

**Sutinee Potisuwan**

**From:** 加藤美南 <mkato24@ad.reitaku-u.ac.jp>  
**Sent:** 4 มีนาคม 2562 15:39  
**To:** International  
**Cc:** Chakrit Fuangprang; Sutinee Potisuwan; kanhaso20@hotmail.com; Okumura Masashi; 交換留学受入れ  
**Subject:** Application for Exchange Program Admission Fall/2019 Reitaku University  
**Attachments:** Fact Sheet.pdf; Application Materials for Fall 2019 (NU) .pdf; Application Forms.zip

รับที่ ..... - 5 มี.ค. 2562  
วันที่ ..... เวลา 10:30

Dear Partner,

Greetings from Reitaku University! Hope this mail finds you well.  
Reitaku University is happy to announce you that exchange program application for Fall 2019 is open now.

We can accept maximum of 2 students/ year from Naresuan University with tuition and dormitory fee waiver.

I have attached our fact sheet, list of required application materials and forms.  
Deadline for application is **April 20th, 2019**. Materials should be sent by both email and mail.

If you have any inquiries about the exchange program, please contact us at [studyabroad@ad.reitaku-u.ac.jp](mailto:studyabroad@ad.reitaku-u.ac.jp).

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](mailto: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/>

(お問い合わせ先)

国際交流課

〒600-8502 京都府京都市中京区

▼大学公式SNS

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

เรียน อธิการบดี

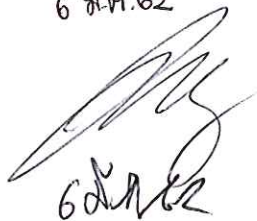
ด้วย Reitaku University ประเทศญี่ปุ่น ประชาสัมพันธ์โครงการแลกเปลี่ยนนิสิต ณ Center for Japanese Languages Education, Fall semester 2019 ณ Reitaku University ประเทศญี่ปุ่น เป็นระยะเวลา 1 ภาคการศึกษา ระหว่างเดือนกันยายน 2562 - กุมภาพันธ์ 2563 เพื่อศึกษาภาษาญี่ปุ่น แบบลงทะเบียนเรียนและสามารถโอนหน่วยกิตได้ รายละเอียดดังเอกสารแนบท้าย ทั้งนี้ นิสิตผู้ได้รับการคัดเลือกนิตจะได้รับการยกเว้นค่าธรรมเนียมการศึกษาและที่พักจาก Reitaku University โดยมหาวิทยาลัยนเรศวรสามารถเสนอชื่อเข้าร่วมได้จำนวน 1 ราย ซึ่งนิตต้องมีคุณสมบัติ ดังนี้

- 1) ผ่านเกณฑ์ของมหาวิทยาลัย คือ มีผลการเรียนไม่ต่ำกว่า 3.00 ขึ้นไป
- 2) ผ่านเกณฑ์ของ Reitaku University คือ มีทักษะความรู้ทางด้านภาษาญี่ปุ่น เทียบเท่ากับระดับภาษาญี่ปุ่น N3 ขึ้นไป (Japanese Language Proficiency Test: JLPT)

ทั้งนี้ นิสิตผู้ประสงค์เข้าร่วมโครงการ นิสิตต้องเป็นผู้รับผิดชอบค่าใช้จ่ายอื่นๆ ทั้งหมด โดยต้องเป็นผู้ที่มีผลการเรียนเฉลี่ย 3.00 ขึ้นไป และมีผลคะแนนภาษาอังกฤษ CEPT ไม่ต่ำกว่าระดับ B1 30 คะแนน ขอได้โปรดส่งเอกสารประกอบการสมัคร ได้แก่ 1) แบบฟอร์มการสมัครของ Reitaku ดังเอกสารแนบท้าย 2) ใบแสดงผลการเรียน (Transcript) 3) หนังสือรับรองการเป็นนิสิต (ภาษาอังกฤษ)

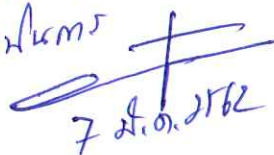
จึงเรียนมาเพื่อโปรดพิจารณา เห็นควรแจ้งประชาสัมพันธ์คณะ/วิทยาลัย และประชาสัมพันธ์ผ่าน Website และเฟสบุ๊ก NU Scholarship และหากมีนิสิตประสงค์เข้าร่วมโครงการ ขอได้โปรดเสนอชื่อมายังกองพัฒนาภาษาและกิจการต่างประเทศ ภายในวันที่ 10 เมษายน 2562 เพื่อเสนอชื่อไปยัง Reitaku University ต่อไป

