

Sutinee Potisuwan

กองพัฒนภาษาและกิจการต่างประเทศ

มหาวิทยาลัยเรตทอ

From: 加藤美南 <mkato24@ad.reitaku-u.ac.jp>
Sent: 1 ตุลาคม 2562 14:08
To: International
Cc: Chakrit Fuangprang; Sutinee Potisuwan; kanhaso20@hotmail.com; Okumura Masashi
Subject: [Reitaku University/Spring 2020]Application for Exchange Program Admission
Attachments: Fact Sheet.pdf; Application Materials for Spring 2020 .pdf; ♦Application Forms.zip

รับที่ 0502
วันที่ - 1 ต.ค. 2562 เวลา 16:50

Dear Partner ,

Greetings from Reitaku University! Hope this mail finds you well.

Reitaku University is happy to announce the opening of exchange program application for Spring 2020.

I have attached;

- ① Our fact sheet which contains information regarding the Spring 2020 exchange program.
- ② A list of required application materials
- ③ Application forms

Deadline for nomination is **October 15th, 2019.**

Materials should be sent by both email and mail by November 15th.

If you have any inquiries about the exchange program, please contact us.

Sincerely,

Minami Kato

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麗澤大学 教務グループ

加藤 美南(Minami Kato)

Email: mkato24@ad.reitaku-u.ac.jp

Tel: 04-7173-3605 (平日 8:30~17:30)

090-4732-5440

FAX: 04-7173-1100

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▼ Reitaku Journal ~ 麗澤人が語るリアルストーリー ~ <http://www.reitaku-u.ac.jp/journal/>

▼ 大学公式HP <http://www.reitaku-u.ac.jp/>

▼ 大学公式SNS

facebook: <https://www.facebook.com/reitaku.university/>

กองกลาง สำนักงานอธิการบดี

รับที่ 213022

วันที่ - 2 ต.ค. 2562

เวลา 10.23 น.

เรียน อธิการบดี

ด้วย Reitaku University ประเทศญี่ปุ่น ประชาสัมพันธ์โครงการแลกเปลี่ยนนิสิต ณ Center for Japanese Languages Education, Spring semester 2020 ณ Reitaku University ประเทศญี่ปุ่น เป็นระยะเวลา 1 ภาคการศึกษา ระหว่างวันที่ 27 มีนาคม - 31 กรกฎาคม 2563 เพื่อศึกษาภาษาญี่ปุ่น แบบลงทะเบียนเรียนและสามารถโอนหน่วยกิตได้ รายละเอียดดังเอกสารแนบท้าย ทั้งนี้ นิสิตผู้ได้รับการคัดเลือกนิสิตจะได้รับการยกเว้นค่าธรรมเนียมการศึกษาและที่พัก จาก Reitaku University โดยมหาวิทยาลัยนเรศวรสามารถเสนอชื่อเข้าร่วมได้จำนวน 1 ราย ซึ่งนิสิตต้องมีคุณสมบัติ ดังนี้

- 1) ผ่านเกณฑ์ของม.นเรศวร คือ 1.1 เป็นนิสิตมหาวิทยาลัยนเรศวร และมีสถานภาพเป็นนิสิตมหาวิทยาลัยนเรศวรจนเสร็จสิ้นโครงการฯ 1.2 มีผลการเรียนไม่ต่ำกว่า 3.00 และ 1.3 มีผลคะแนนภาษาอังกฤษ CEPT ไม่ต่ำกว่าระดับ B1 30 คะแนน

- 2) ผ่านเกณฑ์ของ Reitaku University คือ มีทักษะความรู้ทางด้านภาษาญี่ปุ่น เทียบเท่าระดับภาษาญี่ปุ่น JLPT ระดับ N3 ขึ้นไป (Japanese Language Proficiency Test: JLPT)

ทั้งนี้ นิสิตผู้ประสงค์เข้าร่วมโครงการ นิสิตต้องเป็นผู้รับผิดชอบค่าใช้จ่ายอื่นๆ ทั้งหมด โดยต้องเป็นผู้ที่มีคุณสมบัติเป็นไปตามเกณฑ์ข้างต้นขอได้โปรดส่งเอกสารประกอบการสมัคร ได้แก่ 1) แบบฟอร์มการสมัครของ Reitaku ดังเอกสารแนบท้าย 2) ใบแสดงผลการเรียน (Transcript) 3) หนังสือรับรองการเป็นนิสิต (ภาษาอังกฤษ) และ 4) หนังสือยินยอมและรับทราบค่าใช้จ่ายในการเข้าร่วมโครงการฯ

จึงเรียนมาเพื่อโปรดพิจารณา เห็นควรแจ้งประชาสัมพันธ์คณะ/วิทยาลัย และประชาสัมพันธ์ผ่าน Website และเฟสบุ๊ก NU Scholarship และหากมีนิสิตประสงค์เข้าร่วมโครงการ ขอความกรุณาคณะ/วิทยาลัยเสนอชื่อมายังกองพัฒนาภาษาและกิจการต่างประเทศ ภายในวันที่ 11 ตุลาคม 2562 เพื่อเสนอชื่อไปยัง Reitaku University ต่อไป

อธิการบดี
1 ต.ค. 62

|| อ.ดร. / ว.น.ล.ค
ภาควิชา ๑ ๑๑๑๑๑๑
In - W
๑ ๑๑๑๑

Instagram: <https://www.instagram.com/reitaku.university/>

LINE ID: @reitakuuniversity

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หนังสือยินยอมและรับทราบค่าใช้จ่ายในการเข้าร่วม
โครงการแลกเปลี่ยนนิสิตระยะยาว (Spring 2020) ณ Reitaku University ประเทศญี่ปุ่น

1. Reitaku University รับผิดชอบค่าธรรมเนียมการศึกษาและค่าที่พักตลอดโครงการ
2. ระยะเวลาเข้าร่วมโครงการ คือ ระหว่างวันที่ 27 มีนาคม – 31 กรกฎาคม 2563 เป็นระยะเวลา 1 ภาคการศึกษา
3. นิสิตผู้เข้าร่วมโครงการต้องเป็นผู้รับผิดชอบค่าใช้จ่าย โดยประมาณการ รายละเอียดดังนี้

ที่	รายการ	จำนวนเงิน	
		เยนญี่ปุ่น	บาท*
1.	ค่าใช้จ่ายส่วนตัวรายเดือน	60,000เยน/เดือน	16,800บาท/เดือน
2.	ค่าตัวเครื่องบินระหว่างประเทศไปกลับ	-	20,000บาท
3.	ค่าหนังสือเดินทาง (Passport) (กรณียังไม่มี)	-	1,000บาท
4.	ค่าธรรมเนียมวีซ่าเข้าประเทศญี่ปุ่น	-	1,600บาท
5.	ค่าประกันสุขภาพในประเทศญี่ปุ่น (มหาวิทยาลัย Reitaku บังคับ และไม่สามารถใช้ประกันสุขภาพที่มีอยู่ในประเทศไทยทดแทนได้)	2,000เยน/เดือน	560บาท/เดือน
6.	ค่าอุปกรณ์ หนังสือเรียน	ขึ้นอยู่กับรายวิชาที่เลือกเรียน	

*อัตราแลกเปลี่ยน ณ วันที่ 1 ตุลาคม 2562 คือ 28 บาท ต่อ 100 เยนญี่ปุ่น

ข้าพเจ้าได้อ่านเงื่อนไขข้างต้น โดยยินยอมและรับทราบเงื่อนไขการเข้าร่วมโครงการเป็นที่เรียบร้อยแล้ว และหากข้าพเจ้าไม่สามารถเข้าร่วมโครงการฯ ไม่ว่าจะกรณีใดๆ ข้าพเจ้ายินดีเป็นผู้รับผิดชอบค่าใช้จ่ายที่เกิดขึ้นทั้งหมด

ลงชื่อ (ผู้สมัครเข้าร่วมโครงการ)

(.....)

วันที่

สำหรับบิดา/มารดา/ผู้ปกครอง

ข้าพเจ้า นาย/นาง/นางสาว.....เกี่ยวข้องกับ.....โดยชอบ
 ธรรมตามกฎหมายของนาย/นาง/นางสาว.....คนละ.....
 โดยเกี่ยวข้องกับ.....โทรศัพท์ติดต่อ..... Line ID (ถ้ามี).....

