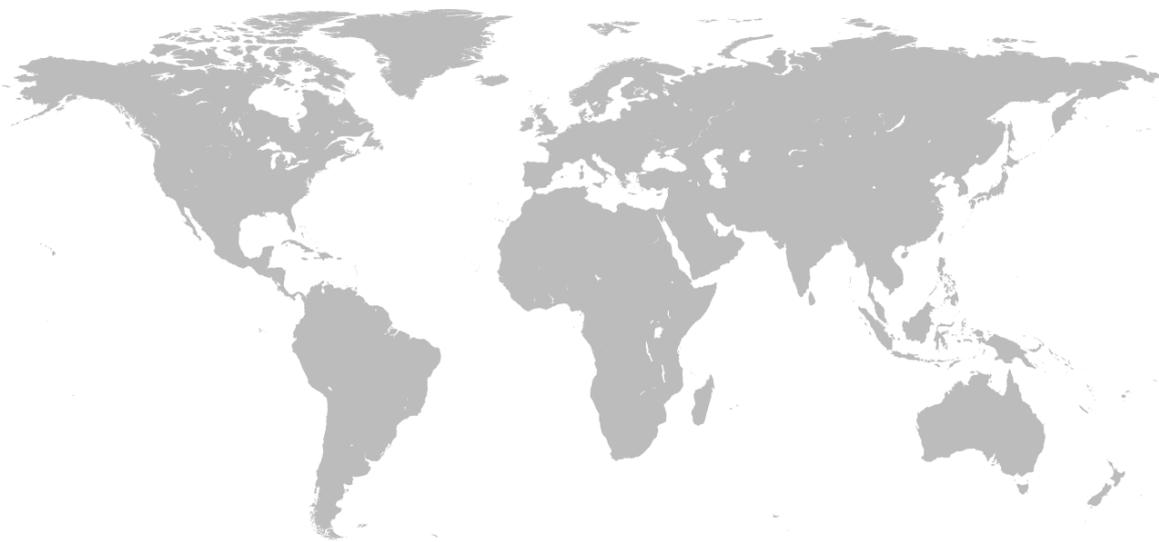


Admissions Information for International Students



LAKELAND COLLEGE

Since 1862

2015-2016

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Introduction to Lakeland



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 set very high academic standards to ensure their education would cover a multitude of fields and studies as they searched for knowledge and understanding. Lakeland College still upholds the highest standards, but at the same time it constantly adapts and changes programs to meet the needs of the students as the world around us changes.

In 1991, Lakeland College established Lakeland College Japan Campus (LCJ) in Tokyo, to serve as a branch campus, providing a path for students to grow in English language ability and to attain an even higher level of global education. Accredited by the North Central Association of Colleges and Schools, LCJ offers the first two-years of a Liberal Arts education to both Japanese students and students from all around the world.

In 2005, LCJ was recognized as a foreign college in Japan by the Ministry of Education, Culture, Sports, Science and Technology (MEXT). With this privilege, we were able to expand our mission to international students and to improve our services to Japanese students. Our academic program prepares students for the first two years of a liberal arts education that culminates in the awarding of an Associate of Arts degree. After completing this degree, students can transfer to our home campus in Wisconsin or to hundreds of other colleges and universities in the US, Japan or around the world.

Admission Qualifications

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)
3. Have completed the International Baccalaureate Diploma Program

*** Students from countries whose education, including secondary school, is less than 12 years need to have their education qualifications evaluated individually.*

Lakeland College Japan (LCJ) currently offers two types of programs at the Japan Campus: The Academic Program, and the English for academic purposes (EAP) Program. These programs are open to both Japanese and International students.

Academic Program

The Academic Program is LCJ's undergraduate program for degree-seeking students. The courses in this program follow the curriculum of a typical American Liberal Arts education. Students who wish to enter this program must 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 (minimum score requirements for ACT is 18, SAT is 860) score sheet will be required for all students except (a) those who have graduated from high school more than three years ago and (b) students with transfer credits of at least 24 semester hours from another college or university.
2. They have an English TOEFL proficiency of at least 500 (iBT 61, CBT 173), or an IELTS score of at least 6 or an equivalent English test score. TOEFL/IELTS will be exempt if students have transferred credits of 24 semester hours and a GPA of 2.0 or higher from another college or university in an English speaking country.

