



LAKELAND  
UNIVERSITY・JAPAN

2026



ADMISSION INFORMATION  
BOOKLET  
[ENGLISH]



v.2025.12



ENG



日本語



We offer a **two and four-year degree pathway** that can be completed entirely at the Tokyo campus, or by starting here and transferring to Lakeland University Wisconsin or Virginia Wesleyan University in the United States\*. As of May 2025, we launched two **postgraduate degrees** here on our Japan campus.



\*Terms for transfer:  
36 credits completed at our LUJ campus first before transfer to be eligible for the Batten & Black scholarship.

## ASSOCIATE OF ARTS

Explore a wide range of subjects with an Associate of Arts in General Studies. This flexible program develops critical thinking, communication, and problem-solving skills, preparing you for success in further education or various careers.

## BACHELOR OF ARTS / SCIENCE

Available majors:

- [🔗] BS: Data Science
- [🔗] BA: Management
- [🔗] BA: Hospitality Management
- [🔗] BA: Business Administration
- [🔗] BA: Communication

## POST- GRADUATE

- [🔗] Master of Business Administration (MBA)
- [🔗] Master of Science in Leadership & Organizational Development (MS-LOD)

More information can be found at

<https://luj.lakeland.edu/degrees/>





# AT LAKELAND, WE'RE ALL ABOUT ►►► CHANGING LIVES.

Lakeland University is a four-year private university that has been educating and graduating students since 1862.

Proudly bringing American education to Tokyo, LUJ offers a vibrant learning experience on our beautiful campus in the heart of the city.

## Meet your admissions team:



 "Welcome! We are here to guide you through your journey to university life. We're ready to answer your questions and ensure a smooth start to your academic adventure."

~ Misaki, Taiga, Jessica  
admissions@japan.lakeland.edu

## Admissions Booklet Contents:

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# ADMISSION REQUIREMENTS

To apply to Lakeland University Japan, applicants 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\*

\* Level 1B and score of 4 or higher. Students can gain 30 semester hours of credits.

Students from countries whose education, including secondary school, is less than 12 years need to have their education qualifications evaluated individually. Lakeland University Japan (LUJ) currently offers two types of programs at the Japan Campus: The Undergraduate Program, and the English for Academic Purposes (EAP) Program. These programs are open to both Japanese and International students.

## UNDERGRADUATE PROGRAM

The Undergraduate Program is 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 or they have graduated from an international high school with an English based curriculum.

OR

2. They have an English proficiency of at least TOEFL ITP 500, iBT\* 61, IELTS 6, Oxford ELLT 6, and Duolingo\*\* scores of 100 or higher. TOEFL/IELTS/Duolingo will be exempt if students have transferred credits of 30 semester hours from a U.S. institution and a GPA of 2.0 or higher from another college or university in an English speaking country, or an Acceptable GCE Ordinary or Advanced Level results or acceptable WAEC test results.

\*TOEFL school code: 8962 \*\*Duolingo: search for Lakeland University Japan as institution.

**LUJ**  
TOEFL ITP  
score  
**500**

**Duolingo**  
score  
**100**

**EIKEN**  
score  
**pre-1**

**TOEFL iBT**  
score  
**61**

**IELTS**  
score  
**6**

**Oxford**  
ELLT  
score  
**6**



These English proficiency test scores need to be recent. If your score is lower - you can join our EAP course and still be eligible to receive credits towards your degree!

~ Admissions Team



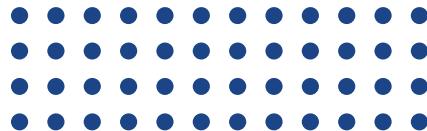
APPLICATION CHECKLIST	
UNDERGRADUATE PROGRAM	
Individualized checklist provided after application	
Application Form	<input type="checkbox"/>
<a href="https://luj.lakeland.edu/apply">https://luj.lakeland.edu/apply</a>	<input type="checkbox"/>
Application Fee (¥11,000)	<input type="checkbox"/>
Official High School Transcripts	<input type="checkbox"/>
High School Graduation Diploma / Certificate	<input type="checkbox"/>
TOEFL iBT / IELTS / Duolingo (official) for non-native English speakers	<input type="checkbox"/>
Personal Statement of Purpose	<input type="checkbox"/>
Letter of Recommendation	<input type="checkbox"/>
Official College/University Transcripts	<input type="checkbox"/>
Copy of Passport (Photo ID Page)	<input type="checkbox"/>
Copy of foreign residence card (if on current visa)	<input type="checkbox"/>
Interview	<input type="checkbox"/>