ขอรับรองว่านิสิตมีสุขภาพ ร่างกายและจิตใจพร้อมที่จะเข้าร่วมโครงการครบถ้วนตามระยะเวลาที่กำหนด
 พร้อมรับทราบและยินดีสนับสนุนค่าใช้จ่ายของนิสิตข้างต้นในการเข้าร่วมโครงการแลกเปลี่ยนนิสิตระยะยาว (Spring
 2020) ณ Reitaku University ประเทศญี่ปุ่น

ลงชื่อ (ผู้ปกครอง)

(.....)

วันที่.....



Reitaku University Fact Sheet

Spring 2020 / Fall 2020

Contact							
Contact Person	<p><u>Minami Kato</u> Admission, Course Selection, Syllabus ✉ studyabroad@ad.reitaku-u.ac.jp</p> <p><u>Student Support Section</u> Visa, Dormitory, Health check ✉ gakuseitanto@ad.reitaku-u.ac.jp</p> <p><u>International Exchange Center</u> Conversation Partnership, JASSO scholarship ✉ g_affairs@reitaku-u.ac.jp</p>						
Application Procedure							
Nomination Deadline	<p>Spring 2020: <u>September 30, 2019</u></p> <p>Fall 2020: <u>March 20, 2020</u></p>						
Nomination Procedure	<p>Please send a nomination email to following address; studyabroad@ad.reitaku-u.ac.jp</p> <p>Nominations should include the student's name, gender, birthday, nationality, term abroad, and academic area of focus. If these details are not possible by the requested date, please send the expected number of nominated students for that term.</p>						
Documentation Deadline	<p>Spring 2020: <u>October 31, 2019</u></p> <p>Fall 2020: <u>April 20, 2020</u></p> <p>All application materials must be submitted by both email and mail.</p>						
Materials	Details are on the attached file "Application Materials for Spring 2020"						
Academic Calendar							
Spring Semester 2020	<table> <tr> <td>March 27</td><td>Dormitory Entrance</td></tr> <tr> <td>March 28-April 6</td><td>Orientation Weeks</td></tr> <tr> <td>April 8-July 31</td><td>Class Period</td></tr> </table>	March 27	Dormitory Entrance	March 28-April 6	Orientation Weeks	April 8-July 31	Class Period
March 27	Dormitory Entrance						
March 28-April 6	Orientation Weeks						
April 8-July 31	Class Period						
Course Selection							

Language	Japanese / English
Registration	<ul style="list-style-type: none"> • Course registration process begins after the program starts. • Please be noted that some courses for degree students are not available for exchange students. • Minimum required hours of classes per week in Reitaku University is 10 hours (≒ 7 courses).
Japanese Language Courses	<p>We will open Japanese language courses at 5 levels.</p> <p>Number of classes per week depends on the course and course will be determined by the result of a placement test you will take after your arrival to Japan.</p>
Courses Offered in English	<p>We have some courses offered in English.</p> <p>For the details, please contact us</p>
Tuition	
Fee	<p>The amount depends on the credits you registered. (10,000 JPY/credit)</p> <p>※Please note that textbook fees are not included.</p>
Payment Dates	<p>Spring semester: mid of May</p> <p>Fall semester : mid of October</p>
Dormitory	<p>Most exchange students live in the on-campus dormitory.</p> <p>We will make every effort to meet your preferences, however please note that there is a possibility to live in the other dormitory.</p> <p>http://www.reitaku-u.ac.jp/koho/english/campus-life/campus-life03.html</p>
Fee	<p><u>A~C</u></p> <p>First Semester : ¥303,000</p> <p>Second Semester : ¥253,000</p> <p><u>D</u></p> <p>First Semester : ¥ 268,000</p> <p>Second Semester : ¥ 218,000</p>
Bedding Rental	<p>One Year : ¥24,000</p> <p>One Semester : ¥14,000</p>
Others	
Expected Date of Arrival	<p>March 28</p> <p>※ Our staffs and students will go to Narita for exchange students' pick-up.</p>

Visa	<p>Reitaku University will apply Certificate of Eligibility (CoE) for all exchange student to make the examination procedures be smoothly carried out.</p> <p>※CoE supposed to be issued in the middle of Febuary.</p>
Health Insurance	<p>Each students must enroll into the National Health Insurance system. It costs around ¥1,500-¥2,000/month.</p> <p>Students will get the benefits that 70% of medical fees reduction with an insurance card at the time of receiving medical treatment/prescription medicines.</p>
Other Insurance	<p>We highly recommend that students to insure themselves to the overseas travel insurance.</p>
Wi-Fi	<p>Campus Wi-Fi is available with ID which will be given at IT orientation.</p> <p>Until students get the ID, please use free Wi-Fi areas below;</p> <ul style="list-style-type: none"> • KAEDE 1st Floor Student Lounge • Reitaku Center for Advanced Studies and Lifelong Education 1st Floor 'HOAIE' (foyer) • Reitaku Student Plaza 'HANAMIZUKI'
Working	<p>Students are not allowed to work during their stay in Japan. However, those who take 2nd semester may be able to work part-time only if they get good grades on 1st semester and permissions from assigned teacher at Reitaku University and home school teacher.</p>
Conversation Partnership Program	<p>Reitaku University have a program to connect the Japanese students who would like to learn other cultures and help international students, with foreign students who would like to have assistances on Japanese and also like to have Japanese friends.</p>

Application Materials for Spring 2020

To apply studying abroad program at Reitaku University, please submit materials below for each student.

	Materials	Format No.
1	Application for Admission	01
2	Pledge	02
3	Certificate of Health #The document must be filled out by a physician #Read the direction(03-3) about the measles examination requirement	03-1、03-2
4	Application Form for the Dormitory	04-1
5	Dormitory Pledge	04-2
6	8 pieces of photograph (40mm×30mm) #The photo must be sharp and clear. # Read the direction about the photo (05).	-
7	Letter of Recommendation # The recommendation should be written by students' professor.	-
8	Certificate of Enrollment	-
9	Official Transcript	-
10	Copy of the Results of the Japanese-Language Proficiency Test # Those who will participate Japanese Language Courses only.	-
11	APPLICATION FOR CERTIFICATE OF ELIGIBILITY # Sending us as a digital excel file would be appreciated.	06
12	Copy of Passport # The page which your photo and passport number are included.	-
13	List of family members	07
14	The letter to the Immigration Bureau if the student have stayed in Japan more than one month with a "Temporary Visitor" visa #If applicable	-

★All original materials must be submitted to the following address. Sending soft copy via e-mail as well would be appreciated by October 31th.

Academic Affairs Section, Reitaku University

2-1-1 Hikarigaoka, Kashiwa-shi

Chiba, 277-0065 JAPAN

Phone : +81-4-7173-3605

FAX : +81-4-7173-3773

E-Mail: studyabroad@ad.reitaku-u.ac.jp

2020年度
麗澤大学特別聴講生
志 願 書

Application for Admission, 2020
Reitaku University

写真貼付欄
4.0cm×3.0cm
最近3ヶ月以内に撮影
した、上半身正面脱帽
のもの
Photo 4.0cm×3.0cm
taken in 3 months,
without hat,
full front face

① 氏 名

志願書の氏名は学生証に記載されるので、パスポートの名前を記入すること。

(The name which you have written in this application form will be printed on your student I.D. card and residence card, so write it as appears in your passport.)

漢字氏名 (Name in full in Chinese Character)

氏 名	姓 Family Name	名 First Name

カタカナ氏名 (Name in *Katakana*)

シ メ イ	姓 Family Name	名 First Name

英字氏名 (Name in English)

N A M E	姓 Family Name
	名 Given Name
	ミドルネーム Middle Name(s)

② 所属大学・学部・学科

大学 (University)	学部 (Faculty)	学科 (Department)

③ 国籍・生年月日・年齢・性別

国 籍 (Nationality)	生年月日 (Date of Birth)	年 齢 (Age)	性 別 (Sex)
	年 月 日生 Year Month Day	歳	男 (Male) 女 (Female)

④ 本国における住所 (Home Address)

TEL.		FAX.	
e-mail			

⑤ 婚姻の有無

婚姻の有無 (Marital Status)	配偶者氏名 (Name of Spouse)
<input type="checkbox"/> 既婚 (Married) <input type="checkbox"/> 未婚 (Single)	

⑥ 両親 (Parents)

父親氏名 (Father's Name in full)		年齢 (Age)	
職 業 (詳細に)			

(Occupation and Position) Be Specific			
母親氏名 (Mother's Name in full)		年齢 (Age)	
職 業 (詳細に) (Occupation and Position) Be Specific			

⑦ 学歴 (Educational Background: From Primary School)

学 校 名 (Name of School)	住所 (詳細に) (Address) Be Specific	期 間 (Period)		年 数 (Period of Attendance)
		自 (From)	至 (To)	
				年 Year(s)
				年 Year(s)
				年 Year(s)
				年 Year(s)
				年 Year(s)
				年 Year(s)

⑧ 日本語学習歴 (Japanese Language Educational Background)

学 校 名 (Name of School)	所 在 地 (Location)	期 間 (Period)		年 数 (Period of Attendance)	週 の 学習時間 (Hours/Week)
		自 (From)	至 (To)		
				年 Year(s)	
				年 Year(s)	

⑨ 職歴：兵役を含む (Employment Record including Military Service)

勤務先名称および所在地 (Name and Address of Employer)	職務内容 (Type of Work)	職務上の地位 (Position)	期 間 (Period)	
			自 (From)	至 (To)

⑩ 出入国歴 (Entry and Departure Record)

入国年月日 (Entry Date)	出国年月日 (Departure Date)	在留資格 (Status)	入国目的 (Entry Purpose)

さらに出入国歴がある場合はいかに記入して下さい。(If you have visited Japan more than 5 times, give us the above information by filling in the below.)

