Admissions Information for International Students

This admissions booklet is designed for prospective students who have or will graduate from a non-Japanese high school, college or university, and those who are required to hold a student visa for their studies in Japan.

Otherwise, please refer to the “Admissions Information” in Japanese.

2011 - 2012年度

この募集要項は、日本において留学生ビザの取得を必要とする外国人の方向けのものです。日本国内の高等学校・短大・大学に在学中または卒業された方、高等学校卒業程度認定試験を受験予定・合格された方は、別途定める日本語の『募集要項』をご参照下さい。
Table of Contents

Introduction to Lakeland College
Page 2
General Information

About Admissions
Page 3 - 4
Admission Qualifications
Admission Status
Programs at LCJ

Admission Requirements
Page 5 - 7
Documents to be Submitted
Application Documents in Detail
Entrance Examination (for those currently in Japan)
Deadlines

Tuition and Fees
Page 8 - 9
Tuition and School Fees
Visa Application Fee
Application Fee
Payments

Student Visas
Page 10 - 11
Applying for a Student Visa
Visa Application Process

Transfer Admissions
Page 12

School Visits / Open Houses
Page 13

Scholarships
Page 14
International Student Scholarship
Mentor Scholarship
Military Benefits

Contact Information
Page 15
Lakeland College is a four-year private college that has been educating and graduating students in the Liberal Arts since 1862. Located in Sheboygan, Wisconsin, its first students were mainly immigrants who were looking for a higher education. The students and faculty had set very high academic standards to ensure their education would cover a multitude of fields and studies as they searched for knowledge and understanding. These standards are still practiced to the fullest extent today, but Lakeland College has been consistently adapting and changing to meet the needs of the students as the world around us changes.

In 1991, Lakeland College opened its doors even more internationally by opening Lakeland College Japan Campus in Tokyo, Japan. Its purpose was to serve as a branch campus and provide a path for students to grow in language and obtain an even higher level of global education. Accredited by the North Central Association of Colleges and Schools, Lakeland College Japan campus offers the first two-years of the Liberal Arts education to not just Japanese students, but students from all around the world as well.

In 2005, Lakeland College Japan Campus was recognized as a foreign college in Japan by the Japan Ministry of Education, Culture, Sports, Science and Technology (MEXT). With this privilege, we are able to teach, educate, and train our students in an environment created for the preparation of skills needed to enter and succeed within our home campus in Wisconsin, as well as hundreds more colleges and universities around the world. This privilege also extends to our students who graduate an Associate of Arts degree, giving them a valuable tool for the rest of their lives, as well as a tremendous advantage before entering a university abroad.

Inside the content of this packet you will find the information regarding the vital steps needed in order to successfully apply, enroll, and participate within Lakeland College Japan Campus.
Admission Qualifications For International Students

To apply to Lakeland College Japan, you must meet ONE of the following requirements:

1. Have graduated or will graduate from a secondary school (High School or a total of 12 years of education)
2. Have a Secondary School Graduate Equivalent Certificate (GED), or Koutogakkou Sotsugyoteido Ninteisho
3. Have completed the International Baccalaureate, Diploma Programme

* For those from countries whose pre-college educations require less than 12 years and/or different examinations, we will consult and evaluate the requirements individually before responding.

Admission Status

There are two types of Admission Statuses, those of "Matriculated Students" and those of "Non-Matriculated Students"

Matriculated Students

Those who need to obtain a student visa for their studies in Japan must apply as a matriculated student, meaning they must be accepted into the college with a full-time status. They must attend the EAP program or register and complete 12 credits (4 courses) within the Academic program per semester. Most of these students are degree-bound.

Non-Matriculated Students

Those who have already obtained residential status in Japan are able to apply as non-matriculated students for the Academic Program. This does require the student to meet the English requirement. By being admitted under this status, the non-matriculated students are permitted to register for just 3 units (1 course) per semester.
Programs at LCJ

Lakeland currently offers two types of programs at the Japan Campus: The Academic Program (or, the college program), and the EAP (English for Academic Purposes) Program. These programs are open to both Japanese and International students.

Academic Program

The Academic Program is Lakeland’s college program for degree seeking students. Here students take academic classes which follow the curriculum of a typical American Liberal Arts education. Students are able to apply to this program if they are able to fulfill one of the following conditions:

1. Their native language is English and they have 12 years educational background in an English speaking country. An official ACT/SAT score sheet will be required for those students who have graduated within 3 years or less from their applying semester.