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# POSTGRADUATE PROGRAM

To apply to a master level program, applicants must meet the following requirements:

1. Have completed a baccalaureate degree



2. Their native language is English



OR

**They have an English proficiency of at least TOEFL ITP 550, iBT\* 80, IELTS 7, and Duolingo\*\* scores of 130 or higher. → TOEFL/IELTS/Duolingo will be exempt if students have completed their bachelor degree from a U.S. institution, or college or university in an English speaking country, with a GPA of 2.75 or higher.**

Typically a cumulative undergraduate GPA of at least 2.75 or a minimum score of 450 on the Graduate Management Admission Test (GMAT) is required for admission. However, admissions decisions are made with consideration of the candidate's application in its entirety.

## FOUNDATION COURSES

Course work of a “C” or better in the areas of **economics, statistics, finance, and accounting** preferred. If no evidence of completed course work is provided, students have the option to complete two courses at the graduate level focusing on economics/statistics and finance/accounting to meet these requirements.



APPLICATION CHECKLIST <b>POSTGRADUATE PROGRAM</b> <b>Individualized checklist provided after application</b>	
<b>Application Form</b> <a href="https://luj.lakeland.edu/apply">https://luj.lakeland.edu/apply</a>	<input type="radio"/>
<b>Application Fee (¥11,000)</b>	<input type="radio"/>
<b>Statement of Purpose (250 wrds)</b>	<input type="radio"/>
<b>Official Undergraduate School Transcripts</b>	<input type="radio"/>
<b>Official Postgraduate School Transcripts</b>	<input type="radio"/>
<b>TOEFL iBT / IELTS / Duolingo (official) for non-native English speakers</b>	<input type="radio"/>
<b>Current Resume / CV</b>	<input type="radio"/>
<b><u>Letter of Recommendation #1</u></b>	<input type="radio"/>
<b><u>Letter of Recommendation #2</u></b>	<input type="radio"/>
<b>Copy of Passport (Photo ID Page)</b>	<input type="radio"/>
<b>Copy of foreign residence card (if on current visa)</b>	<input type="radio"/>
<b>Interview</b>	<input type="radio"/>

- see page 6



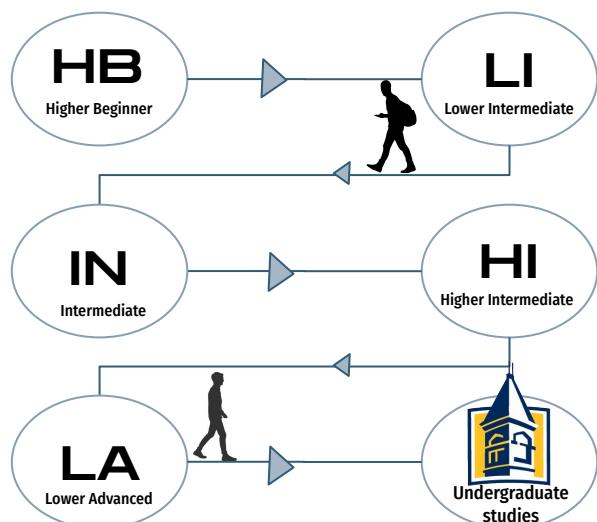
## ENGLISH FOR ACADEMIC PURPOSES [EAP] PROGRAM

The English for Academic Purposes (EAP) is an intensive program designed to bring focus and attention to the various skills, both language and study, needed to succeed at an American university. After completing the EAP Program, 12 college credits will be transferable towards their Lakeland degree.

There are 5 levels in total. Which level you start at will be determined by your current level of English.