⑪ 修学理由 (Reason of Study Abroad)

⑫ 本学で聴講（学習）したい科目・分野・関心事・聴講希望期間等
(Study Period, subject, field of study and interests in Reitaku University)

◆ ^{りゅうがくまかん} 留学期間 (Study Period)	
<input type="checkbox"/> 半年 (Half year)	2020 年 year 4 月 month ~ 2020 年 year 8 月 month
<input type="checkbox"/> 1 年 (One year)	2020 年 year 4 月 month ~ 2021 年 year 3 月 month
◆ ^{にほんご} 日本語コースの ^{じゅこうきぼう} 受講希望 (Japanese Language Courses Participation)	
<input type="checkbox"/> ^{きぼう} 希望する (Yes)	<input type="checkbox"/> ^{きぼう} 希望しない (No)
^{きぼう} 「希望する」と答えた方は以下の質問にお答えください。(If yes, please answer the following questions.)	
① ^{にほんごがくしゅうれき} 日本語学習歴 (Have you ever studied Japanese?)	
<input type="checkbox"/> あり (Yes)	<input type="checkbox"/> なし (No)
② Japanese Language Proficiency Test (JLPT)	
N____ <input type="checkbox"/> acquired · <input type="checkbox"/> failed (____/180 points)	
③ Period / hours of learning Japanese	
^{がくしゅうまかん} 学習期間(Period): 年 year 月 month ~ 年 year 月 month	
^{がくしゅうじかん} 学習時間(Hours): ____ hours	

以上の通り相違ありません。(I hereby declare that the statement is true and correct.)

日 付 (Date)

志願者氏名

(Name of Applicant)

署 名 (Signature)



麗澤大学

Reitaku University

〒277-8686 千葉県柏市光ヶ丘2-1-1

2-1-1, Hikarigaoka, Kashiwa-shi,

Chiba-ken, 277-8686 Japan

Phone: 04-7173-3601 Fax: 04-7173-1100

誓約書 (PLEDGE)

Date : 年 月 日

Year Month Day

麗澤大学

学長 中山 理 殿

私は麗澤大学特別聴講生として、次のことを誓います。

1. 本学の学則と規定を守ること。
2. 日本国の法律と規則を尊重して、それに従い、決して社会秩序を乱さないこと。
3. 日本の習慣を尊重すること。
4. 本学または本学関係者に金銭貸借上の迷惑をかけないこと。

もし故意または不注意によって、上記いずれかの事項を犯した場合は、退学、帰国を命ぜられても何等異存はありません。

I, as a special student of Reitaku University, hereby give my pledge:

1. To obey the regulations and rules of the University;
2. To respect and observe the laws and regulations of Japan, and in no way disturb social order;
3. To respect customs of the country;
4. Not to cause the University or anyone connected therewith to get involved in financial obligations incurred by me;

If, either by design or by negligence, I fail in any of these matters, I will have no objection to being made to leave the University and the country.

現住所

Address _____

氏 名

Name _____

署 名

Signature _____



麗澤大学

Reitaku University

〒277-8688 千葉県柏市光ヶ丘2-1-1

2-1-1, Hkarigaoka, Kashwa-shi,

Chiba-ken, 277-8686 Japan

Phone: 04-7173-3601 Fax: 04-7173-1100

健康診断書

HEALTH CERTIFICATE

氏名: _____ ☐男 ☐女 生年月日 _____ / _____ / _____ 年齢 _____ 歳

Name in full 姓(Family) 名(First) (Middle) Male Female Date of Birth: Year Month Day Age

現住所: _____ 国籍: _____

Present address

Nationality

以下は、医師により日本語または英語で記入されること。(☐ にチェック(☑、または必要事項を記入)

The following must be completed by the examining physician either in Japanese or English. Check appropriate boxes ☐ or give necessary information.

1. 身体検査 Physical Examinations

身長 Height: _____ cm 体重 Weight: _____ kg 脈拍 Pulse ☐ regular ☐ irregular 血圧 Blood Pressure: _____ - _____ mmHg

2. 胸部X線検査の結果を記入して下さい(6ヶ月以上前の検査は無効)

Please describe the results of physical and X-ray examinations of applicant's chest X-ray taken more than 6 months prior to the certification is NOT valid.

撮影年月日 Date of Examination (Year/Month/Day) : _____ / _____ / _____ Film No. _____

所見 Describe the findings of chest X-ray: _____

3. 心身の疾病・障害、または四肢の機能障害 Mental or Physical Diseases or Disorders : ☐ 無 No ☐ 有 Yes

詳細 If yes, describe in detail. _____

4. アレルギーの有無 Allergy : ☐ 無 No ☐ 有 Yes (☐ Food _____ ☐ Drug _____ ☐ Others _____)

5. 現在治療中の病気 Diseases under Treatment at Present : ☐ 無 No ☐ 有 Yes

If yes, describe in detail. Name of the Disease _____

6. 既往歴 Past Diseases not mentioned above : ☐ 無 No ☐ 有 Yes

If yes, describe in detail. Name of the Disease _____

7. 尿検査 Urinalysis : 蛋白質 Protein (_____), ブドウ糖 Glucose (_____), 潜血 Occult blood (_____)

就学上の問題点、校医への申し送り事項 Problems in attendance at school and a message to a medical doctor for Reitaku Univ. _____

申請者の既往歴、診察・検査の結果から判断して、現在の健康の状況は日本留学に充分耐えうるものと思われますか？

In view of the applicant's history and above findings, do you observe his/her health status to be adequate to pursue studies in Japan?

☐ Yes ☐ No

診断の結果、上記の通りに間違いないことを証明する。I hereby certify the above diagnosis.

診断年月日 _____ / _____ / _____

Date of Examination Year Month Day

医師氏名 _____

Physician's Name in Print

署名 _____

Signature

検査施設名

Name of the Clinic of Medical Office

所在地 Address



麗澤大学

Reitaku University

〒277-8686 千葉県柏市光ヶ丘2-1-1

2-1-1, H. Arigaoka, Kashiwa-shi,

Chiba-ken, 277-8686 Japan

Phone: 04-7173-3601 Fax: 04-7173-1100

Additional Information about Required Vaccinations

All students are required to show Measles immunity prior to arriving on campus. If immunization records are not available, a physician can order a blood test (titer) to determine immunity. To meet the requirement you need to complete and sign this form and document one of the options below.

Student Information:

Name: _____ Date of Birth: _____ / _____ / _____ Male _____ Female _____
Year Month Day

Option1: proof and **SIGNATURE** from a doctor/clinic that you have had 2 measles vaccines since 1969, **OR**

Option2: proof and **SIGNATURE** from a doctor/clinic that you have had the disease of measles, **OR**

Option3: proof and **SIGNATURE** from a doctor/clinic that you have a positive measles antibody test,

Option 1- I have received two doses of MMR or Measles Vaccine.

Date of the first immunization: _____ Date of the second immunization: _____

Physician's Name signature: _____ Physician's Name signature: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Option 2- I have had Measles and was diagnosed by my Health Care Provider.

Date of Measles case/diagnosis: _____

Physician's Name signature: _____ Phone: _____

Address: _____

Option 3- I have had a blood test (Measles Titer), which indicates that I am immune to Measles.

Date of blood test: _____ Result: _____

If negative or no proof of immunity, vaccination is necessary. Date of vaccination: _____ / _____ / _____

Physician's Name signature : _____ Phone: _____

Address: _____

Please attach a copy of your immunization records. Do not send originals.

I certify that the above statement(s) are accurate and true to the best of my knowledge.