2. They have an English proficiency of TOEFL 500 (iBT 61, CBT 173), IELTS 6 or an equivalent English qualification. In this case, they need to submit an official score sheet.

** High School required certificates may vary between countries, so please send any inquiries directly to our admissions office.

EAP Program

The English for Academic Purposes (EAP) program brings focus and attention to the various skills needed to study at an American university. The EAP program does not directly target the study of English; it instead targets and provides refined training to the students’ academic study skills necessary to achieve their goals in an American college program.

If your native language is not English, and you do not meet the required English Proficiency level, you will be eligible for the English for Academic Purposes program.

In addition, the student must also meet one of the following conditions:

1. Your native language is English and you have 12 years educational background in an English speaking country. An official ACT/SAT score sheet will be required for those students who have graduated within 3 years or less from their applying semester.

2. You have an English proficiency of TOEFL 500 (iBT 61, CBT 173), IELTS 6 or an equivalent English qualification. In this case, you need to submit an official score sheet.
## ADMISSION REQUIREMENTS

### DOCUMENTS TO BE SUBMITTED

<table>
<thead>
<tr>
<th>DOCUMENTS</th>
<th>ACADEMIC PROGRAM</th>
<th>EAP PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form</td>
<td>🟦</td>
<td>🟦</td>
</tr>
<tr>
<td>High School Transcripts</td>
<td>🟦</td>
<td>🟦</td>
</tr>
<tr>
<td>High School Graduation Diploma/Certificate</td>
<td>🟦</td>
<td>🟦</td>
</tr>
<tr>
<td>ACT/SAT Scores/TOEFL/IELTS (official)</td>
<td>🟦</td>
<td>🟦</td>
</tr>
<tr>
<td>Personal Statement of Purpose</td>
<td>🟦</td>
<td>🟦</td>
</tr>
<tr>
<td>Letter of Reference</td>
<td>🟦</td>
<td>🟦</td>
</tr>
<tr>
<td>Interview</td>
<td>🟦</td>
<td>🟦</td>
</tr>
<tr>
<td>(Only for Students Currently in Japan)</td>
<td>🟦</td>
<td>🟦</td>
</tr>
<tr>
<td>Entrance Examination</td>
<td>🟦</td>
<td>🟦</td>
</tr>
<tr>
<td>(Only for Students Currently in Japan)</td>
<td>🟦</td>
<td>🟦</td>
</tr>
</tbody>
</table>
## Application Documents in Detail

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Application Form</td>
<td>4. Official TOEFL Score Reports (Non-Native English Speakers Applying for the Academic Program Only)</td>
</tr>
<tr>
<td>Please complete the Admission Application Form for International Students. This form has been included in this Admissions Information packet. You may also download the PDF file at <a href="http://www.japan.lakeland.edu/e">www.japan.lakeland.edu/e</a> Please complete this form in black pen.</td>
<td>If you have an official TOEFL score of 500 (iBT 61, CBT 173) or higher within the past two years, you may apply directly for the Academic Program. Please send a request to ETS for the official score sheet to be sent to LCJ with the school code 8962.</td>
</tr>
<tr>
<td>2. Official School Transcripts (in English)</td>
<td>5. Personal Statement of Purpose (must be typed and 300-400 words, in English only)</td>
</tr>
<tr>
<td>An official English transcript from the accredited high school and/or university/college where the applicant is currently studying (or has already graduated from). If you have yet to take the TOEFL, please go to the following website to search for upcoming test dates and locations: <a href="http://www.TOEFL.org">www.TOEFL.org</a> <em>Native English speakers do not need this document</em></td>
<td>This statement must introduce yourself and your previous education background, as well as any future educational and career goals, interests, why you would like to enter LCJ, and any other information you would like to pass to our Admissions Office. If you are applying for EAP and taking the general entrance exam in Japan, you do not have to submit this document.</td>
</tr>
<tr>
<td>3. Certificate of High School Graduation or a Copy of Your Diploma</td>
<td>6. Letter of Reference</td>
</tr>
<tr>
<td>You must submit a certificate of graduation or a copy of your school diploma in English. If the diploma is in a language other than English, it must be translated and notarized before submitting. If you apply prior to your high school graduation, please submit a letter with your anticipated graduation date (in English).</td>
<td>This letter should be written by a former or current teacher, guidance counselor, professor, or employer, and must include their reasoning as to why you will be a good candidate for our program. We will not accept letters written by family or friends. This letter must be in English, with the exception of Japanese Language School instructors or counselors.</td>
</tr>
<tr>
<td>7. Entrance Exam (Only for those International Students who are currently in Japan)</td>
<td></td>
</tr>
<tr>
<td>A. Those students who are currently in Japan and are applying to the Academic program are required to complete an official interview for evaluation.</td>
<td></td>
</tr>
<tr>
<td>B. Those students who are currently in Japan and are applying to the EAP program (i.e. those attending a Japanese language school, etc.), are required to complete a two part entrance exam.</td>
<td></td>
</tr>
<tr>
<td>1. English Examination: 60 min., Multiple Choice</td>
<td>2. Interview: In Japanese or English, approx. 15 minutes</td>
</tr>
<tr>
<td><em>Please see the attached “Entrance Exam Dates” form included.</em></td>
<td></td>
</tr>
</tbody>
</table>
There are two different application deadlines for Admissions.