6 มี.ค. 62



2/8 ส.ค. 62

รองศาสตราจารย์ ดร. วารินทร์ แก้วอุไร  
รองอธิการบดี รักษาการแทน  
อธิการบดีมหาวิทยาลัยนเรศวร

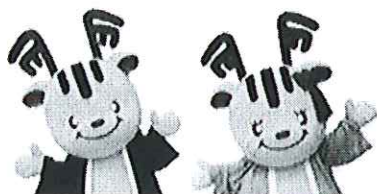


(รองศาสตราจารย์ ดร.วารินทร์ แก้วอุไร)  
รองอธิการบดี รักษาการแทน  
อธิการบดีมหาวิทยาลัยนเรศวร

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

LINE ID: @reitakuuniversity

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# Reitaku University Fact Sheet

## Fall 2019 / Spring 2020

<b>Contact</b>															
<b>Contact Person</b>	<p><b><u>Minami Kato</u></b> Admission, Course Selection, Syllabus ✉ studyabroad@ad.reitaku-u.ac.jp</p> <p><b><u>Student Support Section</u></b> Visa, Dormitory ✉ studyabroad@ad.reitaku-u.ac.jp</p> <p><b><u>Makiko Takada</u></b> Conversation Partnership ✉ g_affairs@reitaku-u.ac.jp</p>														
<b>Application</b>															
<b>Deadline</b>	<p><b><u>April 20, 2019</u></b> All application materials should be submitted by both email and mail.</p>														
<b>Materials</b>	Details are on the attached file "Application Materials for Fall 2019"														
<b>Academic Calendar</b>															
<b>Fall Semester 2019</b>	<table border="0"> <tr> <td>September 5</td> <td>Dormitory Entrance</td> </tr> <tr> <td>September 6-19</td> <td>Orientation Weeks</td> </tr> <tr> <td>September 20-January 26</td> <td>Class Period</td> </tr> <tr> <td>September 27-28</td> <td>Course Registration</td> </tr> <tr> <td>October 31-November 5</td> <td>Festival Week (No Classes)</td> </tr> <tr> <td>December 20-January 6</td> <td>Winter Holiday</td> </tr> <tr> <td>January 28-February 1</td> <td>Exam Week</td> </tr> </table>	September 5	Dormitory Entrance	September 6-19	Orientation Weeks	September 20-January 26	Class Period	September 27-28	Course Registration	October 31-November 5	Festival Week (No Classes)	December 20-January 6	Winter Holiday	January 28-February 1	Exam Week
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<b>Course Selection</b>															
<b>Language</b>	Japanese / English														
<b>Registration</b>	<ul style="list-style-type: none"> <li>• Course registration process begins after the program starts.</li> <li>• Please be noted that some courses for degree students are not available for exchange students.</li> <li>• Minimum required hours of classes per week in Reitaku University is 10 hours (≒ 7 courses).</li> </ul>														

<b>Japanese Language Courses</b>	<p>We will open Japanese language courses at 3 levels as follows;</p> <p><b>Integrated Course</b></p> <p>The minimum requirement is to acquire HIRAGANA and KATAKANA in Japanese.</p> <p><b>Basic (Intensive) Course</b></p> <p>Students' Japanese ability should be equivalent to Japanese Language Proficiency Test N5 or higher.</p> <p><b>Skills Training Course</b></p> <p>Students' Japanese ability should be equivalent to Japanese Language Proficiency Test N2 or its equivalent.</p>
<b>Courses Offered in English</b>	<p>We have some courses offered in English.</p> <p>For the details, please contact us</p>
<b>Tuition</b>	
<b>Fee</b>	<p>The amount depends on the credits you registered.</p> <p>(10,000 JPY/credit)</p> <p>※Please note that textbook fees are not included.</p>
<b>Payment Dates</b>	<p>Spring semester: mid of May</p> <p>Fall semester : mid of October</p>
<b>Dormitory</b>	<p>Most exchange students live in the on-campus dormitory. 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><a href="http://www.reitaku-u.ac.jp/koho/english/campus-life/campus-life03.html">http://www.reitaku-u.ac.jp/koho/english/campus-life/campus-life03.html</a></p>
<b>Fee</b>	<p><b>A~C</b></p> <p>First Semester : ¥303,000</p> <p>Second Semester : ¥253,000</p> <p><b>D</b></p> <p>First Semester : ¥ 268,000</p> <p>Second Semester : ¥ 218,000</p>
<b>Bedding Rental</b>	<p>One Year : ¥24,000</p> <p>One Semester : ¥14,000</p>
<b>Others</b>	
<b>Expected Date of Arrival</b>	<p>September 5</p> <p>※ Our staffs and students will go to Narita for exchange students' pick-up.</p>
<b>Visa</b>	<p>Reitaku University will apply Certificate of Eligibility (CoE) for all exchange student to make the examination procedures be</p>