Student's signature: _____ Date: _____ / _____ / _____
Year Month Day

<注意> 麻疹の検査について

1. 始めに血液検査で麻疹の抗体の数値を検査してください。また、検査結果を健康診断書に添付してください。
2. 抗体値が基準に達しない場合は、予防接種を受けてください。その予防接種の証明書を添付してください。

Attention: Measles Examination Requirement

1. Please have a blood test for the measles and submit the laboratory result with your health certificate.
2. Please have an immunization against measles if your laboratory result doesn't prove you have sufficient antibodies for the measles. Then submit a certificate of your immunization.



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Phone: 04-7173-3601 Fax: 04-7173-1100

2019年度特別聴講生

入寮申込書

Application Form for the Dormitory

年 月 日
Year Month Day

麗澤大学学長 殿

To Reitaku Univ., President

写真 photo
40mm×30mm

学生氏名 Name of Applicant _____ 印
性 別 Sex 男 ・ 女 Male ・ Female

学生署名 Applicant's Signature _____

保護者氏名 Parent's Name _____ 印

保護者署名 Parent's Signature _____

保護者連絡先 Parent's Address _____

Parent's Phone _____

寮の選択 Dorm type ☐ A・B・C棟 A・B・C Dorm
☐ D棟 D Dorm

寮の寝具リース Bedding Rental at the dorm

☐ 希望する Apply / ☐ 希望しない Not apply

入寮を希望する学生は入学手続書類と一緒に麗澤大学国際交流センターへ提出して下さい。
希望の寮に入寮できない場合がありますので、ご了承ください。

If you have an intention to live in the dormitory, please submit this form.

The Residence Hall Office will make every effort to meet your preferences, however please note that you may live in the other dormitory.

Dormitory Pledge

Date: _____

To the President of Reitaku University

In recognition of the opportunity to live in Reitaku University's residence hall, I pledge that:

I clearly understand the vision of dormitory life in this university, shall strictly adhere to the dormitory rules and follow the university's instructions should I violate those rules. I shall also study hard and cooperate with other residents to make residence life more comfortable and enjoyable.

■ Student's Name:

(Last)_____ (Middle)_____ (First)_____

■ Gender: ☐ M / ☐ F

■ Name of the Guarantor:

(Last)_____ (First)_____

■ Address of the Guarantor: (Postal Code _____ - _____)

■ Phone Number: _____ (_____) _____

■ 20____ Academic year

☐ 1st / ☐ 2nd / ☐ 3rd / ☐ 4th year / ☐ Research Student

☐ Faculty of Foreign Studies

☐ Faculty of Economics and Business Administration

☐ Language Education, Graduate School

☐ Economics and Business Administration, Graduate School

☐ Short-term International student from a partner university abroad

Submit to: Residence Hall Office, Student Support Group, Reitaku University
2-1-1- Hikarigaoka, Kashiwa City, Chiba Prefecture 277-8686

* The name and address of the guarantor (a parent in principle) should be written by the guarantor.

* The information in this form shall be used only for the purposes of this declaration.

Vision and Rules of Dormitory Life at Reitaku University

1) Our Vision and Dormitory Rules

Residence Hall at Reitaku University is designed in accordance with our educational vision—to create an environment of wisdom and high moral education for the sustainable future—and therefore it is a principal facility of our educational system. Residents are, therefore, required to enhance their humanistic self-awareness and to cultivate community life in person-to-person interactions. They are also encouraged to cooperate actively in the running of the dormitory so as to hone their skills in governance and the promotion of harmony, leading to rich self-growth.

The residents are requested to observe dormitory rules such as curfew, and to ensure that everything is kept clean and tidy through self-governance with leaders elected from among residents. All residents are encouraged to join events such as dorm-life orientations, unit meetings, and the cleaning of public areas.

2) Key features of dormitory life

The dormitory has self-governance as its policy and students live there observing its rules under unit leaders selected from among residents. All residents are requested to follow the conditions below, since they are designed to help ensure a pleasant, enjoyable life for everyone.

- Meals

In the kitchen spaces there are household appliances including IH cooking stoves that are free for residents to use for everyday cooking. Some additional cooking equipment may need to be purchased personally. The student cafeteria “*Hiiragi*” (meaning Holly tree) is open for residents, too.

- Smoking cigarettes and drinking alcohol are not permitted in the residence buildings.

- Curfew

- When going out or staying out, please tell your floor/unit leaders where you are going and the estimated time of

return, and also, when staying out, please submit a notice (using the designated form) to the Dormitory Office.

- The doors to all the dormitories are locked at 12.00 a.m. (midnight). Please make sure that you are back in your residence before this time. The doors are opened at 6.00 a.m.

- Visitors

- You cannot have non-residents stay in the dormitory.
- No person of the opposite sex is allowed to enter any dormitory.
- When inviting family members, please report this to the Dormitory Office which will issue an "entry permit to the dormitory".

- Cleaning activity

The common areas such as kitchen, laundry, toilets and shower rooms have to be cleaned by the residents themselves, so please join these activities with your floor leader and your unit leader.

- In cases where residents cause damage to / lose the dormitory's property or facilities, intentionally or otherwise, that person must pay the corresponding maintenance fee whatever it is. So please use the facilities carefully.

- The dormitories are closed during the holiday seasons between semesters, however, you may be allowed to continue to stay in your residence upon request.

- A Guidebook for Dormitory Life

More conditions are listed in this book which will be provided on your arrival. We expect all residents to read it so that they do not violate the rules which may result in them being asked to move out

Reitaku University Global Dormitory

1. Dormitory Life

1) Our Vision and Dormitory Rules

The Reitaku dormitory is designed in accordance with our educational vision –to create an environment of wisdom and high moral education for the sustainable future– and therefore it is a principal facility built up through our educational system. Residents are, therefore, required to increase their humanistic self-awareness and to cultivate community life in person-to-person exchanges. They are also encouraged to cooperate actively with the running of the dormitory so as to hone their skills in governance and the promotion of harmony, leading to their rich self-growth.

The residents are requested to observe dormitory rules such as curfew, and to ensure that everything is kept clean and vibrant through self-governance with leaders elected from among residents. By all means you are welcome to join the corresponding events such as dorm-life orientations, Unit meetings, and the cleaning of public areas. If you wish to move into our dormitory under these conditions, please follow the application process listed below.

2) Residence Facilities

<Residence A・B・C>

Private room	A desk with bookshelf, a chair, a bed with mattress, a wardrobe, an air-conditioner, light fixtures, wireless LAN, window curtains, an indoor laundry pole, a trash can
Unit (common area)	<Kitchen> a refrigerator, IH cooking stoves, a micro-wave, a cupboard, a trash can <Living> a dinning set, a low table, sofas, a TV, an air-conditioner, balcony <Lavatory> toilets, a washstand, shower rooms, laundry machines, tumble dryers <Entrance> a shoe shelf
Floor (common area)	A meeting room, a study room, a storage unit, a bathroom
Residential building	A multipurpose hall, A <i>tatami</i> room, a first-aid office, vending machines, AED, a bike-parking slot

※Wireless LAN is free to use in the private rooms.

<Residence D>

Private room	A desk, a chair, a bed with mattress, a wardrobe, a commodity box, a bookshelf, a shoe shelf, an air-conditioner, light fixtures, window curtains, a laundry pole, balcony-facing south
Unit (common area)	<Kitchen> a refrigerator, IH cooking stoves, a micro-wave, a cupboard, a dinning set, an air-conditioner, a trash can <A meeting room> <A storage unit *only female residents>
Floor (common area)	<Lavatory> toilets, a washstand <Laundry> laundry machines, tumble dryers (coin operated) <bathroom> shower rooms, shower rooms with a bath tub
Residential building	A multipurpose hall (only female residents), a lift, vending machines, AED, a parking slot

※Wireless LAN is free to use only in a meeting room(1F of the female residence / 2F of the male residence). The net is also available in their private rooms for a charge via “KDDI” at their request.

※For security reasons, residents cannot move to and fro between male (1F~2F) and female floor (3F~5 F).

3) Key features of the dormitory life

Because the dormitory has self-governance as its policy, students live observing its rules under unit leaders selected among residents. All residents are requested to follow some key features below, since they are designed to help ensure a pleasant, enjoyable life for everyone.

- Meals

In the kitchen spaces there are some household appliances including IH cooking stoves and they are free to use for your everyday cooking. Some additional cooking equipment may need to be purchased personally. The student cafeteria “*Hiiragi*” is open for residents, too.

- Smoking cigarettes and drinking alcohol are not permitted in the residential buildings.