*** Requirements for high school certificates may vary from country to country,*

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 intensive training to improve the students' academic study skills necessary to achieve their goals in an American college program. Of course, students are also taught the English language skills they will need to pursue an academic degree. After completing the EAP Program, 12 college credits will be transferrable if the students applies to home campus, Lakeland College Wisconsin.

Second language students who do not meet the minimum test score requirements need to enter the EAP program in order to be eligible for the Academic Program.

NUMBERS

TOEFL score needed to directly enter the Academic Program

500

iBT TOEFL score needed to directly enter the Academic Program

61

IELTS score needed to directly enter the Academic Program

6

Deadlines

There are two different application deadlines for Admissions.

Application Deadline 1

Application Deadline 1 is for prospective students who need to apply for a student visa.

Application Deadline 2

Application Deadline 2 is for prospective students who do not need a student visa. Those who are currently studying at another school in Japan and have a valid student visa can also apply by Deadline 2.

SEMESTER OF ADMISSION	APPLICATION DEADLINE 1 For those who need to apply for a student visa	APPLICATION DEADLINE 2 For those who do not need a student visa
Fall Semester (September - December)	May 31st	June 30th
Spring Semester (January - April)	September 30th	October 31st
Summer Semester (May - August)	January 31st	February 28th

Admission Requirements

Documents to be Submitted

DOCUMENTS	ACADEMIC PROGRAM	EAP PROGRAM
Application Form	<input type="checkbox"/>	<input type="checkbox"/>
High School Transcripts	<input type="checkbox"/>	<input type="checkbox"/>
High School Graduation Diploma / Certificate	<input type="checkbox"/>	<input type="checkbox"/>
ACT / SAT Scores TOEFL / IELTS (official)	<input type="checkbox"/>	
Personal Statement of Purpose	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Reference	<input type="checkbox"/>	
Interview	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Examination		<input type="checkbox"/>



Application Documents Needed

1. Application Form

Please complete the Admission Application Form for International Students, which is included in this packet. You may also download the PDF file at

www.lcj.lakeland.edu/academic-program-application

Please complete this form in black ink and attach a face photo (4.0 cm x 3.0 cm/1.5 x 1 inches), along with two extra photos for visa paperwork and student ID.

2. Official School Transcripts (in English)

An official English transcript from the accredited high school and/or university/ college where you are currently studying (or have already graduated from).

If you are or were enrolled in a Japanese language school, please submit the grades and attendance reports from the language school together with the school transcripts.

3. Certificate of High School Graduation or a Copy of Your Diploma

You must submit a certificate of graduation or a copy of your high school diploma in English. If the diploma is in a language other than English, it must be translated and notarized before being submitted. If you apply

prior to your high school graduation, please submit a letter with your anticipated graduation date (in English).

4. Required Test Scores for Native and Non-Native English Speakers

For Non-Native English Speakers Applying for the Academic Program Only:

If you have an official TOEFL score of 500 (iBT 61, CBT 173) or higher within the past two years, you may apply directly to the Academic Program. The minimum score for the IELTS is 6. Please send a request to ETS to have the official score sheet sent to LCJ (school code 8962). If you have yet to take the TOEFL, please go to the following website to search for upcoming test dates and locations:

www.TOEFL.org

**Native English speakers do not need this test requirement. The minimum required test score for the SAT is 860 and ACT is 18.

5. Personal Statement of Purpose (typed, written in English, 300-400 words)

In this statement you must introduce yourself and your previous education background, as well as your future educational and career goals and interests. Explain why you

would like to enter LCJ, and add any other information you think is relevant. If you are applying for the EAP program, you do not have to submit this document.

6. Letter of Reference

This letter should be written by a former or current teacher, guidance counselor, professor, or employer. It must include their reasons why you would be a good candidate for our program. We will not accept letters written by family members or friends. This letter must be in English, with the exception of Japanese language school instructors or counselors.

7. Entrance Exam / Interview Requirements

A. Students who are applying to the Academic program are required to participate in an official interview.

B. Students who are currently in Japan and are applying to the EAP program (eg. those attending a Japanese language school), are required to complete a two-part entrance exam:

- English Examination: 60 minutes, Multiple Choice;
- Interview: In Japanese or English, approximately 15 minutes.