	<p>smoothly carried out.</p> <p>※CoE supposed to be issued in the beginning of August.</p>
<b>Health Insurance</b>	<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>
<b>Other Insurance</b>	<p>We highly recommend that students to insure themselves to the overseas travel insurance.</p>
<b>Wi-Fi</b>	<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"> <li>• KAEDE 1st Floor Student Lounge</li> <li>• Reitaku Center for Advanced Studies and Lifelong Education 1st Floor 'HOAIE' (foyer)</li> <li>• Reitaku Student Plaza 'HANAMIZUKI'</li> </ul>
<b>Working</b>	<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>
<b>Conversation Partnership Program</b>	<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 Fall 2019

To apply studying abroad at Reitaku University, please submit materials below for each student. Applicants' Japanese ability must be equivalent to Japanese Language Proficiency Test **N3** or more.

	Materials	Format No.
1	<b>Application for Admission</b>	01
2	<b>Pledge</b>	02
3	<b>Certificate of Health</b> #The document must be filled out by a physician #Read the direction(03-3) about the measles examination requirement	03-1, 03-2
4	<b>Application Form for the Dormitory</b>	04-1
5	<b>Dormitory Pledge</b>	04-2
6	<b>8 pieces of photograph (40mm×30mm)</b> #The photo must be sharp and clear. # Read the direction about the photo (05).	-
7	<b>Letter of Recommendation</b> # The recommendation should be written by students' professor.	-
8	<b>Certificate of enrollment</b>	-
9	<b>Official transcript</b>	-
10	<b>Application Form for Japanese Course Offered in the First Semester, 2019</b> # Read the outline about Japanese course (06-2). # Submit those who are interested in the course only.	06-1
11	<b>Copy of the Results of the Japanese-Language Proficiency Test</b> # If applicable	-
12	<b>APPLICATION FOR CERTIFICATE OF ELIGIBILITY</b> # Sending us as an digital excel file would be appreciated.	07
13	<b>Copy of Passport</b> # The page which your photo and passport number are included.	-
14	<b>List of family members</b>	08
15	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 should be submitted to the following address. Sending materials via e-mail as well would be appreciated.

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

**2019年度  
麗澤大学特別聴講生  
志 願 書**

**Application for Admission, 2019  
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, 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.)

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⑪ 修学理由 (Reason of Study Abroad)

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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)

◆留学期間 (Study Period)				
<input type="checkbox"/> 半年 (Half year)	年 year	月 month~	年 year	月 month
<input type="checkbox"/> 1年 (One year)	年 year	月 month~	年 year	月 month
◆日本語コースの受講 (Participate in Japanese Language Courses)				
<input type="checkbox"/> 希望する (Yes)		<input type="checkbox"/> 希望しない (No)		

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)

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麗澤大学  
Reitaku University  
〒277-8686 千葉県柏市光ヶ丘2-1-1  
2-1-1, Hkarigaoka, 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ること。

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

〒277-8686 千葉県柏市光ヶ丘2-1-1

2-1-1, Hongoaka, Kasliwa-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, Hikarigaoka, 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.



**麗澤大学**  
 Reitaku University  
 〒277-8686 千葉県柏市光ヶ丘2-1-1  
 2-1-1, Hkaiigaoka, Kashiwa-shi,  
 Chiba-ken, 277-8686 Japan  
 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

1<sup>st</sup> /  2<sup>nd</sup> /  3<sup>rd</sup> /  4<sup>th</sup> 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 dining 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 dining 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 "*Hiragi*" 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.