**Application Deadline 1**

The Application Deadline 1 is for those who need to apply for a Student Visa, and are currently located outside of Japan.

**Application Deadline 2**

The Application Deadline 2 is for those who already have or do not need to apply for a student visa in Japan. For those who are currently studying at Japanese language schools and have a valid student visa when applying to Lakeland College Japan, please apply for Deadline 2.

<table>
<thead>
<tr>
<th>SEMESTER OF ADMISSION</th>
<th>APPLICATION DEADLINE 1</th>
<th>APPLICATION DEADLINE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td>May 31st</td>
<td>June 30th</td>
</tr>
<tr>
<td>(September - December)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>September 30th</td>
<td>October 31st</td>
</tr>
<tr>
<td>(January - April)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer Semester</strong></td>
<td>February 28th</td>
<td>March 31st</td>
</tr>
<tr>
<td>(May - August)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

High School Students: We STRONGLY advise that you turn in your applications during the Fall semester of your senior year, as this is the time when most schools require applications to be sent.
# TUITION AND FEES

## Accepted for Academic Program Fees

<table>
<thead>
<tr>
<th></th>
<th>FIRST SEMESTER ADMISSION</th>
<th>REMAINING SEMESTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Fee</td>
<td>250,000 JPY</td>
<td></td>
</tr>
<tr>
<td>Academic Tuition (One Semester - 12 Credits)</td>
<td>530,400 JPY</td>
<td>530,400 JPY</td>
</tr>
<tr>
<td>Facility Fee (One Semester)</td>
<td>80,000 JPY</td>
<td>80,000 JPY</td>
</tr>
<tr>
<td>Student Activity Board Fee</td>
<td>15,750 JPY</td>
<td>(only in summer semester)</td>
</tr>
<tr>
<td>Event Fees</td>
<td>15,750 JPY</td>
<td>(only in summer semester)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>891,900 JPY</strong></td>
<td><strong>610,400 JPY +</strong></td>
</tr>
</tbody>
</table>

International students enrolling with a full time college visa will be awarded a **100,000 JPY scholarship** for the first year of studies. This scholarship is applied only once. See page 16 for additional scholarship information.

## Accepted for English for Academic Purposes (EAP) Program Fees

<table>
<thead>
<tr>
<th></th>
<th>SUMMER ADMISSION</th>
<th>FALL ADMISSION</th>
<th>SPRING ADMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Fee</td>
<td>250,000 JPY</td>
<td>250,000 JPY</td>
<td>250,000 JPY</td>
</tr>
<tr>
<td>EAP Tuition</td>
<td>1,305,000 JPY</td>
<td>720,000 JPY</td>
<td>360,000 JPY</td>
</tr>
<tr>
<td></td>
<td>(3 semesters)</td>
<td>(2 semesters)</td>
<td>(1 semester)</td>
</tr>
<tr>
<td>Facility Fee</td>
<td>240,000 JPY</td>
<td>160,000 JPY</td>
<td>80,000 JPY</td>
</tr>
<tr>
<td></td>
<td>(3 semesters)</td>
<td>(2 semesters)</td>
<td>(1 semester)</td>
</tr>
<tr>
<td>Student Activity Board Fee</td>
<td>15,750 JPY</td>
<td>15,750 JPY</td>
<td>15,750 JPY</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,826,500 JPY</strong></td>
<td><strong>1,251,500 JPY</strong></td>
<td><strong>811,500 JPY</strong></td>
</tr>
</tbody>
</table>

International students enrolling with a full time college visa will be awarded a **100,000 JPY scholarship** for the first year of studies. This scholarship is applied only once. Please see page 16 for additional scholarship information.
For those needing to apply for a student visa and living outside Japan, you must submit all documents by Application Deadline 1 with the visa information documents.

