

2021 Student Application Guidelines (Autumn 2021 Entry)

Selection of International Students

Integrated Selection of Japanese Students (in English)

- **Should the admission policy and guidelines be revised due to unavoidable circumstances, including COVID-19, updated information will be posted on the university's website. [<https://www.pu-hiroshima.ac.jp/site/eikei-univ-en/>]**
- **The university will contact applicants via the email address registered at the time of application. Please make sure that emails from the university can be received.**
- **All dates and times stated in the student application guidelines are based on Japan standard time,UTC+9.**

Note: We changed some part of information on this guidelines on Tuesday, January 5 2021. (witten in red ink)



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EIKEI UNIVERSITY OF HIROSHIMA

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Handling of Personal Information

The personal information (Name, address, date of birth, and all other information) obtained through the admission process will be used only for the purpose of: selecting students for admissions, notifying selection outcomes, procedures for enrolment, academic and career support after enrolment, and conducting surveys and research on admissions (for the purpose of improving entrance examinations and analysing applicant trends) conducted by the University. In addition, in order to perform these services, all or part of the personal information will be provided to companies contracted by Eikei University of Hiroshima.

Contact Information for the Admissions Office

Eikei University of Hiroshima, New University Establishment Center
1-5 Nobori-cho, Naka-ku, Hiroshima 730-0016, Japan
Tel: +81 (0)82-225-6224 (9:00 am – 5:00 pm on weekdays)

If you contact by emails, make sure to send them to the two addresses below.

E-mail: euh_admissions@pu-hiroshima.ac.jp
eikei-intloffice@pu-hiroshima.ac.jp

Message to Applicants

Rapid progress in science and technology has brought about great progress in people's lives and society, but it has also created various issues such as climate change. The current COVID-19 pandemic will undoubtedly bring changes in ideas about the way that society should be and about its conventional values. It is the young people who will create the new society, where the signs of change are clear but the future remains uncertain. We consider an important competency in this society as the ability to design new social systems by setting issues and tackling unanswered questions while taking a bird's eye view of society.

Now it is possible to connect directly to the world wherever you are. We are in an era where each region faces the world directly. As the value of knowledge and wisdom becomes more and more important, the way society and business should be will change dramatically. The opportunities for young people with the potential to play an active role will expand significantly in the future. At Eikei University of Hiroshima, we cultivate young people's strengths in foresight, strategy, execution, global collaboration, and self-improvement. These five strengths form the basis of their competencies and the ability to play an active role with leadership in an uncertain and difficult-to-foresee society.

Eikei University of Hiroshima is looking for young people who have the potential to acquire competencies rather than those who are good at getting predetermined correct answers. The ideal candidate is a young person who has a varied and robust sense of curiosity, who is motivated to communicate actively, who aims to improve their abilities, and who has acquired basic academic knowledge and skills by studying through high school. Young people who acquire competencies at Eikei University of Hiroshima shall lead the new society by envisioning what society should be in the future and designing a social system for the area of their focus. That is our goal.

ARINOBU Mutsuhiro
Designated President
Eikei University of Hiroshima

Admissions Policy

Eikei University of Hiroshima aims to foster a cadre of young people who have high aspirations to contribute to local communities and to the world in the midst of uncertain socioeconomic circumstances, as well as to boldly take on unsolved challenges, and to tenaciously pave the way for a new era.

We will admit students from Japan and overseas with the following qualities, abilities and aspirations.

- A person who has strong interests in various cultures, history, society in Japan and overseas, and international relations and is willing to learn further by actively communicating with others
- A person who aims to strengthen his or her own abilities by studying with a sense of purpose and looking ahead to the future
- A person who has gained basic academic skills through high school studies, takes initiative in facing various challenges with a broad perspective while engaging others, and intends to contribute to society at large

[Qualifications, Abilities, and Motivations Required of Entrants]

- Basic academic skills
- Broad vision
- Strong interest in inquiring about various cultures, histories, societies both at home and abroad, and international relations
- Willingness to learn
- Willingness to strengthen one's ability
- Willingness to contribute to society
- Positive attitude toward studying with a sense of purpose and a vision for the future
- Positive attitude toward actively communicating with others
- Positive attitude toward taking initiative and involving others in addressing various challenges

Eikei University of Hiroshima Selection Framework

1 Number of Students Accepted

100 people

Enrollment	Selection Category	Number of Employees to be Recruited	Language Used in Admissions Selection
Spring Admission (Enrollment April 2021)	Integrated Selection (*1)	50 people	Japanese
	School Recommended Selection	20 people	
	General Selection	10 people	
Autumn Admission (Enrollment September 2021)	Selection of International Students (*2)	20 people	English

(*1) Includes the Japanese-language selection of international students.

(*2) Includes integrated selection (Japanese returned from abroad / International Baccalaureate Type).

2 Characteristics of Eikei University's Student Selection

- In addition to evaluation based on the knowledge and skills acquired through the curricula of secondary schools and other institutions, students will be evaluated in a multifaceted and comprehensive manner for communication, inquiry, and attitude toward learning and extracurricular activities.
- In view of the COVID-19 pandemic, in order to minimize the risks and burdens on examinees, an online interview will be held for university admissions.
- There is no need to take the Japan Student Services Organization's "Examination for Japanese University Admission for International Students (EJU)." ."
- For international students, documents proving Japanese language proficiency is not required.