### The EAP Levels:



**HB**  
Higher Beginner

**LI**  
Lower Intermediate

**IN**  
Intermediate

**HI**  
Higher Intermediate

**LA**  
Lower Advanced

**Undergraduate studies**

"The lowest level (HB) covers basics like simple sentences and easy conversation. The highest level (LA) covers essay writing and critical discussion."  
~ Admissions Team

APPLICATION CHECKLIST EAP PROGRAM Individualized checklist provided after application	
Application Form <a href="https://luj.lakeland.edu/apply">https://luj.lakeland.edu/apply</a>	<input type="checkbox"/>
Application Fee (¥11,000)	<input type="checkbox"/>
Official High School Transcripts/ Report Card	<input type="checkbox"/>
High School Graduation Diploma / Certificate	<input type="checkbox"/>
TOEFL iBT / IELTS / Duolingo (official) for non-native English speakers	<input type="checkbox"/>
Personal Statement of Purpose	<input type="checkbox"/>
Copy of Passport (Photo ID Page)	<input type="checkbox"/>
Copy of foreign residence card (if on current visa)	<input type="checkbox"/>

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# REQUIRED APPLICATION DOCUMENTS

## ► IN MORE DETAIL

### ► APPLICATION FORM <https://luj.lakeland.edu/apply>

Please complete the Online Application form, which can be found on our LUJ website under “Apply” or by the QR code.

### ► 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). This includes military transcripts. If you are/ were enrolled in a Japanese language school, please submit the grades and attendance report.

If you have 12 credits or more in higher education, you do not need to provide high school transcripts.

For official transcripts and scores:

- **American** - please send them in either two methods; emailed by your school, or through a digital credential service, such as Parchment (enter [admissions@japan.lakeland.edu](mailto:admissions@japan.lakeland.edu) as the receiver), National Student ClearingHouse, etc. If you have **AP** or **SAT** scores, please submit them through College Board - SAT/AP
- **Non-American** - please send them through a digital credential service - please use ECE link 10% disc or WES
- **In Japan** - please send them in either two methods; mailed to our address in Japan in a sealed envelope or emailed by your school (UNLESS they are College/University transcripts - please use ECE link 10% disc.)  
**Note:** Any official transcripts cannot be sent by the applicant themselves.  
**For ECE reports, please select “general” report for high school or “course by course” report for GCSE, A-Levels, & college/ University**  
The evaluation can take several weeks to complete, so please plan accordingly - see [page 8](#)

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

**Note:** An Application for Admission may be submitted at any time after the successful completion of the junior year of secondary school.

### ► REQUIRED ENGLISH PROFICIENCY TEST SCORES FOR NON-NATIVE ENGLISH SPEAKERS

For applicants who graduated from a non-English curriculum based high school:

- **EAP** - applicants must be able to write basic sentences and hold a basic conversation in English. Scores provided will be used to determine EAP starting levels.
- **Undergraduate** - an official TOEFL score of iTP **500**, iBT **61**, IELTS **6**, Oxford ELLT **6**, or Duolingo **100** taken within 1 year is required for direct entry.
- **Postgraduate** - an official TOEFL score of iTP **550**, iBT **80**, IELTS **7**, or Duolingo **130** taken within 1 year is required for direct entry, or if you have obtained your bachelor degree from a U.S. institution or other English-based institution with a GPA of 2.75 or higher.

### ► 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 LUJ, and add any other information you think is relevant.

### ► 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, and can be emailed directly to the admissions office ([admissions@japan.lakeland.edu](mailto:admissions@japan.lakeland.edu)) in either pdf, word, or direct email format.

For postgraduate applications, an official template must be used. This will be provided by the admissions team.

### ► PASSPORT / JAPANESE RESIDENCE CARD

Send a copy of the pages of your passport that include your legal name, birth date, passport number, and pictures, along with past entry stamp pages to and from Japan. If you are already in Japan on a current visa, send a copy of the front and back of your residence card.

### ► INTERVIEW REQUIREMENTS

Students who are applying to the undergraduate or postgraduate program are required to participate in an official interview. Acceptance will be determined by the application document review and interview results.