Application Fee: 40,000 JPY

If you already have residential status in Japan (this includes Japanese language school students, but does not include short stay permission), you must submit all documents by Application Deadline 2.

Application Fee: 35,700 JPY

Those who require a student visa in Japan, there is an additional fee for applying to the Tokyo Immigration Bureau.

Visa Application Fee: 20,000 JPY

The Application Fee must be submitted with the application form. The Application Fee is non-refundable. There are two different methods of payment. Bank checks, personal checks or money orders are not acceptable.

1. **Payment by Credit Card**

The credit card provided by the applicant on the application form will be charged (Visa or Master Card only). The applicant must provide the card type (Visa or Master only), cardholders name, card number, and expiration month/year.

2. **Bank Wire Transfer**

Bank Name: The Bank of Tokyo-Mitsubishi UFJ, Ltd.  
Branch Name: Takadanobaba  
Account Number: Ordinary Account, 1218916  
Account Name: Lakeland Daigaku (Reminder: Account Name is NOT “Lakeland College”.)  
SWIFT Code: BOTKJPJT  
(The bank will charge additional fees for the wire transfer)

**TUITION & SCHOOL FEES (TO BE PAID BY SPECIFIED DEADLINE)**

The school fees must be paid no later than the stated deadline by bank wire transfer as shown above.

The deadline for the first semester tuition and fees will be included with the Acceptance Letter. Future deadlines will be displayed on invoices provided directly by our Administrative Office.

All tuition and school fees must be paid by the deadline stated on your acceptance letter. **If you do not complete the payment by the stated deadline, your acceptance will be dismissed.**

All fees must be paid in full. There are no possibilities for installment plans.
1. **International Student Information Sheet**
   Please complete the International Student Information Sheet for a Student Visa by downloading the PDF file ([www.japan.lakeland.edu/e](http://www.japan.lakeland.edu/e)). The applicants must write their signatures on the form themselves in black pen.

2. **Two Passport Copies**
   Two copies of your passport must include your legal name, birth date and passport number.

3. **Confidential Financial Certification Form**
   This document pertains to the person/organization who financially supports the applicant. Because international students cannot support themselves financially, this document will include the approximate annual income, amount of estimated financial support, and relationship to the applicant. You must use the stated format, and it must be written in English. You may download the file from our homepage at [www.lakeland.edu/e](http://www.lakeland.edu/e).

4. **Bank Statement**
   A bank statement of the person/organization giving financial support is required. He/she must have approximately 3,000,000 JPY or more within the account. The currency may be of your own country, but it must be equivalent to 3,000,000 JPY. Two original copies are required.

5. **Photographs**
   Two passport sized photos are required. They must be 4x3 cm, have no background, hats are not permitted, and must have been taken within the past 3 months. Copies from printouts or snapshots are also not acceptable. One must be pasted on the application; one must be enclosed with the application documents.

**Please refer to deadline dates on page 7**
Submit the documents stated on the previous page (1-5) to LCJ’s Admissions Office.

<table>
<thead>
<tr>
<th>1</th>
<th>Complete the 20,000 JPY Visa Application Fee payment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>LCJ submits the visa application to the Immigration Bureau.</td>
</tr>
<tr>
<td>3</td>
<td>Immigration Bureau takes approximately 5-8 weeks to approve the visa application and issue a Certificate of Eligibility (COE).</td>
</tr>
<tr>
<td>4</td>
<td>After receiving the approved COE, LCJ will send it via express mail to the applicant’s address in their home country.</td>
</tr>
<tr>
<td>5</td>
<td>The student takes the COE and passport to the nearest Japanese embassy or consulate for final processing, which takes approximately 1-8 days depending on the embassy or consulate. Additional documents may be required by that office (ex. Driver license, etc.), so please confirm those requirements before submitting your COE and passport.</td>
</tr>
<tr>
<td>6</td>
<td>The passport is stamped with the visa and returned to the applicant. The applicant may now enter Japan.</td>
</tr>
</tbody>
</table>
Transfer Admissions

In 2005, Lakeland College Japan was recognized by Japan’s Ministry of Education as a foreign college within Japan. Due to this recognition, our institution has the ability to sponsor student visas for foreigners while they are enrolled here full-time. This is also valid for transferring students from other countries and colleges/universities.