- Curfew

- When going out or staying outside, please tell your floor/unit leaders where you are going and estimated time to come back, and also, when staying outside, please submit a notice using the designated form to the Dormitory Office.
- The doors to all the dormitories are locked at 12.00 a.m. (midnight). Please make sure that you are back in your residence before this time. The doors are opened at 6.00 a.m.

- Visitors

- You cannot have non-residents stay inside.
- No person of the opposite sex is allowed to enter any dormitory.
- When inviting family members, please report this to the Dormitory Office which will issue an “entry permit to the dormitory”.

- Cleaning activity

The common areas such as kitchen, laundry, toilets and shower rooms have to be cleaned up by residents themselves, so please join these activities with your floor leader and your unit leader.

- In cases where residents cause damage to / lose the dormitory's property or facilities, intentionally or otherwise, that person must pay the corresponding maintenance fee whatever it is. So please use the facilities carefully.
- The dormitories are closed during the holiday seasons between semesters, however, you may be allowed to continue your residence upon request.

- A Guidebook for Dormitory Life

More small descriptions are listed in this book which will be provided on your arrival. We expect all residents to read it through so as not to be made to move out by violating its rules.

2. Application for Dormitory Residence

Those who wish to live in the dormitory must submit their “Dormitory Residence Application Form” together with their university admissions documents.

NB: You can state your preference for female Residence A・B, male Residence C, or Residence D (male: 1F~2F / female: 3F~5F). However, rooms may not always be allocated according to your preference.

3. Dormitory Fee

<Period : One semester only>

		Dorm A・B・C	Dorm D
Item	One Time Management Fee	¥50,000	¥50,000
	Dorm Fee	¥253,000	¥218,000
Total		¥303,000	¥268,000

<Period : One year>

○Dorm A・B・C

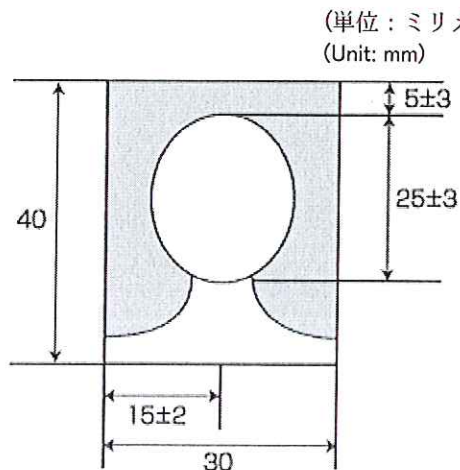
		1 st Semester	2 nd Semester
Item	One Time Management Fee	¥50,000	
	Dorm Fee	¥253,000	¥253,000
Total		¥303,000	¥253,000

○Dorm D

		1 st Semester	2 nd Semester
Item	One Time Management Fee	¥50,000	
	Dorm Fee	¥218,000	¥218,000
Total		¥268,000	¥218,000

各種申請・届出には次の規格の写真が必要となります。

You need to submit a photo as specified below when you submit an application or report.



1. 申請人本人のみが撮影されたもの
 2. 縁を除いた部分の寸法が、上記図画面の各寸法を満たしたもの(顔の寸法は、頭頂部(髪を含む。)からあご先まで)
 3. 無帽で正面を向いたもの
 4. 背景(影を含む。)がないもの
 5. 鮮明であるもの
 6. 提出の日前3か月以内に撮影されたもの
-
1. A photo that shows the applicant him/herself alone.
 2. A photo of the dimensions specified in the drawing above, excluding the photo's outer border (the dimension of the face refers to the portion from the top of the head [including the hair] to the lower end of the chin).
 3. The person should face squarely to the front and remove hats, caps or head coverings.
 4. No background or shadows.
 5. Must be clear.
 6. Must be taken within three months prior to submission.

在留資格認定証明書交付申請書
APPLICATION FOR CERTIFICATE OF ELIGIBILITY法務大臣殿
To the Minister of Justice

出入国管理及び難民認定法第7条の2の規定に基づき、次のとおり同法第7条第1項第2号に

Pursuant to the provisions of Article 7-2 of the Immigration Control and Refugee Recognition Act, I hereby apply for the certificate showing eligibility for the conditions provided for in 7, Paragraph 1, Item 2 of the said Act.

写真

Photo

40mm×30mm

1 国籍・地域 Nationality/Region	2 生年月日 Date of birth	年 Year	月 Month	日 Day
氏名 Name		3 氏名 Name		
4 性別 Sex	5 出生地 Place of birth	6 配偶者の有無 Marital status		
7 職業 Occupation	8 本国における居住地 Home town/city			
9 日本における連絡先 Address in Japan				
電話番号 Telephone No.		携帯電話番号 Cellular phone No.		
10 旅券 Passport	(1) 番号 Number	(2) 有効期限 Date of expiration	年 Year	月 Month
11 入国目的（次のいずれか該当するものを選んでください） Purpose of entry; check one of the followings				
<input type="checkbox"/> I 「教授」 <input type="checkbox"/> I 「教育」 <input type="checkbox"/> J 「芸術」 <input type="checkbox"/> J 「文化活動」 <input type="checkbox"/> K 「宗教」 <input type="checkbox"/> L 「報道」 "Professor" "Instructor" "Artist" "Cultural Activities" "Religious Activities" "Journalist"				
<input type="checkbox"/> L 「企業内転勤」 <input type="checkbox"/> L 「研究（転勤）」 <input type="checkbox"/> M 「経営・管理」 <input type="checkbox"/> N 「研究」 <input type="checkbox"/> N 「技術・人文知識・国際業務」 "Intra-company Transferee" "Researcher (Transferee)" "Business Manager" "Researcher" "Engineer / Specialist in Humanities / International Services"				
<input type="checkbox"/> N 「介護」 <input type="checkbox"/> N 「技能」 <input type="checkbox"/> N 「特定活動（研究活動等）」 <input type="checkbox"/> N 「特定活動（本邦大学卒業者）」 "Nursing Care" "Skilled Labor" "Designated Activities (Researcher or IT engineer of a designated org)" "Designated Activities (Graduate from a university in Japan)"				
<input type="checkbox"/> V 「特定技能（1号）」 <input type="checkbox"/> V 「特定技能（2号）」 <input type="checkbox"/> O 「興行」 <input type="checkbox"/> P 「留学」 <input type="checkbox"/> Q 「研修」 "Specified Skilled Worker (i)" "Specified Skilled Worker (ii)" "Entertainer" "Student" "Trainee"				
<input type="checkbox"/> Y 「技能実習（1号）」 <input type="checkbox"/> Y 「技能実習（2号）」 <input type="checkbox"/> Y 「技能実習（3号）」 <input type="checkbox"/> R 「家族滞在」 "Technical Intern Training (i)" "Technical Intern Training (ii)" "Technical Intern Training (iii)" "Dependent"				
<input type="checkbox"/> R 「特定活動（研究活動等家族）」 <input type="checkbox"/> R 「特定活動（EPA家族）」 <input type="checkbox"/> R 「特定活動（本邦大卒者家族）」 "Designated Activities (Dependent of Researcher or IT engineer of a designated org)" "Designated Activities (Dependent of EPA)" "Designated Activities (Dependent of Graduate from a university in Japan)"				
<input type="checkbox"/> T 「日本人の配偶者等」 <input type="checkbox"/> T 「永住者の配偶者等」 <input type="checkbox"/> T 「定住者」 "Spouse or Child of Japanese National" "Spouse or Child of Permanent Resident" "Long Term Resident"				
<input type="checkbox"/> U 「高度専門職（1号イ）」 <input type="checkbox"/> U 「高度専門職（1号ロ）」 <input type="checkbox"/> U 「高度専門職（1号ハ）」 <input type="checkbox"/> U 「その他」 "Highly Skilled Professional(i)(a)" "Highly Skilled Professional(i)(b)" "Highly Skilled Professional(i)(c)" Others				
12 入国予定年月日 Date of entry		年 Year	月 Month	日 Day
14 滞在予定期間 Intended length of stay		13 上陸予定港 Port of entry		
16 査証申請予定地 Intended place to apply for visa		15 同伴者の有無 Accompanying persons, if any		
17 過去の出入国歴 Past entry into / departure from Japan		有・無 Yes / No		
(上記で「有」を選択した場合) (Fill in the followings when the answer is "Yes")				
回数 time(s)	直近の出入国歴 The latest entry from	年 Year	月 Month	日 Day
18 犯罪を理由とする処分を受けたことの有無（日本国外におけるものを除く） Criminal record (in Japan / overseas)		有・無 Yes / No		
19 退去強制又は出国命令による出国の有無 Departure by deportation / departure order		有・無 Yes / No		
(上記で「有」を選択した場合) (Fill in the followings when the answer is "Yes")				
回数 time(s)	直近の送還歴 The latest departure by deportation	年 Year	月 Month	日 Day
20 在日親族（父・母・配偶者・子・兄弟姉妹など）及び同居者 Family in Japan (Father, Mother, Spouse, Son, Daughter, Brother, Sister or others) or co-residents				
有（「有」の場合は、以下の欄に在日親族及び同居者を記入してください。）・無 Yes (If yes, please fill in your family members in Japan and co-residents in the following columns) / No				

続柄 Relationship	氏名 Name	生年月日 Date of birth	国籍・地域 Nationality/Region	同居予定の有無 Intended to reside with applicant or not	勤務先名称・通学先名称 Place of employment/school	在留カード番号 特別永住者証明書番号 Residence card number Special Permanent Resident Certificate number
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		

※ 20については、記載欄が不足する場合は別紙に記入して添付すること。なお、「研修」、「技能実習」に係る申請の場合は記載不要です。
Regarding item 20, if there is not enough space in the given columns to write in all of your family in Japan, fill in and attach a separate sheet.
In addition, take note that you are not required to fill in item 20 for applications pertaining to "Trainee" / "Technical Intern Training".