Selection of International Students

International students with nationalities other than Japanese, and who have completed 12 years of education (including persons expected to complete secondary education by August 2021) may apply.

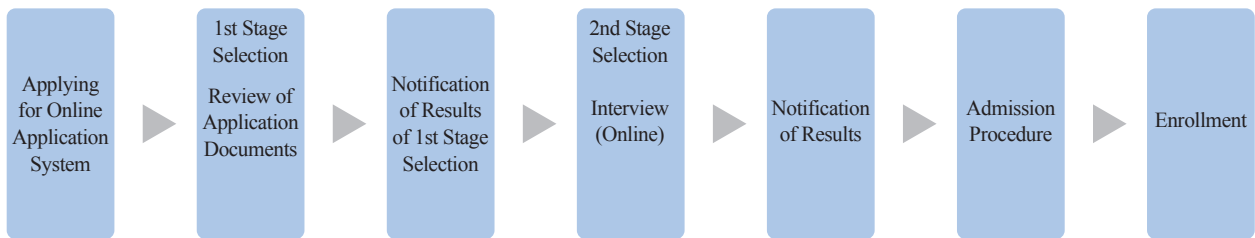
There will be 3 application windows for September 2021 entry before May 2021. However, if the quota for international students (20 persons) is filled in the first and second selection, the third selection may not be conducted. (There will be an announcement about this third selection window on our website by mid-March 2021.)

There is no need to take the Japan Student Services Organization's "Examination for Japanese University Admission for International Students (EJU)."

The Japanese Language Proficiency Test is not required.

Applicants for this selection cannot simultaneously apply in any other selection window (e.g., Integrated Selection in Japanese).

Procedures for Selection



1 Number of International Students to be Admitted

20 people

2 Selection Date (All in Japan Standard Time, UTC+9)

First Window

Application Period	(Period for online application and uploading application documents) Wednesday, November 4, 2020, 9:00 - Friday, November 20, 2020, 17:00 (Period for submitting mail-in application documents) Wednesday, November 4, 2020 - Monday, November 23, 2020 *All mail-in application documents must be received by the university by November 23.
Notification of Examination ID	Friday, November 27, 2020
Notification of Results of First-Stage Selection	Friday, December 4, 2020, 12:00
Second-stage Selection	One of the following days: December 12 (Sat), 13 (Sun), or 14 (Mon), 2020 *Those who pass the first-stage selection will be notified of their assigned examination date.
Notification of Results	Monday, December 21, 2020, 12:00
Matriculation Deadline for Admitted Students	Tuesday, January 12, 2021 (post-marked)

Second Window

Application Period	(Period for online application and uploading application documents) Monday, January 18, 2021, 9:00 - Monday, February 1, 2021, 17:00 (Period for submitting mail-in application documents) Monday, January 18, 2021 - Monday, February 1, 2021 *All mail-in application documents must be received by the university by February 1.
Notification of Examination ID	Friday, February 5, 2020
Notification of Results of First-Stage Selection	Wednesday, February 10, 2021, 12:00
Second-stage Selection	One of the following days: February 20 (Sat), 21 (Sun), or 22 (Mon), 2021 *Those who pass the first-stage selection will be notified of their assigned examination date.
Notification of Results	Friday, March 5, 2021, 12:00
Matriculation Deadline for Admitted Students	Monday, March 15, 2021 (post-marked)

3 Eligibility for Application

Applicants who meet one or more of the following criteria may apply for International Students selection of Eikei University of Hiroshima.

(If you have any questions about your application eligibility, please contact the New University Establishment Center by email before the first day of the application period.)

- (1) Persons who have completed or are expected to complete 12 years or more of formal education abroad by September 29, 2021, or a person equivalent thereto who is designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT)
- (2) Persons who have completed or are expected to complete 12 years or more of formal education by September 29, 2021, at an international school in Japan or abroad that is certified by an international certification organization (WASC, ACSI or CIS)
- (3) Persons who have been recognized by Eikei University of Hiroshima through individual screening of eligibility for admission as having scholastic ability equivalent to or higher than that of secondary school graduates and who will be 18 years of age by September 29, 2021

4 Application Requirements

An applicant must meet all of the following requirements:

- (1) Having a strong desire to study at Eikei University of Hiroshima and the intention to enroll if admitted
- (2) Having English language proficiency equivalent to or higher than CEFR B2 at the time of application
*Check “Application Requirements for English Language Proficiency (p.9)”
- (3) Is capable of participating in classes taught in English

5 Application and Selection Procedures

Check “Application Procedures and Application Documents (p.11)”

6 First stage of selection

The first stage of selection will be based on a comprehensive review of the submitted documents.

Applicants will be notified of the results via the Announcement of Successful Applicants Site (p.19).

7 Second Stage of Selection

An individual interview in English, based on the contents of the application documents, will be conducted online for the second stage of selection.

- Refer to “Online Examination (p.18)” before the interview.
- Details of the second stage of selection will be provided to those who pass the first stage of selection.
- Individual interviews will be held online at a time and date assigned by the university (with consideration of the applicant’s country/region of residence).

8 Selecting Successful Applicants

Based on the “Qualifications, Abilities, and Motivations Required of Entrants” stipulated in the admission policy of the university, the content of application documents and interviews are evaluated and successful applicants are selected.