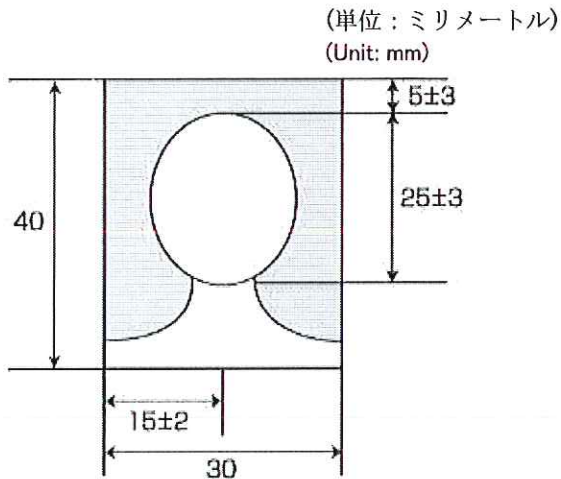
## 2. Application for Dormitory Residence

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.

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.

**Submitting to: Center for Japanese Language Education, Reitaku University**

Application Form for Japanese Course Offered in the First Semester, 2019

Name (Japanese characters): \_\_\_\_\_

Name (Roman alphabet): \_\_\_\_\_

Name of your University: \_\_\_\_\_

Mother Tongue: \_\_\_\_\_

When are you planning to attend to Reitaku University?

1<sup>st</sup> Semester 2019 · 2<sup>nd</sup> Semester 2019

◆ Japanese language proficiency:

- Japanese Language Proficiency Test (JLPT) N\_\_\_\_ acquired (\_\_\_\_/180 points)  
Date: \_\_\_\_\_ Month \_\_\_\_\_ Year
- Japanese Language Proficiency Test (JLPT) N\_\_\_\_ failed (\_\_\_\_/180 points)  
Date: \_\_\_\_\_ Month \_\_\_\_\_ Year
- If you haven't taken JLPT: Hours of learning Japanese: \_\_\_\_\_ hours

◆ Place ○ next to the course you wish to attend in 2nd Semester, 2019 (one of three):

Course	Wish to attend
Integrated Course	
Basic (Intensive) Course	
Skills Training Course	

Date: \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day

Note:

- (1) The course you attend is not guaranteed by this application. It will be determined by the result of a placement test you will take after your arrival to Japan and other factors.
- (2) Students may not attend the Basic (Intensive) Course if it is full after the fixed number of spots are filled by regular students of the university.

- (3) The Japanese course you take in the next semester shall be determined based on evaluation sessions held at the end of your first semester.

在留資格認定証明書交付申請書  
APPLICATION FOR CERTIFICATE OF ELIGIBILITY

To the Director General of  
Regional Immigration Bureau

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.



1 国籍・地域 Nationality/Region \_\_\_\_\_ 2 生年月日 Date of birth \_\_\_\_\_ 年 Year \_\_\_\_\_ 月 Month \_\_\_\_\_ 日 Day \_\_\_\_\_  
Family name \_\_\_\_\_ Given 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 \_\_\_\_\_ 有・無 Married / Single  
Male / Female  
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 千葉県柏市光ヶ丘2-1-1麗澤大学学生寮  
電話番号 Telephone No. 04-7173-3605 携帯電話番号 Cellular phone No. なし  
10 旅券 (1)番 Number \_\_\_\_\_ (2)有効期限 Date of expiration \_\_\_\_\_ 年 Year \_\_\_\_\_ 月 Month \_\_\_\_\_ 日 Day \_\_\_\_\_  
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  
 I 「教授」 "Professor"  I 「教育」 "Instructor"  J 「芸術」 "Artist"  J 「文化活動」 "Cultural Activities"  K 「宗教」 "Religious Activities"  L 「報道」 "Journalist"  
 L 「企業内転勤」 "Intra-company Transferee"  M 「経営・管理」 "Business Manager"  L 「研究(転勤)」 "Researcher (Transferee)"  
 N 「研究」 "Researcher"  N 「技術・人文知識・国際業務」 "Engineer / Specialist in Humanities / International Services"  N 「技能」 "Skilled Labor"  
 N 「特定活動(研究活動等)」 "Designated Activities (Researcher or IT engineer of a designated org)"  O 「興行」 "Entertainer"  P 「留学」 "Student"  Q 「研修」 "Trainee"  Y 「技能実習(1号)」 "Technical Intern Training (1)"  
 R 「家族滞在」 "Dependent"  R 「特定活動(研究活動等家族)」 "Designated Activities (Dependent of Researcher or IT engineer of a designated org)"  R 「特定活動(EPA家族)」 "Designated Activities(Dependent of EPA)"  
 T 「日本人の配偶者等」 "Spouse or Child of Japanese National"  T 「永住者の配偶者等」 "Spouse or Child of Permanent Resident"  T 「定住者」 "Long Term Resident"  
 U 「高度専門職(1号イ)」 "Highly Skilled Professional(i)(a)"  U 「高度専門職(1号ロ)」 "Highly Skilled Professional(i)(b)"  U 「高度専門職(1号ハ)」 "Highly Skilled Professional(i)(c)"  U 「その他」 "Others"  
12 入国予定年月日 Date of entry 2019 年 Year 3 月 Month 日 Day 13 上陸予定港 Port of entry 成田  
14 滞在予定期間 Intended length of stay \_\_\_\_\_ 15 同伴者の有無 Accompanying persons, if any \_\_\_\_\_ 有・無 Yes / No  
16 査証申請予定地 Intended place to apply for visa \_\_\_\_\_  
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 \_\_\_\_\_ 回 time(s) 直近の出入国歴 The latest entry from \_\_\_\_\_ 年 Year \_\_\_\_\_ 月 Month \_\_\_\_\_ 日 Day から \_\_\_\_\_ 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) Criminal record (in Japan / overseas) \_\_\_\_\_ 有・無 Yes / No  
有 (具体的内容) Yes (Detail: \_\_\_\_\_) / 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 \_\_\_\_\_ 回 time(s) 直近の送還 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 \_\_\_\_\_