Tuition and Fees

Academic Program Fees

	First Semester Admission	Remaining Semester Fees
Admission Fee	¥238,000	
Tuition (One Semester, 12 Credits)	¥504,000	¥504,000
Facility Fee (One Semester)	¥76,100	¥76,100
Student Activity Board Fee (Annual Fee)	¥15,000	
Event Fees (Annual Fee)	¥15,000	
Tax (8%)	¥67,848	¥46,408
Total	¥915,948	¥626,508

International students enrolling with a full-time student visa will be awarded a one-time **¥100,000 scholarship**. See page 14 for additional scholarship information.

*Non-applicable to GI Bill Holders.

English for Academic Purposes (EAP) Program Fees

	Summer Admission	Fall Admission	Spring Admission
Admission Fee	¥238,000	¥238,000	¥238,000
Tuition	¥1,242,000 (3 Semesters)	¥828,000 (2 Semesters)	¥414,000 (1 Semester)
Facility Fee	¥228,300 (3 Semesters)	¥152,200 (2 Semesters)	¥76,100 (1 Semester)
Student Activity Board Fee (Annual Fee)	¥15,000	¥15,000	¥15,000
Event Fees (Annual Fee)	¥15,000	¥15,000	¥15,000
Tax (8%)	¥139,064	¥99,856	¥60,648
Total	¥1,877,364	¥1,348,056	¥818,748

International students enrolling with a full-time student visa will be awarded a one-time **¥100,000 scholarship**. See page 14 for additional scholarship information.

*Non-applicable to GI Bill Holders

Additional Fees and Payments

Application Fee

The Application Fee must be submitted with the application form. This payment is non-refundable.

Foreign prospective students **applying for a student visa and living outside Japan**, must submit all visa information documents by Application Deadline 1.

Application Fee: ¥40,000

Foreign prospective students who **already have resident status in Japan** (this includes Japanese language school students, but does not include those with short-stay permission) must submit all documents by Application Deadline 2.

Application Fee: ¥35,700

Visa Application Fee

Prospective students who require a student visa in Japan are required to pay an additional fee for applying to the Tokyo Immigration Bureau. This payment is non-refundable.

Visa Application Fee: ¥20,000

Payment Methods

There are two different methods of payment: credit card and bank transfer. Bank checks, personal checks, and money orders are not accepted.

PAYMENT BY CREDIT CARD

To pay by credit card, the applicant must provide the card type (Visa or Master only), cardholders name, card number, and expiration date.

PAYMENT BY WIRE TRANSFER

Bank Name: The Bank of Tokyo-Mitsubishi UFJ, Ltd.

Branch Name: Takatanobaba

Account Number: Ordinary Account, 1218916

Account Name: Lakeland Daigaku (Note: 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 deadline for the first semester tuition and fees will be included in the acceptance letter. School fees must be paid by bank wire transfer no later than the stated deadline. 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 may be denied. All fees must be paid in full. Paying in installments is not accepted.

Applying for a Student Visa

Non-Japanese Citizens Outside of Japan

If you do not have resident status in Japan, you need to apply for a student visa. LCJ will apply for your Certificate of Eligibility (COE), which you need to take to a Japanese consulate or embassy in your home country to obtain your student visa.

Non-Japanese Citizens Already in Japan with a Valid Student Visa

If you are living in Japan with a valid student visa from another institution, you will need to change your visa to an LCJ-sponsored student visa. LCJ will provide the required documents. You must submit these documents to the Tokyo Regional Immigration Bureau.

Complete and Submit the Following Documents

1. Visa Application Information Sheet

Please complete the Visa Application Information Sheet for a student visa by downloading the PDF file (www.lcj.lakeland.edu/academic-program-application). Applicants must sign the form themselves in black ink and send it to LCJ.

2. Two Passport Copies

Send two copies of the pages of your passport that include your legal name, birth date and passport number.

3. Confidential Financial Certification Form

This document pertains to the person/organization who is financially supporting your education. It will include the approximate annual income, amount of estimated financial support and relationship of the sponsor to you. You must use the form provided, and you must write it in English. You may download the file at (www.lcj.lakeland.edu/academic-program-application.)

4. Bank Statement

A bank statement of the person providing financial support is required. He/she must have approximately ¥3,000,000 or more in the account. The currency may be that of your own country, but it must be equivalent to ¥3,000,000. One original copy is required.

5. Photographs

Two passport-sized photos are required. They must be 4x3 cm, have no background, and must have been taken within the past 6 months. Hats or other headgear are not permitted. Copies from printouts or snapshots are also not acceptable.