- The final results will be notified to applicants, via the Announcement of Successful Applicants Site.
- Successful applicants will receive a Letter of Acceptance and documents related to enrollment procedures by mail. If their address at the time of application is outside of Japan, successful applicants will receive the Letter of Acceptance by mail and the documents related to enrollment procedures by email.
- The announcement of the results of the examination will not be posted on our campus nor on our website. In addition, the university will not respond to individual inquiries by telephone or email.

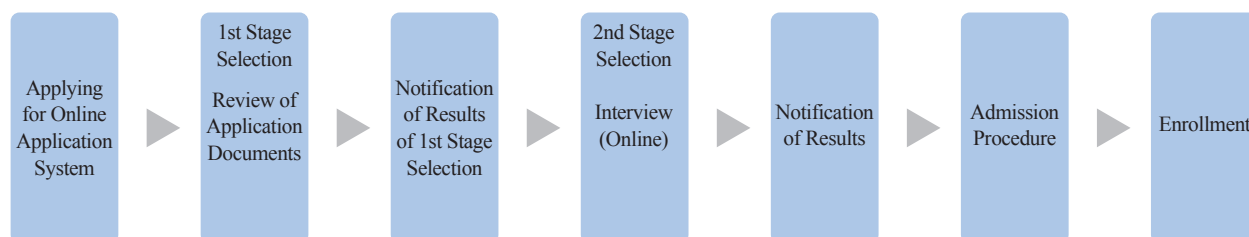
Integrated Selection of Japanese Students in English

For this selection, students with Japanese nationality either returning from abroad, or International Baccalaureate Diploma holders (including prospective holders) may apply.

There will be 3 application windows for September 2021 entry before May 2021. However, if the quota for international students (20 persons) is filled in the first and second selection, the third selection window may not be conducted. (There will be an announcement about this third selection on our website by mid-March 2021.)

Applicants for this selection cannot simultaneously apply in any other selection window.

Procedures for Selection



1 Number of Students to be Admitted

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2 Selection Date (All in Japan Standard Time, UTC+9)

First Window

Application Period	(Period for online application and uploading application documents) Wednesday, November 4, 2020, 9:00 - Friday, November 20, 2020, 17:00 (Period for submitting mail-in application documents) Wednesday, November 4, 2020 - Monday, November 23, 2020 *All mail-in application documents must be received by the university by November 23.
Notification of Examination ID	Friday, November 27, 2020
Notification of Results of First-Stage Selection	Friday, December 4, 2020, 12:00
Second-Stage Selection	One of the following days: December 12 (Sat), 13 (Sun), or 14 (Mon), 2020 *Those who pass the first-stage selection will be notified of their assigned examination date.
Notification of Results	Monday, December 21, 2020, 12:00
Matriculation Deadline for Admitted Students	Tuesday, January 12, 2021 (post-marked)

Second Window

Application Period	(Period for online application and uploading application documents) Monday, January 18, 2021, 9:00 - Monday, February 1, 17:00 (Period for submitting mail-in application documents) Monday, January 18, 2021 - Monday, February 1, 2021 *All mail-in application documents must be received by the university by February 1.
Notification of Examination ID	Friday, February 5, 2020
Notification of Results of First-Stage Selection	Wednesday, February 10, 2021, 12:00
Second-Stage Selection	One of the following days: February 20 (Sat), 21 (Sun), or 22 (Mon), 2021 *Those who pass the first-stage selection will be notified of their assigned examination date.
Notification of Results	Friday, March 5, 2021, 12:00
Matriculation Deadline for Admitted Students	Monday, March 15, 2021 (post-marked)

3 Eligibility for Application

Japanese applicants who meet one or more of the following criteria may apply for Integrated Selection for Autumn 2021 entry.

(If you have any questions about your application eligibility, please contact the New University Establishment Center by email before the first day of the application period.)

- (1) Persons who have completed 12 years of schooling outside Japan or are expected to complete the course by September 29, 2021, or a person equivalent thereto who is designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT).
- (2) Persons who have completed or are expected to complete by September 29, 2021, a course of study at an overseas educational institution accredited by the Japanese Ministry of Education, Culture, Sports, Science and Technology as offering a course equivalent to that of secondary schools
- (3) Persons who have completed or are expected to complete 12 years or more of formal education by September 29, 2021, at an international school in Japan or abroad that is certified by an international certification organization (WASC, ACSI or CIS)
- (4) Persons who have been recognized by Eikei University of Hiroshima through individual screening of eligibility for admission as having scholastic ability equivalent to or higher than that of secondary school graduates and who will be 18 years of age by September 29, 2021

4 Application Requirements

An applicant must meet all of the following requirements:

- (1) Having a strong desire to study at Eikei University of Hiroshima and the intention to enroll if admitted
- (2) Having English language proficiency equivalent to or higher than CEFR B2 at the time of application
*Check “Application Requirements for English Language Proficiency (p.9)”
- (3) Is capable of participating in classes taught in English

5 Application and Selection Procedures

Check “Application Procedures and Application Documents (p.11)”

6 First Stage of Selection

The first stage of selection will be based on a comprehensive review of the submitted documents.

Applicants will be notified of the results via the Announcement of Successful Applicants Site (p.19).

7 Second Stage of Selection

An individual interview in English, based on the contents of the application documents, will be conducted online for the second stage of selection.