(注) 裏面参照の上、申請に必要な書類を作成して下さい。 Note: Please fill in forms required for application. (See notes on reverse side.)

(このシートは提出する必要はありません。There is no need to submit this sheet.)

申請人等作成用2から4、所属機関等作成用等1から5は、入国目的に従って、次の様式を使用してください。

Select type of form which corresponds to the purpose of entry in Japan.

	入国目的 Purpose of entry	例 Example	使用する申請書 Type of form															
			申請人等作成用 For applicants				所属機関等作成用 For organization											
			1	2	3	4	1	2	3	4	5							
1	大学等において高度の専門的な能力を有する人材として研究、研究の指導又は教育に従事すること(※) Activities of highly skilled professionals who engage in research, research guidance or education at colleges. (※)	大学教授 Professor																
	大学等における研究の指導又は教育等 Activities for research, research guidance or education at colleges																	
	中学校、高等学校等における語学教育等 Activities to engage in language instruction at junior high schools and high schools, etc.	中学校の語学教師 Junior high school language teacher																
2	収入を伴う芸術上の活動 Activities for the arts that provide an income 収入を伴わない学術・芸術上の活動又は日本特有の文化・芸芸の研究・修得 Academic or artistic activities that provide no income, or activities for the purpose of pursuing learning and acquiring Japanese culture or arts	作曲家、写真家 Composer, Photographer 茶道、柔道を修得しようとする者 Study tea ceremony, judo																
3	外国の宗教団体から派遣されて行う宗教活動 Religious activities conducted by foreign religious workers dispatched by foreign religious organizations	司教、宣教師 Bishop, Missionary																
	外国の報道機関との契約に基づく報道上の活動 Journalistic activities conducted on the basis of a contract with a foreign press organization	新聞記者、報道カメラマン Journalist, News photographer																
	日本にある事業所に期間を定めて転勤して研究活動に従事すること Activities of research who have been transferred to a business office in Japan for a limited period of time	外資系企業の研究者 Researcher assigned to a foreign firm																
	日本にある事業所に期間を定めて転勤して高度の専門的な能力を有する人材として自然科学又は人文科学の分野の専門的技術又は知識を必要とする業務に従事すること(※) Activities of highly skilled professionals who have been transferred to a business office in Japan for a limited period of time and who are to engage in services which require knowledge pertinent to the field of natural science or human science. (※)	外資系企業の駐在員 Employee assigned to a foreign firm																
	日本にある事業所に期間を定めて転勤して専門的技術等を必要とする業務に従事すること Activities of specialists who have been transferred to a business office in Japan for a limited period of time																	
5	高度の専門的な能力を有する人材として事業の経営又は管理に従事すること(※) Activities of highly skilled professionals who operate or manage business. (※)	企業の社長、取締役、部長 President, director, division head of a company																
	事業の経営又は管理 Operation or management of business																	
	高度の専門的な能力を有する人材として研究、研究の指導又は教育に従事すること(1)に該当する場合を除く。(※) Activities of highly skilled professionals who engage in research, research guidance or education at colleges. (Except in cases falling under 1.) (※)	政府関係機関、企業の研究者 Researcher of a government body or company																
	契約に基づき収入を伴う研究を行う活動 Activities to engage in research that provide income																	
	高度の専門的な能力を有する人材として自然科学又は人文科学の分野の専門的技術又は知識を必要とする業務に従事すること(4)に該当する場合を除く。(※) Activities of highly skilled professionals who engage in services which require knowledge pertinent to the field of natural science or human science. (Except in cases falling under 4.) (※)	機械工学等の技術者、マーケティング業務従事者 Engineer of mechanical engineering, Marketing specialist																
6	自然科学若しくは人文科学の分野の専門的技術若しくは知識を必要とする業務又は外国の文化に基礎を有する思考等を必要とする業務に従事すること Activities to engage in services which require knowledge pertinent to the field of natural science or human science or to engage in services which require specific ways of thinking or sensitivity acquired through experience of foreign culture																	
	介護又は介護の指導を行う業務に従事すること Activities to engage in nursing care or teaching nursing care	介護福祉士 Certified care worker																
	特殊した技能を要する業務に従事すること Activities to engage in services which require skills belonging to special fields	外国料理の調理師、スポーツ指導者 Foreign cuisine chef, Sports instructor																
	特定の研究活動、研究事業活動、情報処理活動 Designated activities to engage in research, business related to research or information-processing-related services	指定された機関の研究者・情報処理技術者 Researcher or information technology engineer of a designated organization																
	本邦の大学・大学院で修得した知識及び高い日本語能力を活用した業務に従事すること Activities to engage in services using knowledge acquired at a university or a master's program in Japan and advanced Japanese language skills	高い日本語能力を持つ本邦大学卒業生 Graduate from a university or a master's program in Japan who has advanced Japanese language skill																
7	特定技能雇用契約に基づいて相当程度の知識又は経験が必要とする技能を要する業務に従事すること Engaging in work requiring skills which need considerable knowledge or experience based on an employment contract for specified skilled workers	特定技能外国人 Specified skilled worker																
	特定技能雇用契約に基づいて特殊した技能を要する業務に従事すること Engaging in work requiring proficiant skills based on an employment contract for specified skilled workers																	
8	興行 Entertainment	歌手、モデル Singer, Model																
9	技能実習 Technical intern training	技能実習生 Technical intern trainee																
10	留学 Study	留学生 Student																
11	研修 Training	実務研修を行わない研修生、公的研修を行う研修生 Trainees not including in the on-the-job training, trainees who participate in public training																
	商用・就職を目的とする者、文化活動又は留学の在留資格を有する者の扶養を受けること Dependent who lives together with their supporter																	
	特定の研究活動等を行う者の扶養を受けること Dependent who intends to live together with their supporter whose status is Designated Activities to engage in research, business related to research or information-processing-related services																	
12	EPA看護師又は介護福祉士としての活動を行う者の扶養を受けること Dependent who intends to live together with their supporter whose status is Designated Activities (Nurse and Certified Careworker under EPA)																	
	本邦大学卒業生としての活動を行う者の扶養を受けること Dependent who intends to live together with their supporter whose status is Designated Activities (Graduate from a university or master's program in Japan)																	
13	日本人、永住者等との婚姻関係、親子関係等に基づく本邦での居住 Spouse or child of Japanese national, Permanent resident, etc.	日本人の配偶者 Spouse of Japanese national																
14	上記以外の目的(1) Other purpose (1)	外交、公用、弁護士、公認会計士、医師、家事使用人、ワーキング・ホリデー、アマチュアスポーツ選手、インターンシップ、日系四世 Diplomat, Official, Lawyer, Public accountant, Doctor, Housekeeper, Working holiday, Amateur athlete, Internship, Fourth-generation foreign national of Japanese descent																
	上記以外の目的(2) Other purpose (2)	医療活動、起業活動 Medical activities, entrepreneurial activities																

(※)については、申請人が本邦において行おうとする活動に応じて、J、K、O又はUの申請書を使用しても差し支えありません。

For (※), it is also possible to use forms J, K, O and U in accordance with the activities in which the applicant is to engage while residing in Japan.

1 申請書に事実と異なる記載をしたことが判明した場合には、不利な扱いを受けることがあります。

In case of to be found that you have misrepresented the facts in an application, you will be unfavorably treated in the process.

2 所定の欄に記載することができないときは、別紙に記載の上、これを添付してください。

When the space provided is not sufficient for your answer, write on a separate piece of paper and attach it to the application.