# DEADLINES

Your deadline will be determined by the category you fall into. See below for details.

## Category 1:

Students who require a **sponsored student visa** - see [page 11](#)

Spring Semester  
(Jan. - April)  
**Oct. 10**

Summer Semester  
(May. - Aug.)  
**Feb. 10**

Fall Semester  
(Sep. - Dec.)  
**Jun. 10**

## Category 2:

Students who have received **credits** in a **higher education institute** and are in Japan with a current sponsored visa - see [page 8](#)

Spring Semester  
(Jan. - April)  
**Oct. 31**

Summer Semester  
(May. - Aug.)  
**Feb. 28**

Fall Semester  
(Sep. - Dec.)  
**Jun. 30**

## Category 3:

Students who don't need a sponsored student visa (domestic students or those with a valid student/ dependent visa)

Students who have no transfer credits (excluding AP, CLEP, IGCSE etc.)

Spring Semester  
(Jan. - April)  
**Nov. 30**

Summer Semester  
(May. - Aug.)  
**Mar. 31**

Fall Semester  
(Sep. - Dec.)  
**Jul. 31**

A completed application includes all documents submitted and interview if required. Any extension granted is on a case-by-case basis.

## 2026 Term Calendar:

January						
Su	M	Tu	W	Th	F	Sa
1	2	3				
4	5	6	7	8	9	10
11	12	13				
18	19	20				
25	26	27	28	29	30	31

February						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	M	Tu	W	Th	F	Sa
					1	2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	29	30

May						
Su	M	Tu	W	Th	F	Sa
1	2					
3	4	5	6	7	8	9
10	11	12				
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
21	22	23	24	25	26	27
28	29	30				

July						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
28	29	30				

August						
Su	M	Tu	W	Th	F	Sa
					1	2
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	M	Tu	W	Th	F	Sa
1	2	3				
4	5	6	7	8	9	10
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



LUJ has **rolling admissions**, meaning that you can apply at any time!

# TRANSFER ADMISSIONS



Lakeland has a generous transfer credit from previous institutions policy, accepting up to:

**45 credits** for the A.A.

**degree 90 credits** for the B.A

**degree and 9 credits** for the postgraduate degrees.

- If you are transferring to LUJ from another college, only courses similar to those offered at LUJ 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, as to make it match with LUJ's three-credit-based curriculum.\*
- You will start with a new GPA when you enter LUJ; grades earned at other colleges will not be included in your new GPA.
- If you transfer to LUJ with 30 or more credits earned at another college or university, you will be exempt from LUJ's Interdisciplinary Studies Requirement (also called "Core 1").
- Transfer courses must have been taken within 10 years prior to application to the graduate program.



"You are also exempt from submitting your high school transcripts if you have 12 or more credits."

~ Admissions Team

## FOR NON-US TRANSCRIPTS

For students who have transcripts from colleges or universities that are non-U.S., Educational Credential Evaluators, Inc. (ECE) reviews educational achievements by individuals from other countries and converts them to the U.S. system for purposes of studying or working in the U.S.

<https://accounts.ece.org/TPO/LUJ-RF>

### 5 Easy Steps to Apply

1. Create an account.
2. Select "course by course" report
3. Determine what documents you'll need to submit. Choose your country of education from the list provided.
4. Order a report, submit payment, and send ECE your documents. \
5. ECE will send an official course report to us digitally and also to you in a sealed envelope.



"Ask us about the **10% discount code** for all ECE applications!"

~ Admissions Team

**Please submit your transcripts during the application process.**

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



# TUITION AND FEES

LUJ operates on a trimester schedule - three full-time semesters each year (Summer, Fall, Spring). Students are invoiced each semester.