- Refer to the “Online Examination (p.18)” before the interview.
- Details of the second round of selection will be provided to those who pass the first stage of selection.
- Individual interviews will be held online at a time and date assigned by the university (with consideration of the applicant’s country/region of residence).

8 Selecting Successful Applicants

Based on the “Qualifications, Abilities, and Motivations Required of Entrants” stipulated in the admissions policy of the university, the contents of the application documents and interviews will be evaluated and successful applicants will be selected.

- Applicants will be notified of the final results via the Announcement of Successful Applicants Site.
- Successful applicants will receive a Letter of Acceptance and documents related to enrollment procedures by mail. If your address at the time of application is outside of Japan, you will receive the Letter of Acceptance by mail and the documents related to enrollment procedures by email.
- The announcement of the results of the examination will not be posted on our campus nor on our website. In addition, we will not respond to individual inquiries by telephone or email.

Requirements for English Language Proficiency

1 Application Requirements for English Language Proficiency

At the time of your online application, please submit at least one of certificate or official test scores, as listed below, or submit an official certificate from your secondary school attesting to your English proficiency.

Entry Period	Requirement
Autumn 2021	A person must have English proficiency equivalent to or higher than CEFR B2 .

2 Accepted Certificates and Official Test Scores of the English Proficiency Test

Certificates and official test scores of the following English proficiency tests are accepted by Eikei University of Hiroshima. The relevant test must have been taken within two (2) years of the final day of the online application period.

Name	Type of Test	Score or Grade Required for Application
TOEFL® (*1)	TOEFL iBT®	72 points or more
	TOEFL ITP® Plus for China	543 points or more
	TOEFL ITP® Special Examination	
IELTS™	IELTS™ (Academic Module) IELTS™ Indicator	Overall 5.5 or Higher
Cambridge English	C2 Proficiency C1 Advanced B2 First B2 First for Schools B1 Preliminary B1 Preliminary for Schools A2 Key A2 Key for Schools	160 points or more
TOEIC® (*2)	TOEIC® L&R + S&W (*3)	1560 points or more
Practical English Proficiency Test (Eiken)	Eiken Eiken CBT Eiken S-CBT Eiken S-Interview	Grade Pre-1 or Higher
GTEC	GTEC CBT	1190 points or more
TEAP (4 Skills)	TEAP	309 points or more
	TEAP CBT	600 points or more

(*1) TOEFL iBT® Special Home Edition scores are also accepted. (Except MyBest™ score)

Except for TOEFL ITP® Special Test scores for Eikei University, TOEFL ITP® scores are not permitted.

(*2) TOEIC® IP scores are not accepted.

(*3) This score is calculated by multiplying the TOEIC® S&W score by 2.5 and adding the L & R score.

3 Verification of the Applicant's Proficiency in English Issued by High School, etc.

Applicants may submit an “Verification of the Applicant's Proficiency in English” issued by their high school in Japan or overseas instead of scores or a certificate from an English proficiency test.

When preparing the certificate, each school should judge whether the applicant has a level of English equivalent to or higher than CEFR B2, based on the CEFR language proficiency index, and in reference to “Academic Achievements in English at Secondary Schools” and “English-Related Extracurricular Activities” of the applicant.

Please download the forms from our website.

4 2021 TOEFL ITP® Special Test for Eikei Applicants

In response to the limited testing opportunities due to COVID-19, a TOEFL ITP® Special Test for Eikei Applicants will be organized in November 2020 and January 2021 for applicants who wish to take the test.

This special test will be considered for 2021 entry selection only, and it is valid for selection by Eikei University of Hiroshima only.

Taking this special test is not mandatory, nor shall it affect selection results for Eikei University of Hiroshima. Other official test scores and certificates will be treated as equivalent.

Details of the Special Test are posted on the University website.

2021 TOEFL ITP® Special Test for Eikei Applicants (Optional)

<https://www.pu-hiroshima.ac.jp/site/eikei-univ/admissions-2021toefl-ity-specialtest.html>

5 Applicants Graduating from Secondary Schools (Equivalent to High Schools in Japan) Fully Taught in English

Regardless of their nationality or first language, applicants who have completed secondary school education in English (all classes) may submit either an official certificate issued by their secondary school or official academic transcripts. These documents can be submitted instead of English proficiency test scores, but they should indicate that all classes were taught in English.

For details of this submission option, please contact the New University Establishment Center by email.

Application Procedure and Application Documents

1 Applying Online

Apply via Eikei's Online Application System, and pay the entrance selection fee (17,000 JPY).

Upload application documents via the J-Bridge System (application document submission site). The J-Bridge System will be made accessible after the online registration of your application is completed.

During the application period, applicants will be able to submit application documents via the J-Bridge System at any time and will be able to replace these documents with updated versions in case revisions are needed.

Mail the designated documents to Eikei University of Hiroshima. Some application documents must be submitted by postal mail (see below), and they have to be received by the university before the deadline.

