

Academic Year 2019 - Musashi University  
Non-Degree Student Application Requirements for Credit Courses

**Purpose**

The Musashi University Credit Course System for Non-Degree Students is an arrangement permitting admission of persons other than students enrolled with the University to take courses and in accordance with the regulations of the University award such persons credits for the subject matter studied.

**Eligibility**

Eligible to apply are persons who satisfy one of the following requirements.

1. Persons who have graduated from a high school or expect to graduate from a high school in March 2019
2. Persons who have, or are found to have, scholastic abilities on a par with or higher than high school graduates, or persons expected to correspond to such description

\* In addition to the aforementioned qualifications, foreign nationals must have one of the following qualifications. Provided, however, that the qualification must have been acquired within two years before the date of application. Notably, persons who have graduated from a high school or university in Japan or persons whose native language is English are exempted because they can be considered as having one of the following qualifications.

- (1) Passed Level N1 of the Japanese Language Proficiency Test (previously Test Level 1) (Administered by the Japan Educational Exchanges and Services or the Japan Foundation)
- (2) Passed the Examination for Japanese University Admission for International Students "Japanese" with a score of at least 270 points (Provided, however, that the sum of scores for "Reading comprehension" and "Listening comprehension / Listening and Reading comprehension" must total at least 240 points, and the score for "Descriptive writing" must be at least 30 points.) (Administered by the Japan Student Services Organization)
- (3) Passed the J.Test (A-D level) with a score of at least 700 points (Administered by the Japanese Language Examination Association)
- (4) Passed the International English Language Testing System (IELTS™) examination with a score of at least 5.5 (Administered by the International English Language Testing System (IELTS))
- (5) Passed the TOEFL iBT® examination with a score of at least 87 (Administered by the Educational Testing Service (ETS))

**Application document**

1. Credit course student application form (with photo) and curriculum vitae (on the back of the application form). The forms prescribed by the University must be used.
2. Most recent graduation certificate on the academic record (Not required by graduates of the University and prospective graduates of the University, and persons who seek to take classes continuing from the previous academic year.)

\*Persons who have applied with a certificate of forthcoming graduation must submit a graduation certificate by March 31.

3. Certificate of residence (issued within three months before the application date. In the case of foreign nationals, nationality and status of residence must be stated.)

\* Queries concerning the status of residence must be made by applicants themselves with the immigration bureau.

- Website of the immigration bureau: <http://www.immi-moj.go.jp/>

- Foreign Residents Information Center

5-5-30, Konan, Minato-ku, Tokyo 108-8255 Tel. 03(5796)7112

4. Copy of the "Notification of Results" and the "Certificate of Japanese Proficiency" of the Japanese Language Proficiency Test, or copy of the notification of results of the Examination for Japanese University Admission for International Students, or copy of a document certifying a J.Test (A-D level) score of 700 or higher (only the persons concerned)
5. Copy of the Test Report Form of the IELTS or the Official Score Report of the TOEFL iBT® (only the persons concerned)

#### Application procedure

1. Application period: March 1 (Fri), 4 (Mon), and 5 (Tue), 2019
2. Business hours: Weekdays 9:00 - 16:00
3. Place and method: Please have your application form documentation checked at the registrar's office (University Building No. 8, 1st floor) and then pay the examination fee of ¥5,000 in cash at the certificate vending machine. Graduates of Musashi University and continuing non-degree students are exempt from payment of the examination fee. However, Nerima Ward Special Visiting Students are not exempt.

#### Notes on application

1. The enrollment period for non-degree students taking credit courses is 1 year (2 semesters) or 1 semester. Since applications can be made only once annually, applications should be filed in March also in cases where the desired classes to be taken are held in the second half of the academic year.
2. Available classes are those held by the departments in the academic year concerned.
3. Information on class content and the time allocation of classes to be held will be made available for viewing on February 21(Thu), 2019 at the information counter of the registrar's office. As a rule, applications who satisfy (4) or (5) of the aforementioned qualifications can be made only for East Asian Studies Program and the University of London International Programme.
4. As a rule, courses cannot be changed after the application.
5. Please use block letters and Arabic numerals. Please write with a black pen or ballpoint pen. Please use handwriting for the application form.
6. Please check your application documentation carefully. Application documentations will not be accepted if the information to be entered is incomplete, or if a seal impression is unclear, or if a seal impression or a document is missing. Moreover, if you are contacted by the University, please promptly follow instructions.
7. Please choose as your guarantor an adult person resident in Japan.
8. Foreign nationals whose status of residence is "Study abroad" must apply for a least 7 classes (14 credits).
9. Concurrent application as Nerima Ward Special Visiting Student is not possible.

#### Screening system

Documentary examination. However, depending on necessity, interview examinations, etc., may be held.

#### Fee

1. Examination fee: ¥5,000 (Graduates of Musashi University and continuing non-degree students taking credit courses are exempt. However, Nerima Ward Special Visiting Students are not exempt.)
2. Credit course fee (per class): ¥38,500 for 1 or 2 credits, ¥77,000 for 3 or more credits

#### Admission result and registration procedures

1. Applicants can call the registrar's office (03-5984-3728) on March 27(Wed), 2019 to inquire the result of their application.

2. Admitted applicants are requested to complete the following necessary procedures. Please note that the admission will be cancelled if procedures are not completed within the prescribed period.

(1) Period: March 27 (Wed), 2019 – March 29 (Fri), 2019, 12:00

Place: Registrar's office: (Weekdays 9:00 - 16:40)

(2) Method of payment of the credit course fee: Please pay by bank transfer within the prescribed period.

Remittance forms are available at the registrar's office. \* Paid-in research guidance fees are non-refundable in any circumstances.

(3) Submission of applicant's photograph (for the identification card)

4cm high × 3cm wide; no hat, taken within the last three months (1 print)

#### Notes on registration

1. Orientation will be held in the first ten days of April, which should be attended (Notice will be given at registration).
2. Classes start on April 8 (Mon), 2019 in the first semester and on September 13 (Fri), 2019, in the second semester.  
Classes will be held on April 29 (Mon), April 30 (Tue), May 1 (Wed), May 2 (Thu), May 3 (Fri), July 15 (Mon), September 16 (Mon), September 23 (Mon), October 14 (Mon), October 22 (Tue), 2019, although they are national holidays.
- 3 Since information such as suspension of classes and class room changes, etc., is published on the Academic Support Portal Site, operating a PC or mobile phone will be necessary.
- 4 Changes and renewals of the visa status of foreign nationals must be promptly filed with the registrar's office after the fact. Failure to make such filing incurs expulsion from the University.
5. In case of irregular attendance without proper reason, the matter may be investigated and guidance may be issued.

#### Handling of personal information

Personal information obtained in connection with this application will be used exclusively for examining the application filing and for university register administration purposes after acceptance, and will be treated appropriately with consideration of the protection of privacy.

#### Contact

Musashi University, Academic Affairs Division (Attn: Research Student Officer)

1-26-1, Toyotamakami, Nerima-ku, Tokyo, 176-8534 Tel: 03 (5984) 3728

\* Business hours: Weekdays 9:00 - 16:40

Academic Affairs Division (Non-degree Student Officer) Tel: 03(5984)3728

Teacher Training Course Tel: 03(5984)3729, Curator Training Course Tel: 03(5984)3730