** Please refer to deadline dates on page 6 **

Visa Application Process

1

Submit the documents stated on the previous page to LCJ's Admissions Office.



2

Pay the application fee of ¥20,000 for the visa application.



3

LCJ will submit the student visa application documents to the Immigration Bureau.



4

The Immigration Bureau takes approximately 5-8 weeks to approve the visa application and issue a Certificate of Eligibility (COE); therefore, it is crucial to apply early.



5

After receiving the approved COE, LCJ will send it via express mail to your address in your home country.



6

You must take the COE and your 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's license), so please confirm what is needed before visiting the embassy or consulate.



7

Your passport will be stamped with the student visa and returned to you.



8

You may now enter Japan.

Transfer Admissions

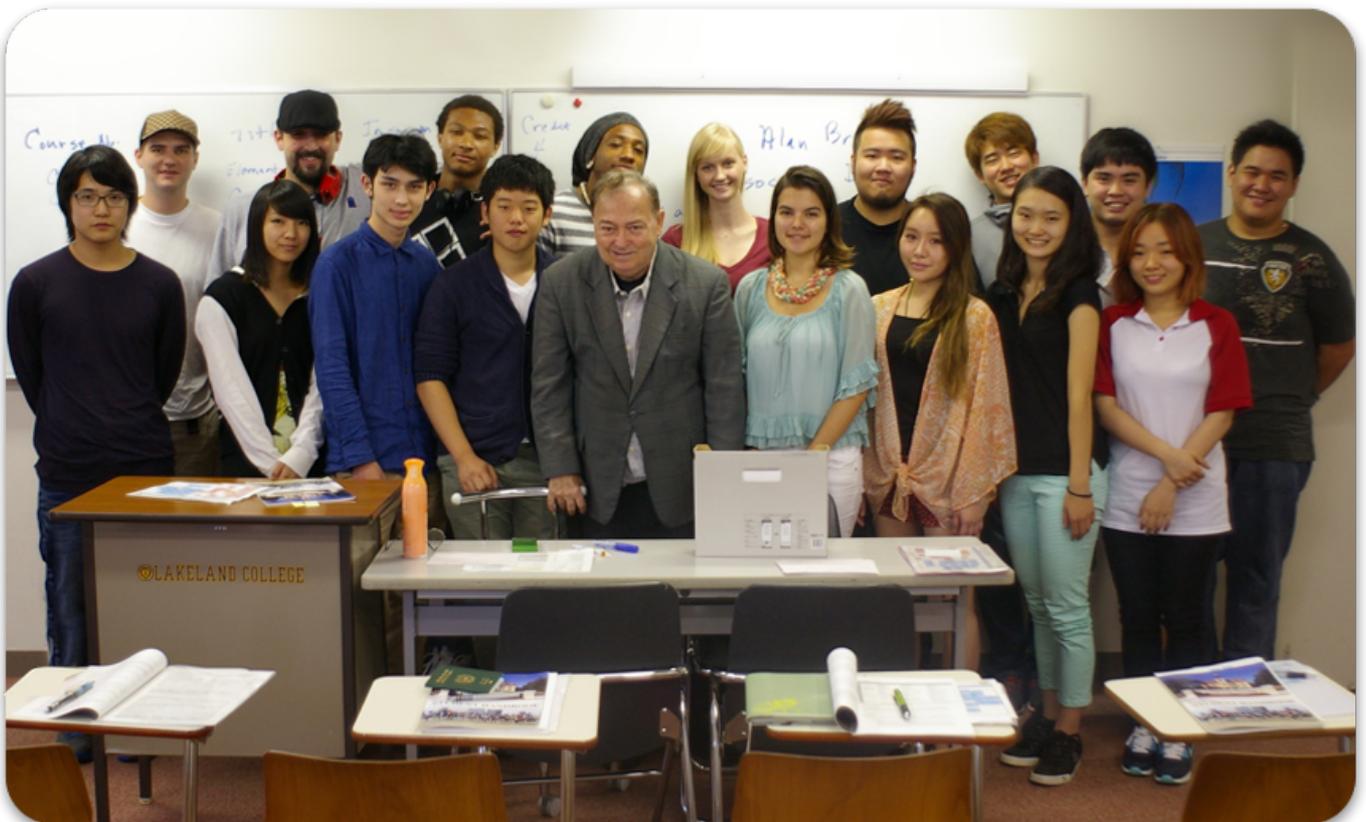
If you are transferring to LCJ from another college, only courses similar to those offered at LCJ will be transferable. Moreover, you must have earned a grade of “C” or better for your credits to transfer.