2 Application Documents and Submission Methods by Selection Category

Application Document	Form	How to Submit	Selection Category	
			Selection of International Students	Integrated Selection of Japanese Students in English
Application Form	Download from Eikei's Online Application System *	Upload to J-Bridge System (PDF Format)	○	○
Statement of Purpose	Download Forms from the Website of Eikei University		○	○
Activity Report			○	○
Short Essay			○	○
Education History			○	○
Official Transcripts	Forms Designated by Each School	By Postal Mail (e.g., EMS, FedEx, etc.)	○	○
Verification of the Applicant's Proficiency in English	Download Forms from the Website of Eikei University		Only Applicable Applicants	Only Applicable Applicants
Certificate or Official Test Scores of the English Proficiency Test	—	Online Procedure	○	○

(*) Download the PDF document, which will be automatically created by the Online Application System upon registration.

3 Important Notes for Applicants

(1) Application Procedures

- **Incomplete application procedures and documents will not be accepted. Review all documents carefully prior to submission.**
- Once the application is accepted by the university, changes to the submitted documents will not be allowed. However, if there are changes in “Name,” “Current Address,” or “Contact Information,” please contact the New University Establishment Center by email.
- If the information in the application is found to be incorrect or false, eligibility for examination or admission may be revoked.
- Upon confirmation of the application, the documents received and the admission fee paid will not be returned. However, if you submit original versions of documents such as graduation certificates or English proficiency test scores, the original documents will be returned to you by mail after the selection, regardless of selection outcome.

In addition, if you decided not to submit an application to Eikei University of Hiroshima after paying the admission fee, the admission fee will be refunded. In this case, please contact the New University Establishment Center by email before Wednesday, March 31, 2021.

(2) Notes for Preparing Application Documents

- Forms designated by the university need to be downloaded from the university’s website and completed using a personal computer (not handwritten). The font size for all documents should be 10.5 points or larger.
- Application documents must be filled in English.
- In general, in the application form, please describe only your activities undertaken after entering secondary school.
- If you have application documents written in a language other than English, attach an English translation of the documents, with the translation verified by a public institution, such as the school attended.

(3) Notes on Preparing Application Documents for Uploading to J-Bridge System (Application Document Submission Site)

- Only PDF format is accepted for documents uploaded to the J-Bridge System.
- Please create a PDF file for each application document. Please convert the application from Microsoft® Word to PDF format (A4 size). Do not set a password or security.
- For the Activity Report, up to 3 (three) reference materials (either as PDF files or URLs) can be attached. Please prepare the reference materials as PDF files separate from the application documents.
- Image files (e.g., documents captured by camera) will not be accepted as application documents. Data whose contents are unclear may need to be resubmitted.
- The file names of the application documents should be “Examination ID Number of Online Application System (12 digits) _ Name of Document _ Name”. The file name can be in either Japanese or English.
(Example) Application form: “012345678912 _ Application Form _ JaneDoe.pdf”

4 Details of Application Documents

Application Document	Contents and Method of Submission
Application Form	<p>Automatically generated PDF file can be downloaded after registering through the Online Application System. You will then upload this PDF to the J-Bridge System.</p> <p>NB: The form will be created with “Address Sheet for Pasting Envelope” in the PDF file. Please submit it without deleting this address sheet.</p>
Statement of Purpose	<p>Enter your reasons for applying to Eikei University of Hiroshima, such as “What I want to learn at Eikei” “Reasons or background for choosing Eikei” and “How I hope to make use of what I learned at Eikei” based on your own experience and learning. Upload this as a PDF document to the J-Bridge System.</p> <p>* Please use the designated form and complete it within one (1) A4-size page (approx. 500 words).</p>
Activity Report	<p>List up to three activities you have undertaken that you are most proud of, such as high school learning, extracurricular activities, competitions, group activities, community-based activities, volunteer work, etc., and upload them to the J-Bridge System.</p> <p>*Please use the designated form and complete it within three (3) A4-size pages (approx. 1500 words).</p> <p>*You can submit up to 3 reference materials or URLs (optional) that show the outcomes of your activities. You can submit URLs, such as those for YouTube videos, as well as PDF file.</p> <p>However, you cannot submit a shared link for online storage (Google Drive, DropBox, etc.).</p>
Short Essay	<p>(For the first admission window in November)</p> <p>Please read the 3 reference materials assigned by Eikei University of Hiroshima that discuss a particular topic, organize your points of discussion, and upload them to the J-Bridge System. Themes and reference materials were published on the University website at 9:00 on Wednesday, November 4, 2020.</p> <p>*Please use the designated form and write up to two (2) A4-size pages (approx. 1000 words total).</p> <p>(For the second admission window in February)</p> <p>Please refer to “Short Essay Question - Second Window - ”, which is uploaded on the website and upload your “Short Essay” to the J-Bridge System.</p> <p>The theme has been published on the University website at 9:00 on Tuesday, December 8, 2020.</p> <p>*Please use the designated form and write up to A4-size pages (within 2 pages).</p>
Education History	<p>Only those who have graduated from a secondary school outside Japan should submit it. Please fill in your Education History from primary to secondary school (Equivalent to records of entering elementary school through graduating from high school in Japan) and upload them to the J-Bridge System.</p> <p>*Please use the designated form.</p>
Official Transcript	<p>Please submit it by mail. Refer to “Appendix: Official Transcript (p.15)” for details.</p>
Verification of the Applicant’s Proficiency in English	<p>The documents must be certified by a school official and be officially sealed in a school envelope before being issued to the applicant.</p> <p>The applicant’s English ability must be certified based on “academic achievement in English at secondary school,” “outcomes of English-related extracurricular activities,” “external English proficiency test not recognized as official records) scores, etc.,” etc., and the school must provide a brief summary.</p> <p>It is not necessary to enclose supporting documents.</p> <p>*Please use the designated form.</p>
Certificate or Official Score of the English Proficiency Test	<p>Through the Online Application System, please register up to three scores or certified grades. Please check “5 Submission of Official Test Score of English Proficiency Tests (p.9)” and complete the necessary online procedures for each English proficiency test you have registered.</p> <p>Note: Original TOEIC® score reports must be mailed by post if applicants wish to use TOEIC® scores for selection.</p>

5 Submission of Official Test Scores of English Proficiency Tests

Test scores registered by applicants will be verified online with the testing institutions listed below. Only verified scores will be used for the review.