3 用紙の大きさは、日本工業規格A4としてください。

All parts of this application must be on JIS size A4 Paper (210mm×297 mm).

4 在留資格認定証明書交付申請を行うことができる代理人については、法務省令に定められており、具体的には本邦への入国を希望する外国人を受け入れる機関の職員や、当該外国人の本邦に居住する親族等がこれにあたります。

As provided for in a Ministry of Justice Ordinance, a proxy is able to apply for the certificate of eligibility, such as an employee belonging to the organization which will employ or invite the applicant or a relative, etc. of the applicant who lives in Japan.

5 公私の機関又は個人との契約に基づき「在留資格(「在留資格」)」の活動を行う場合、フリーランスで「在留資格(「在留資格」)」の活動を行う場合は、所属機関等作成用は申請人が作成してください。

When engaging in the activities of "Asai" not based on a contract with a public or private organization in Japan or engaging in the activities of "Journalist" as a freelancer, the applicant him/herself must fill out the application form for the organization.

6 入国目的がワーキング・ホリデーの場合は、所属機関等作成用の提出は不要です。

When the purpose of entry is a working holiday, there is no need to submit the application form for the organization.

7 次に掲げる方が本人又は法第7条の2第2項に規定する代理人に代わって申請の手続を行うことができます。

The following persons may complete the application procedure in lieu of the applicant or the authorized representative prescribed in Paragraph 2 of Article 7.2 of the Immigration Control and Refugee Recognition Act.

(1) 公益法人の職員で地方出入国在留管理局長が適当と認めるもの

A member of a public interest corporation whom the director of the regional immigration services bureau deems to be appropriate.

(2) 弁護士又は行政書士で所属する弁護士会又は行政書士会を經由してその所在地を管轄する地方出入国在留管理局長に届け出たもの

An attorney or administrative scrivener who has given notification, via the bar association or administrative scriveners' association to which he or she belongs, to the director of the regional immigration services bureau which has jurisdiction over the area where such bar association or administrative scriveners' association is located.

(3) 本人の法定代理人

A legal representative of the applicant.

(このシートは提出する必要はありません。There is no need to submit this sheet.)

21 通学先 Place of study

(1) 名 称

Name of school

(2) 所在地

Address

(3) 電話番号

Telephone No.

22 修学年数 (小学校～最終学歴)

Total period of education (from elementary school to last institution of education)

年

Years

23 最終学歴 (又は在校中の学校 Education (last school or institution) or present school)

(1) 在籍状況

☐ 卒業

☐ 在学中

☐ 休学中

☐ 中退

Registered enrollment

Graduated

In school

Temporary absence

Withdrawal

☐ 大学院 (博士)

☐ 大学院 (修士)

☐ 大学

☐ 短期大学

☐ 専門学校

Doctor

Master

Bachelor

Junior college

College of technology

☐ 高等学校

☐ 中学校

☐ 小学校

☐ その他

Senior high school

Junior high school

Elementary school

Others

(2) 学校名

Name of the school

(3) 卒業又は卒業見込み年月

Date of graduation or expected graduation

年

月

Year

Month

24 日本語能力 (専修学校又は各種学校において日本語教育以外の教育を受ける場合に記入)

Japanese language ability (Fill in the followings when the applicant plans to study at advanced vocational school or vocational school (except Japanese language))

☐ 試験による証明 Proof based on a Japanese language test

(1) 試験 Name of the test

(2) 級又は点數 Attained level or score

☐ 日本語教育を受けた教育機関及び期間 Organization and period to have received Japanese language education

機関名

Organization

期間:

年

月

から

年

月

まで

Period from

Year

Month

to

Year

Month

☐ その他

Others

25 日本語学習歴 (高等学校において教育を受ける場合に記入)

Japanese education history (Fill in the followings when the applicant plans to study in high school)

日本語の教育又は日本語による教育を受けた教育機関及び期間

Organization and period to have received Japanese language education / received education by Japanese language

機関名

Organization

期間:

年

月

から

年

月

まで

Period from

Year

Month

to

Year

Month

26 滞在費の支弁方法等 (生活費、学費及び家賃について記入すること。) ※複数選択可

Method of support to pay for expenses while in Japan (fill in with regard to living expenses, tuition and rent) * multiple answers possible

(1) 支弁方法及び月平均支弁額 Method of support and an amount of support per month (average)

☐ 本人負担

円

☐ 在外経費支弁者負担

円

Self

Yen

Supporter living abroad

Yen

☐ 在日経費支弁者負担

円

☐ 奨学金

円

Supporter in Japan

Yen

Scholarship

Yen

☐ その他

円

Others

Yen

(2) 送金・携行等の別 Remittances from abroad or carrying cash

☐ 外国からの携行

円

☐ 外国からの送金

円

Carrying from abroad

Yen

Remittances from abroad

Yen

(携行者

携行時期

) ☐ その他

円

Name of the individual

Date and time of

Others

Yen

carrying cash

carrying cash

(3) 経費支弁者 (複数人いる場合は全てについて記入すること。) ※任意様式の別紙可

Supporter (If there is more than one, give information on all of the supporters) * another paper may be attached, which does not have to use a prescribed format.

① 氏 名

Name

② 住 所

Address

電話番号

Telephone No.

③ 職業 (勤務先の名称)

Occupation (place of employment)

電話番号

Telephone No.

④ 年 収

円

Annual income

Yen

(4) 申請人との関係 (上記(1)で在外経費支弁者負担又は在日経費支弁者負担を選択した場合に記入)
Relationship with the applicant (Check one of the followings when your answer to the question 26(1) is supporter living abroad or Japan)

- ☐ 夫 ☐ 妻 ☐ 父 ☐ 母 ☐ 祖父 ☐ 祖母 ☐ 養父 ☐ 養母
 Husband Wife Father Mother Grandfather Grandmother Foster father Foster mother
☐ 兄弟姉妹 ☐ 叔父 (伯父)・叔母 (伯母) ☐ 受入教育機関 ☐ 友人・知人
 Brother / Sister Uncle / Aunt Educational institution Friend / Acquaintance
☐ 友人・知人の親族 ☐ 取引関係者・現地企業等職員
 Relative of friend / acquaintance Business connection / Personnel of local enterprise
☐ 取引関係者・現地企業等職員の親族 ☐ その他)
 Relative of business connection / personnel of local enterprise Others

(5) 奨学金支給機関 (上記(1)で奨学金を選択した場合に記入) ※複数選択可
Organization which provide scholarship (Check one of the following when the answer to the question 26(1) is scholarship) * multiple answers possible

- ☐ 外国政府 ☐ 日本国政府 ☐ 地方公共団体
 Foreign government Japanese government Local government
☐ 公益社団法人又は公益財団法人 () ☐ その他)
 Public interest incorporated association / Public interest incorporated foundation Others

27 卒業後の予定 Plans after graduation

- ☐ 帰国 ☐ 日本での進学
 Return to home country Enter school of higher education in Japan
☐ 日本での就職 ☐ その他)
 Find work in Japan Others

28 本邦における申請人の監護人 (通学先が中学校又は小学校の場合に記入)
Actual guardian in Japan (Fill in the following if the applicant is to study at a junior high school or elementary school)

- (1) 氏名 (2) 本人との関係
 Name Relationship with the applicant
 (3) 住所
 Address
 電話番号 携帯電話番号
 Telephone No. Cellular Phone No.

29 申請人, 法定代理人, 法第7条の2第2項に規定する代理人
Applicant, legal representative or the authorized representative, prescribed in Paragraph 2 of Article 7-2.

- (1) 氏名 (2) 本人との関係
 Name Relationship with the applicant
 (3) 住所
 Address
 電話番号 携帯電話番号
 Telephone No. Cellular Phone No.

以上の記載内容は事実と相違ありません I hereby declare that the statement given above is true and correct.
 申請人 (代理人) の署名 / 申請書作成年月日 Signature of the applicant (representative) / Date of filling in this form

年 月 日
 Year Month Day

注意 申請書作成後申請までに記載内容に変更が生じた場合, 申請人 (代理人) が変更箇所を訂正し, 署名すること。
 Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (representative) must correct the part concerned and sign their name.

※ 取次者 Agent or other authorized person

- (1) 氏名 (2) 住所
 Name Address
 (3) 所属機関等 Organization to which the agent belongs 電話番号 Telephone No.

