international students (all students)
- Hyogo prefecture scholarship for privately funded international students (all students)
- Kobe Student Youth Center Rokko Scholarship
- Heiwa Nakajima Foundation Scholarship for international students
- Rotary Yoneyama Memorial Foundation

### **Access to the university**

To Miki

To Sanda

Hokushinkyuko Railway

Tanigami

Kobe Electric Railway

Suzurandai

Kobe Shinwa Women's University

Suzurandai Campus

Approx. 10-minute walk

Shinkansen

Kobe City Subway

Shinkobe

Minatogawa

Sannomiya

To Himeji

Sanyo Electric Railway

Shinkaichi

Kosoku-Kobe

Kobe-sannomiya

Hankyu Railway

To Osaka

JR

Shin-Nagata

Kobe

Sannomiya

Kobe-Sannomiya

Amagasaki

Hanshin Electric Railway

Sannomiya

To Namba, Nara

Kobe City Subway

Kaigan Line

Sannomiya-Hanadokeimae

Kobe Airport

Port Liner

(N.B.) A school bus service to the university is planned to be provided on February 21 (Sat) in accordance with the beginning of the admission examination for undergraduates “general examination in middle period (A type)” (from Sannomiya to Suzurandai Campus, leaving Sannomiya at 8:50). A return bus service will not be provided due to the time of examination.

Suzurandai

Sumitomo Mitsui Bank ATM Corner

Mister Donut

JR Hyogo Rokko

FamilyMart

Kobe Shinwa Women’s University

- From Osaka/Himeji by train, change at “Shinkaichi”  
Take Kobe Electric Railway from “Shinkaichi”, get off at “Suzurandai”  
Approx. 10-minute walk from East Exit (approx. 3 minutes by local bus)
- From “Shinkobe” by train  
Take Kobe City Subway “Seishin-yamate Line” from “Shinkobe”, get off at “Minatogawakoen”.  
Change to Kobe Electric Railway at “Minatogawa”, get off at “Suzurandai”.  
Approx. 10-minute walk from East Exit (approx. 3 minutes by local bus)

Learn from people, Share for people

Kobe Shinwa Women’s University

7-13-1 Kitamachi Suzurandai, Kita ward, Kobe city 651-1111

TEL: (078) 591-5229 (Direct line to admission center)

FAX: (078) 591-3113

URL: <http://oide.kobe-shinwa.ac.jp/>

E-mail: [nyushi@kobe-shinwa.ac.jp](mailto:nyushi@kobe-shinwa.ac.jp)

0120-864024

(Mon through Fri except holidays, Saturdays after September 10:00-17:00)