- Contact the test organization for information related to issuing each transcript.
- It may take some time for the documents to arrive at the university after the test score is requested, so please prepare them in advance.

Name	Type of Test	How to Submit
TOEFL®	TOEFL iBT®	Complete the request procedures for sending the Official Score Report directly to the university. The ETS registration code number for Eikei University of Hiroshima is C765.
	TOEFL ITP® Plus for China	Send score and interview data to the university via the Vericant Student Portal. Please select “Eikei University of Hiroshima (Undergraduate School)” as the recipient.
	TOEFL ITP® Special Test for Eikei Applicants	No action required. Score reports will be sent by the testing organization to Eikei University of Hiroshima directly.
IELTS™	IELTS™ (Academic Module) IELTS™ Indicator	<ol style="list-style-type: none"> ① Per the procedures specified by the testing organization, an additional transcript should be issued from the Electronic transmission system. ② Register the “Test Report Form (TRF) Number” on the Online Application System of Eikei University.
Cambridge English	C2 Proficiency C1 Advanced B2 First B2 First for Schools B1 Preliminary B1 Preliminary for Schools A2 Key A2 Key for Schools	<ol style="list-style-type: none"> ① From the Candidate Results page of the Cambridge English official site, select Result Verification Service. Choose to share the test results with “EIKEI UNIVERSITY OF HIROSHIMA” and then select “Send my report.” ② Register the “Reference Number (8 or 12 Alphanumeric Characters)” on the Online Application System of Eikei University
TOEIC®	TOEIC® L&R+S&W TOEIC® L&R	Please mail the original score report to the New University Establishment Center.
Practical English Proficiency Test (Eiken)	Eiken British Test CBT British Test S-CBT S-Interview	Register “Year of Exam,” “Session Number” and “Examinee ID (7 Alphanumeric Characters)” on the Online Application System.
GTEC	GTEC CBT	Register the “Test ID (9 Alphanumeric Characters)” on the Online Application System.
TEAP (4 Skills)	TEAP TEAP CBT	Register the “TEAP Exam Number (Registration ID, 11 digits)” on the Online Application System.

Appendix: Official Transcript.

The table below shows some of the eligibility requirements. In cases in which required documents cannot be issued due to the educational system of the country or region, contact the New University Establishment Center by email.

- Documents issued after April 1, 2020, will be considered valid.
- Submit original documents. In cases in which only copies of original documents are available, copied documents must be verified by a public institution such as a school.
- If you were enrolled in more than one school, whether in Japan or abroad, submit the official transcript of each school you attended.

Eligibility for Application	Documents to be Submitted
A person who has completed or expected to complete 12 years of school education outside Japan	① Official Transcript ② High School Diploma or Certificate of Graduation (Completion), or Certificate of Prospect of Graduation (Completion) *Please send this by mail, in the form specified by each school.
A person who has completed, or is expected to complete, their course of study at an overseas educational institution recognized by the Japanese Ministry of Education, Culture, Sports, Science and Technology	① “Chosa-sho 調査書” as Specified by the Ministry of Education, Culture, Sports, Science and Technology, sealed by the principal *Please send it by mail ② *If the survey is not issued due to school circumstances, please submit a “Certificate of Graduation (completion)” or “Certificate of Prospect of Graduation (completion).”
A person who has completed a 12-year course at an international school in Japan or overseas, certified by an international certification organization (WASC, ACSI or CIS) (prospect)	① Official Transcript ② High School Diploma or Certificate of Graduation(Completion), or Certificate of Prospect of Graduation (Completion) *Please send it by mail, in the form specified by each school.
International Baccalaureate Diploma Holder (Prospect) *Both Japanese and English DP are Acceptable.	① Official Transcript ② High School Diploma or Certificate of Graduation (Completion), or Certificate of Prospect of Graduation (Completion) ③ International Baccalaureate Diploma (Copy) ④ International Baccalaureate Final Examination Certificate for 6 Subjects (Copy) *Please send these by mail, in the form specified by each school. *Those who are expected to obtain this qualification will be required to submit the "Certificate of Prospective Acquisition" prepared by each school. Please contact the New University Establishment Center by email.
Abitur Qualifications acquired (Prospect) Certified Baccalaureate (Prospect) GCE A Level Qualifier (Prospect)	① Official Transcript ② Certificate of Graduation (Completion) or Certificate of Prospect of Graduation (Completion) ③ A Document Certifying the Acquisition of a Qualification (Copy) *Please send these by mail, in the form specified by each school. *Those who are expected to obtain this qualification will be required to submit the "Certificate of Prospective Acquisition" prepared by each school. Please contact the New University Establishment Center by email.
Graduates of a Japanese high School or Secondary School (Prospect)	“Chosa-sho 調査書” *Please send it by mail in the form designated by the Ministry of Education, Culture, Sports, Science and Technology and sealed by the principal. *If 調査書 cannot be issued by your Japanese high school, please submit a “Certificate of Graduation (Completion)” or “Certificate of Prospect of Graduation (Completion).”