1	入学する外国人の氏名 Name of the foreigner to enter school																
2	通学先 Place of Study																
	(1) 学校名 Name of School																
	(2) 所在地 Address																
	電話番号 Telephone No.																
	(3) 法人名 Corporation name																
	(4) 法人番号 (13桁) Corporation no. (combination of 13 numbers and letters)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>															
	(5) 授業形態 Type of class																
	<input type="checkbox"/> 昼間制 Day classes	<input type="checkbox"/> 昼夜間制 Day-Evening classes	<input type="checkbox"/> 夜間制 Evening classes														
	<input type="checkbox"/> サテライト制 (双方向通信による遠隔授業を受ける場合に記入) Satellite program (fill in this box when attending remote classes that use two-way communication)																
	<input type="checkbox"/> 通信制 (単位の一部をビデオ又はインターネット等による教育により取得できる場合を含む。) Correspondence course (including cases receiving credits for education via video or internet)																
	(6) 生活指導担当者名 (通学先が専修学校、各種学校、中学校又は小学校の場合に記。 Name of the resident adviser in Japan (in case that the place of study is an advanced vocational school, vocational school, junior high school or elementary school)																
	(7) 学生交換計画の有無及び当該計画の策定主体 (通学先が高等学校、中学校又は小学校の場合に記入) Is the applicant participating in a student exchange program? Which organization is in charge of that program? (when the place of study is senior high school, junior high school or elementary school)	有・無 Yes / No															
	<input type="checkbox"/> 国又は地方公共団体の機関 National or local government	<input type="checkbox"/> 独立行政法人 Incorporated administrative agency	<input type="checkbox"/> 国立大学法人 National university corporation	<input type="checkbox"/> 学校法人 Educational foundation													
	<input type="checkbox"/> 公益社団法人又は公益財団法人 Public interest incorporated association or public interest incorporated foundation	<input type="checkbox"/> その他 Others															
3	入学年月日 Date of entrance	年 Year	月 Month	日 Day													
4	週間授業時間 (予定を含む。) Lesson hours per week (including scheduled lessons)			時間 hours													
5	在籍区分 Registration																
	<input type="checkbox"/> 大学院 (博士) Doctor	<input type="checkbox"/> 大学院 (修士) Master															
	<input type="checkbox"/> 大学院 (研究生/専ら聴講によらない) Graduate school (Research student / not study through auditing courses exclusively)	<input type="checkbox"/> 大学院 (研究生/専ら聴講による) Graduate school (Research student / study through auditing courses exclusively)															
	<input type="checkbox"/> 大学 (学部生) Undergraduate student	<input type="checkbox"/> 大学 (聴講生・科目等履修生) University (Auditor elective course student)	<input type="checkbox"/> 大学 (別科生) University (Japanese language course student)														
	<input type="checkbox"/> 大学 (研究生/専ら聴講によらない) University (Research student / not study through auditing courses exclusively)	<input type="checkbox"/> 大学 (研究生/専ら聴講による) University (Research student / study through auditing courses exclusively)															
	<input type="checkbox"/> 短期大学 (学科生) Junior college (Regular student)	<input type="checkbox"/> 短期大学 (聴講生・科目等履修生) Junior college (Auditor elective course student)	<input type="checkbox"/> 短期大学 (別科生) Junior college (Japanese language course student)														
	<input type="checkbox"/> 高等専門学校 Technical school	<input type="checkbox"/> 専修学校 (専門課程) Advanced vocational school (Specialized course)	<input type="checkbox"/> 専修学校 (高等課程) Advanced vocational school (Higher course)														
	<input type="checkbox"/> 専修学校 (一般課程) Advanced vocational school (General course)	<input type="checkbox"/> 各種学校 Miscellaneous school															
	<input type="checkbox"/> 日本語教育機関 (専修学校専門課程) Japanese language institution (Advanced vocational school of specialized course)	<input type="checkbox"/> 日本語教育機関 (専修学校一般課程) Japanese language institution (Advanced vocational school of general course)															
	<input type="checkbox"/> 日本語教育機関 (準備教育課程) Japanese language institution (Preparatory courses)	<input type="checkbox"/> 日本語教育機関 (各種学校) Japanese language institution (Miscellaneous school)															
	<input type="checkbox"/> 日本語教育機関 (その他) Japanese language institution (Others)																
	<input type="checkbox"/> 高等学校 Senior high school	<input type="checkbox"/> 中学校 Junior high school	<input type="checkbox"/> 小学校 Elementary school	<input type="checkbox"/> その他 Others													

6 学部・課程 Faculty / Course

(5で大学院, 大学, 短期大学 (いずれも聴講生・科目等履修生及び研究生の場合を含む) を選択した場合に記入)
(Check the following item(s) if you selected Doctor, Master, Graduate school (Research student), Undergraduate student, University (Auditor elective course student), University (Research student), Junior college (Regular student) or Junior college (Auditor elective course student) as your answer to question 5)

- | | | | | | |
|---|---|--|---|---|--|
| <input type="checkbox"/> 法学
Law | <input type="checkbox"/> 経済学
Economics | <input type="checkbox"/> 政治学
Politics | <input type="checkbox"/> 商学
Commercial science | <input type="checkbox"/> 経営学
Business administration | <input type="checkbox"/> 文学
Literature |
| <input type="checkbox"/> 語学
Linguistics | <input type="checkbox"/> 社会学
Sociology | <input type="checkbox"/> 歴史学
History | <input type="checkbox"/> 心理学
Psychology | <input type="checkbox"/> 教育学
Education | <input type="checkbox"/> 芸術学
Science of art |
| <input type="checkbox"/> その他人文・社会科学 ()
Others(cultural science/ social science) | | | <input type="checkbox"/> 理学
Science | <input type="checkbox"/> 化学
Chemistry | <input type="checkbox"/> 工学
Engineer |
| <input type="checkbox"/> 農学
Agriculture | <input type="checkbox"/> 水産学
Fisheries | <input type="checkbox"/> 薬学
Pharmacy | <input type="checkbox"/> 医学
Medicine | <input type="checkbox"/> 歯学
Dentistry | |
| <input type="checkbox"/> その他自然科学 ()
Others(natural science) | | | <input type="checkbox"/> 体育学
Sports science | <input type="checkbox"/> その他
Others | |

7 所属予定の研究室 (5で大学院を選択した場合に記入)

Research room (Fill in the following item(s), if you selected Doctor, Master or Graduate school (Research student) as your answer to question 5)

(1) 研究室名

Name of research room _____

(2) 指導教員氏名

Name of mentoring professor _____

8 専門課程名称 (5で高等専門学校～各種学校を選択した場合に記入)

Name of specialized course (Check the following item(s) if you selected "Technical school" through to "Miscellaneous school" as your answer to question 5)

- | | | | | |
|--|---|--|--|------------------------------------|
| <input type="checkbox"/> 工業
Engineering | <input type="checkbox"/> 農業
Agriculture | <input type="checkbox"/> 医療・衛生
Medical services / Hygienics | <input type="checkbox"/> 教育・社会福祉
Education / Social welfare | <input type="checkbox"/> 法律
Law |
| <input type="checkbox"/> 商業実務
Practical commercial business | <input type="checkbox"/> 服飾・家政
Dress design / Home economics | <input type="checkbox"/> 文化・教養
Culture / Education | <input type="checkbox"/> その他 ()
Others | |

9 仲介業者又は仲介者 (5で日本語教育機関を選択した場合に記入)

Name of intermediary agency or person (Fill in the following item(s) if you selected Japanese language institution as your answer to question 5)

(1) 名称

Name _____

(2) 本国政府による登録番号 (ベトナムの場合に記入)

Registration number issued by the government (Fill in the following item if the applicant is a Vietnamese national) _____

10 卒業までの年月 (予定 Scheduled period of education until graduation

年 _____ 月 _____

(交換留学生の場合, 交換留学受入満了までの年月) _____ Year(s) _____ Month(s)

(If the applicant is an exchange student, fill in the scheduled period of education until the end of the exchange)

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.

通学先又は所属機関名, 代表者氏名の記名及び押印／申請書作成年月日

Name of the place of study or organization and representative, and official seal of the organization / Date of filling in this form

印 _____ 年 _____ 月 _____ 日
Seal _____ Year _____ Month _____ Day

注意 Attention

申請書作成後申請までに記載内容に変更が生じた場合, 所属機関等が変更箇所を訂正し, 押印すること。

In cases where descriptions have changed after filling in this application form up until submission of this application, the organization must correct the part concerned and press its seal on the correction.

家族 (Family)

同居している家族全員について以下に記入して下さい。

Please fill out about your entire family members who live with you below.

[illegible]

この書類は入国管理局に提出しますので、正確に記入して下さい。

Please fill out this document exactly because we will submit this to the Immigration Bureau.