続柄 Relationship	氏名 Name	生年月日 Date of birth	国籍・地域 Nationality/Region	同居予定 Intended to reside with applicant or not	勤務先・通学先 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
				はい・いいえ Yes/No		
				はい・いいえ Yes/No		
				はい・いいえ Yes/No		
				はい・いいえ 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".



21 通学先 Place of study  
 (1) 名称 麗澤大学  
 Name of school \_\_\_\_\_  
 (2) 所在地 千葉県柏市光ヶ丘2-1-1 (3) 電話番号 04-7173-3605  
 Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

22 修学年数 (小学校～最終学歴) 年  
 Total period of education (from elementary school to last institution of education) \_\_\_\_\_ Years

23 最終学歴 (又は在学中の学校) 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 (3) 卒業又は卒業見込み年月 年 月  
 Name of the school \_\_\_\_\_ Date of graduation or expected graduation \_\_\_\_\_ 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) 級又は点数 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 \_\_\_\_\_

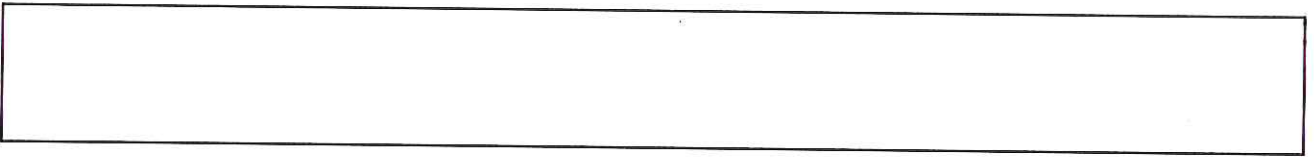
25 日本語学習歴 (高等学校において教育を受ける場合に記入)  
 Japanese education history (Fill in the followings when the applicant plans to study in high school)  
 日本語の教育又は日本語による教育を受けた教育機関及び期間  
 Organization and period to have received Japanese language education / received education by Japanese language  
 機関名 \_\_\_\_\_  
 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 Method of support to pay for expenses while in Japan  
 (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・携行等の另 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 carrying cash \_\_\_\_\_ Date and time of carrying cash \_\_\_\_\_ Others \_\_\_\_\_ Yen

(3) 経費支弁者 Supporter  
 ① 氏名 \_\_\_\_\_  
 Name \_\_\_\_\_  
 ② 住所 \_\_\_\_\_ 電話番号 \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 ③ 職業 (勤務先の名称) \_\_\_\_\_ 電話番号 \_\_\_\_\_  
 Occupation (place of employment) \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 ④ 年収 \_\_\_\_\_ 円  
 Annual income \_\_\_\_\_ Yen







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.