1 Application Procedure

Pre-Application Preparation



Prepare the following three items before registering your application on the Online Application System.

- Email Address
- Applicant's Photographic Data
A photograph taken within 3 months before the filing of the application (Front upper body (upper chest), No hat, No background, The applicant's face must be clearly identifiable)

*When you upload photo data, you can adjust the size on the screen.

Recommended sizes: 560 px H × 420 px W (4 cm × 3 cm), up to 4 MB

Recommended data format: JPEG

- A printer
Required for printing an “Address Sheet for Pasting to Envelope” if you are mailing within Japan.



Registration of User on the Online Application System for Applying and Enrollment



- ① Access the “Online Application System” from the Eikei University of Hiroshima website and register as a user.
- ② Enter your application information and upload your photo data.

*When you register as a user of J-Bridge System, you need the “Reception Number of the Online Application System”.

*Application registration and enrollment procedures are conducted through the “Online Application System.” Be sure to keep your user ID and password.

*(For applicants who have Kanji names) Only the set of standard Kanji letters (常用漢字) can be used for registering applicants' names, addresses, etc. If any Chinese characters cannot be registered at the time of application, please enter alternative characters.

*After the online application is completed, registration information cannot be modified. Make sure to check the contents carefully before submission.



Payment of Admission Fees (17,000 JPY)



- Payment Method
 - Credit Card
 - Convenience Store (Only available in Japan)
 - Post Office and Bank ATMs (Pay-easy) (Only available in Japan)
 - Internet Banking (Only within in Japan)

*Standard banking fee will be applied.



Registering as a User and Uploading Application Documents to the J-Bridge System (Application Document Submission Site)

STEP 4



- ① Follow the instructions on the Online Application System to access the “J-Bridge System” and register as a user.
- ② Upload the application documents as specified by the J-Bridge System.
Application documents may be submitted or replaced with an updated version at any time during the application period until the final submission procedure is completed on the J-Bridge System.
Please click the “final submission procedure(最終提出手続き)” button after uploading all the application documents.

*Be sure to keep your user ID and password.

*The registration screen is in Japanese only. Please follow the [link](#) here for details about using the J-Bridge System (with English subtitles).



Mailing Application Documents

Send “mail only” application documents by postal mail or by courier services as follows (note: the university does not accept in-person submissions):

- Receipt of application documents will not be made, so the use of a postal tracking service for the confirmation of delivery is recommended.
- In case of missing or incomplete application documents, the university will contact applicants by registered telephone number or email address.

STEP 5



Mail within Japan

Attach “Envelope Address Sheet (download it with the application form)” to a commonly available No.2-square envelope and mail it by Express Registered mail (簡易書留速達).

Mail from outside Japan

Submit documents by post or by a courier service, such as EMS, DHL, FedEx, etc., that has a tracking option.

After sending the application, contact the New University Establishment Center with the following information by email:

“Online Application System Reception Number” “Applicant’s Name” “Selection Category” “Contact Details (Phone Number and E-mail Address)” “Country/Region of Residence” and “Mail/Courier Tracking Number”

2 Issuing Examination ID

“Examination ID for Applicant” will be sent to the email address registered on the Online Application System.

Online Examination

1 Preparation for Exam-Taking

- Prepare a quiet environment (e.g., a room at home or school).
- Prepare a computer and earphones or headphones for a video meeting.
*Smartphones and tablets can also be used. However, it is recommended that you use a personal computer connected to a wired LAN.
- If you are concerned about the internet environment or cannot prepare a computer for the online examination, please contact the New University Establishment Center by email.
The university will prepare a test site (Hiroshima Campus of Prefectural University of Hiroshima) for a limited number of applicants. But there is a limit to the number of rooms and terminals for the examination, so please prepare your own as much as possible.
- Applications to be used on the day of the online examination will be informed to those who have passed the first-stage exam. Please install these on your personal computer before the online examination date.

2 Considerations for the Online Examination

- No person other than the examinee may be present or enter the examination room.
- As a general rule, applicants will not be allowed to enter or leave the examination room or online examination room during the examination. If you leave the room without the permission of the examiner, you may not be allowed to re-enter the room.
- Only the equipment required for the test can be used. In addition, using devices other than those designated by the university is not permitted.
- If the internet connection is lost during the exam, or if the exam is deemed too difficult to continue due to the internet environment, the exam may be stopped. In this case, reexamination or other examination subjects may be used for evaluation. Failure of connections due to the internet environment shall not affect the evaluation of the applicant.
- Recording of exam details and disclosing them to others is not permitted.
- In addition to the examination ID, the applicant may be required to present identification documents (e.g., Student ID card with a photograph of your face, passport, driver's license, etc.).
- To ensure a fair examination, the university will record the entire examination period. Recorded data will be strictly managed by the university and will only be used for the admission selection.
- To prevent fraud, we do not allow the use of virtual backgrounds during the online examination.
- During the examination, we will not allow any means to communicate with others who are not taking the exam.
- If a violation of the above is found on the day of the online exam or after the exam, and if it was judged to be an instance of fraud, all test results will be deemed invalid. The university will also cancel the applicant's acceptance and admission.
- Additionally, if the university instructs applicants to take certain actions, please follow these instructions.