For those students transferring to Lakeland College Japan from another college, only coursework similar to the courses offered at Lakeland College Japan will be transferable. Moreover, the student must have earned a “C” or better in order for these credits to transfer. All work completed at other colleges will be converted to semester hours when evaluating transferable credits, so as to make it match with LCJ’s 3-credit based curriculum. Grades earned at other colleges will not be included in Lakeland College Japan’s GPA.

Students who transfer to Lakeland College Japan with 30 or more credits earned at another college will be exempt from LCJ’s Interdisciplinary Studies Requirement (also called “Core 1”). Please submit any transcripts with your application so that LCJ can quickly evaluate your credit transfers.

For any additional questions, please feel free to contact our campus so that we may be able to discuss the matter with you further.

*All credit transfer decisions will be made by the Office of the Registrar at Lakeland College Wisconsin.
School visits are strongly recommended for our international students. It is the best way for you to see our unique campus and atmosphere we have created here. Our staff is also able to set up individual appointments with you to answer any questions you might have about Lakeland. Class observations and campus tours are also available, and any other requests you may have should be directed to our Administration Office.

If you have an opportunity to visit, please make an appointment in advance!

Open Houses & Information Sessions

LCJ also offers frequent Open House and Information Sessions. Open House events allow prospective students and parents to meet with our admissions staff, current professors and students, and offers a sample class so that prospective students can experience student life in a college classroom setting.

Information Sessions will focus more on the details of LCJ’s program(s), admission requirements, course and degree offerings, tuition and costs, scholarships available, and admissions information. Our admissions staff and current students are present to provide any information you may be seeking, and individual appointments are available by contacting our admissions office.

Current dates and schedules of upcoming Open Houses and Information Sessions are available on our homepage.

Make a Reservation Today!

Website: www.japan.lakeland.edu/e
Phone: (+81) 3-3225-0425
Fax: (+81) 3-3225-0428
E-mail: asklcj.japan.lakeland.edu
Financial Aid & Scholarship Information

**Financial Aid**

For those students with US citizenship or eligible non-citizens, financial aid may be applied for through our Lakeland College home campus. Students must be registered with the Selective Service (if male), demonstrate financial need as determined by completing the Free Application for Federal Student Aid (FAFSA), be enrolled at least half-time, be working towards a degree at Lakeland, and be making satisfactory academic progress.

Details can be found online at [www.lakeland.edu/Finaid/apply.asp](http://www.lakeland.edu/Finaid/apply.asp). The financial aid process is handled directly through our home campus financial aid department, though inquiries may be sent to our LCJ admissions office.

**Scholarships**

**LCJ INTERNATIONAL SCHOLARSHIP**

International students enrolling with a full time college visa will be awarded a **100,000 JPY scholarship** for the first year of studies.

**MENTOR SCHOLARSHIP**

This scholarship is available to current and graduated students, as well as their families. By introducing Lakeland College Japan Campus to a nearby friend, fellow classmate, or someone interested in enrolling in our international college, this “Mentor Scholarship” can be applied for and used. For every one student that our current or graduated students introduce to LCJ, and upon a successful acceptance and enrollment, the “mentor” will receive 50,000 JPY and the applicant would then have their application fee reimbursed upon completion of the admissions process. This scholarship is able to be used throughout the year, for any of our three enrollment periods (Summer, Fall, Spring). This scholarship has a history dating very far back, especially overseas and at US private colleges, and remains quite popular even today. By all means, to our current and future students, we hope that you will be able to receive these financial benefits by introducing LCJ and our educational opportunities to those seeking such an international college.

Please contact our Administration Office for more information.

**MILITARY BENEFITS**

Lakeland College and our Japan Campus are State Agency Approved to certify all types of military benefits (with the exception of the Wisconsin GI Bill because we are a private college). The College’s Veterans Coordinator will process all appropriate paperwork on a semester-by-semester basis. Please contact our Japan Campus admissions office for additional information.
Contact Information

All documents must be sent to the Admissions Office

Lakeland College Japan Campus
5-7-12 Shinjuku, Shinjuku-ku, Tokyo
160-0022

Phone (international) +81-3-3225-0425
Fax (international) +81-3-3225-0428

Phone (domestic) 03-3225-0425
Fax (domestic) 03-3225-0428

E-mail: asklcj@japan.lakeland.edu

Skype Address: lcj.admission