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 three-credit-based curriculum. You will start with a new GPA when you enter LCJ; grades earned at other colleges will not be included in your new GPA.

If you transfer to LCJ with 30 or more credits earned at another college or university you will be exempt from LCJ’s Interdisciplinary Studies Requirement (also called “Core 1”). The maximum number of credits you can transfer is 37. Please submit your transcripts and syllabi as soon as possible so that your transfer credits can be evaluated quickly.

If you have any additional questions, please feel free to contact us.

*The personnel in the Office of the Registrar at Lakeland College in Wisconsin will make all decisions relating to transfer credits.



Visit LCJ

If you are living in Japan or visiting Japan, we invite you to visit our school. It is the best way for you to see our unique campus atmosphere. You can observe classes or take a campus tour.

Our staff can arrange individual appointments with you to answer any questions you might have about LCJ. To better assist you, we would appreciate if you made an appointment before your visit.



**Reserve one-on-one
Information Sessions Today!**

Phone +81-3-3225-0425

Fax +81-3-3225-0428

Website: www.lcj.lakeland.edu

E-mail: asklcj@japan.lakeland.edu



**LAKELAND
◆ COLLEGE ◆**

Financial Aid & Military Benefits

Financial Aid

For those students with US citizenship or eligible non-citizens, you may apply for Financial Aid 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) and be officially accepted as an undergraduate student at Lakeland.

Details can be found online at www.lakeland.edu/Finaid/apply.asp. The financial aid process is handled directly through our home campus financial aid department. If you have any questions, you can also contact the LCJ admissions office.

Military and Veterans' Benefits

Lakeland College is dedicated to serving students who receive military benefits by providing timely and accurate information prior to and during a student's enrollment at the college. Benefit programs include:

- Chapter 33 (Post 9/11 Bill/Yellow Ribbon)
- State Veterans (VET ED and DMA 189)
- Montgomery GI Bill-Chapter 30
- Tuition Assistance
- Chapter 31
- Chapter 35

If you are unsure of your eligibility for benefits, please contact your local VA Service Office by visiting www.gibill.va.gov or call the GI Bill Call Center at 1-888-GIBILL-1.

Once you are certain of your eligibility, you can visit www.gibill.va.gov to apply for your military benefits or to transfer your benefits to LCJ from another college or university. Complete all pertinent forms, and submit them.



Scholarships

LCJ INTERNATIONAL SCHOLARSHIP

Full-time international students will be awarded a **¥100,000 scholarship** upon acceptance for the first year of studies.

*Non-applicable to GI Bill holders.

MENTOR SCHOLARSHIP

This scholarship benefits both those introducing prospective students to LCJ and those being introduced. Current students, alumni and family members who introduce LCJ to someone will receive a commission upon successful enrollment.

Additionally, applicants will have their application fee waived. Please contact our Administrative Office for more information.

BENJAMIN A. GILMAN INTERNATIONAL SCHOLARSHIP

Scholarships are available to 2,300 American students who are currently receiving a Federal Pell Grant while studying abroad and are in good academic standing.

Amount: Up to \$5,000

Apply: Through the website: www.iie.org/en/Programs/Gilman-Scholarship-Program

BRIDGING SCHOLARSHIP

The Association of Teachers of Japanese awards scholarships to American students planning to study in Japan.

Amount: \$2,500 to \$4,000

Apply: Download the application from the website: www.aatj.org/studyabroad/scholarships

ROTARY INTERNATIONAL SCHOLARSHIP

As awards may vary by location, please check with your local Rotary Club to inquire about available scholarships.

Amount: Varies

Apply: At your local Rotary Club or on the website: www.rotary.org

HASHI.ORG

Each year, Hashi.org provides three students (one each from the US, South Korea and Japan) with a \$1,000 scholarship.

Amount: \$1,000

Apply: Download the application form from the website: www.hashi.org

BOREN AWARDS FOR INTERNATIONAL STUDY

Scholarships are available to US undergraduate and graduate students who are studying in fields that are critical to US national security.

Amount: Varies

Apply: Through the website: www.borenawards.org

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 +81-3-3225-0425

Fax +81-3-3225-0428

Website: www.lcj.lakeland.edu

E-mail: asklcj@japan.lakeland.edu



LakelandCollegeJapan (LCJ)