Notice of Results

Applicants will be notified of the results of the first stage of selection and the final admission results via the “Announcement of Successful Applicants Site”.

Procedures for checking the result of acceptance or rejection

Access the “ Announcement of Successful Applicants Site ” from Eikei University of Hiroshiam website or Online Application System.
<https://www.gouhi.com/eikei-u/>



Follow the on-screen instructions to enter “Examination ID Number” and “Date of Birth.”



The results will be displayed.

Enrollment Procedure

The “Letter of Acceptance” and “Enrollment Procedure Guide” will be sent to successful applicants at the address registered on the Online Application System.

If their address at the time of application is outside of Japan, successful applicants will receive the Letter of Acceptance by mail and the documents related to enrollment procedures by email.

1 How to Enroll at Eikei University of Hiroshima

Please register for the enrollment procedures (Registration of guarantor information, payment of enrollment fees, etc.) through the Online Application System and submit the necessary documents by express mail (if outside Japan, postal or courier services with delivery tracking, such as EMS, DHL, FedEx, etc) within the enrollment procedures period. Please note that in-person submission of documents will not be accepted.

- The standard bank fee is applied for payment of the enrollment fee.
- A Letter of Acceptance will be mailed to those who have completed the enrollment procedures.
- If you fail to obtain the admission qualifications by **September 29, 2021**, your admission will be revoked.

2 Enrollment Fee

Student Categories	The Amount of the Enrollment Fee(Prospect)
Persons Domiciled in Hiroshima Prefecture <small>* (1st Application Window) Applicable to those who have been living in Hiroshima Prefecture between the period of December 1, 2019, and November 30, 2020. * (2nd Application Window) Applicable to those who have been living in Hiroshima Prefecture between the period of March 1, 2020, and February 28, 2021.</small>	282,000 JPY
Persons other than the above	394,800 JPY

*Successful applicants will be given guidance regarding other expenses (other than the enrollment fee) that need to be paid at the time of the enrollment procedures.

3 Admissions Office

Eikei University of Hiroshima, New University Establishment Center
1-5 Nobori-cho, Naka-ku, Hiroshima 730-0016, Japan
Tel: +81 (0)82-225-6224 (9:00 am – 5:00 pm on weekdays)

If you contact by emails, make sure to send them to the two addresses below.

E-mail: euh_admissions@pu-hiroshima.ac.jp
eikei-intloffice@pu-hiroshima.ac.jp

4 Additional Notes for the Enrollment Procedures

- Persons who fail to complete the enrollment procedures within the specified period shall be deemed to have declined admission.
- If you wish to decline the offer of admission before **September 29, 2021**, but after the enrollment procedures have been completed, please contact the New University Establishment Center by email.
- Once accepted, documents related to the enrollment procedures and the enrollment fees already paid will not be refunded. However, if you do not submit documents related to the enrollment procedures to the university after the payment of the enrollment fees, etc., the enrollment fees will be refunded. Please contact the New University Establishment Center by email by Wednesday, March 31, 2021.

5 Tuition Fee

(1) Tuition (Prospect)

535,800 JPY per annum

(2) Method of payment

In principle, a bank transfer (only possible from bank accounts in Japan) shall be made for tuition. Annual tuition will be paid in 2 installments: The first term (due on the last day of May of the first year and then on the last day of April from the second year) and the second term (due on the last day of October).

(3) Reduction, exemption and deferment of tuition fees

Students whose family face economic difficulties or unforeseen disasters, may be granted a reduction or deferral of tuition fees.

6 Purchasing a Personal Computer (A Laptop Computer)

Students at Eikei University are required to bring their own personal computing devices to the university, per the BYOD (Bring Your Own Device) policy. After completing the enrollment procedures, you will be informed of the minimum specifications of the BYOD terminal and the university's recommended models.

If you already have a computer that meets the specifications indicated by Eikei University, you do not need to purchase a new one.

7 Expenses Required After Admission

Expenses for textbooks and study abroad, extracurricular activities (transportation expenses, accommodation expenses, etc.) are required in addition to annual tuition.

Students with Special Needs

If an applicant wishes to request arrangements for special needs, please contact the New University Establishment Center by phone or email before the end day of the application period. Depending on the specification of your special needs request and the timing of your application to the university, your request may not be met.

Please see the university website for details.

Scholarships and Student Dormitories

1 Scholarships

In addition to the Japan Student Services Organization Scholarship, there are scholarship programs offered by foundations and other organizations for international students.

2 Student Dormitory

Eikei University of Hiroshima has an on-campus student dormitory. Details of the facilities, dormitory fees, as well as application procedures for applicants wishing to enter the dormitory will be announced with the guide to enrollment procedures. (International students will be prioritized for the on-campus dormitory.)

Acquisition of Student Visa and Resident Card (Only Applicable Persons)

Students coming from abroad to study at Eikei University of Hiroshima must have college student status of residence or another appropriate status of residence such as a diplomatic, official, or dependent status. You need to complete the student visa application procedures as prescribed in the Immigration Control and Refugee Recognition Act.

Additional information concerning college student status of residence will be sent to each student after acceptance.