## ► ENGLISH FOR ACADEMIC PURPOSES (EAP) PROGRAM FEES

	FIRST SEMESTER ADMISSION	SEMESTER 2	SEMESTER 3	TOTAL 3 x SEMESTERS*
<b>Admission Fee</b>	¥261,800			¥261,800
<b>Tuition (One Semester)</b>	¥507,200	¥507,200	¥507,200	¥1,521,600
<b>Facility Fee (One Semester)</b>	¥88,000	¥88,000	¥88,000	¥264,000
<b>Student Government Association (SGA) Fee (Annual Fee)</b>	¥11,000			¥11,000
<b>General Activities Fee (Annual Fee)</b>	¥22,000			¥22,000
<b>Textbook Fee (One semester)</b>	¥20,000	¥20,000	¥20,000	¥60,000
<b>TOEFL Fee (One semester)</b>	¥6,600	¥6,600	¥6,600	¥19,800
<b>Total</b>	<b>¥916,600 *</b>	<b>¥621,800</b>	<b>¥621,800</b>	<b>¥2,160,200</b>

\* EAP is a semester by semester program. Students are in the program for different durations depending on their starting English proficiency level.

## ► UNDERGRADUATE PROGRAM FEES

	FIRST SEMESTER ADMISSION	SEMESTER 2	SEMESTER 3	TOTAL 3 x SEMESTERS
<b>Admission Fee</b>	¥261,800			¥261,800
<b>Tuition (One Semester, 12 - 18 Credits)*</b>	¥674,400	¥674,400	¥674,400	¥2,023,200
<b>Facility Fee (One Semester)</b>	¥88,000	¥88,000	¥88,000	¥264,000
<b>Student Government Association (SGA) Fee (Annual Fee)</b>	¥11,000			¥11,000
<b>General Activities Fee (Annual Fee)</b>	¥22,000			¥22,000
<b>Total</b>	<b>¥1,057,200</b>	<b>¥762,400</b>	<b>¥762,400</b>	<b>¥2,582,000 **</b>

\*1 Credit = ¥56,200. Price will remain fixed after 12 credits. Not including textbook fees, lab fees, or other course material fees

\*\* Subsequent years (3x semesters) is ¥2,320,200 per year.

## ► POSTGRADUATE PROGRAM FEES

	FIRST SEMESTER ADMISSION	SEMESTER 2	SEMESTER 3	TOTAL 3 x SEMESTERS
<b>Admission Fee</b>	¥20,000			¥20,000
<b>Tuition (One Semester, 6 Credits)*</b>	¥420,000	¥420,000	¥420,000	¥1,260,000
<b>Facility Fee (One Semester)</b>	¥88,000	¥88,000	¥88,000	¥264,000
<b>Student Government Association (SGA) Fee (Annual Fee)</b>	¥11,000			¥11,000
<b>General Activities Fee (Annual Fee)</b>	¥22,000			¥22,000
<b>Total</b>	<b>¥561,000</b>	<b>¥508,000</b>	<b>¥508,000</b>	<b>¥1,577,000 **</b>

\*1 Credit = ¥70,000. Not including textbook fees, lab fees, or other course material fees

\*\* Estimated total number of semesters: MS-LOD = 5 semesters MBA = 6 semesters

## APPLICATION FEE 11,000 JPY

A one-time, non-refundable payment. A Square link (for online payment) will be sent from your admissions counselor. Payment must be completed to process your application.

## ADMISSIONS FEE DEPOSIT 20,000 JPY

With your official acceptance letter, you will also receive a Square payment link for the initial **20,000 JPY deposit** towards your admissions fee\*. This deposit will secure your admissions seat for the upcoming semester.

For EAP & UND students, the **remaining 241,800 JPY** of your admissions fee will be invoiced together with your tuition and fees for the first semester.

*\*Total admissions fee, applied only for your first semester is 261,800 JPY [EAP & UND only]*

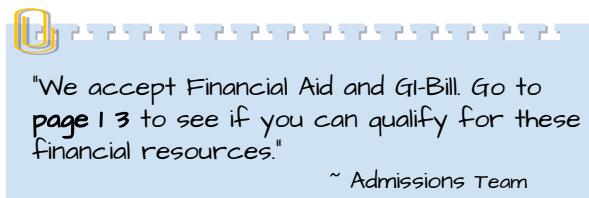
## TUITION & SCHOOL FEES: see table page 9

Tuition and school fees are invoiced each semester. Payment deadlines and bank details for wire transfers are included in the invoices.

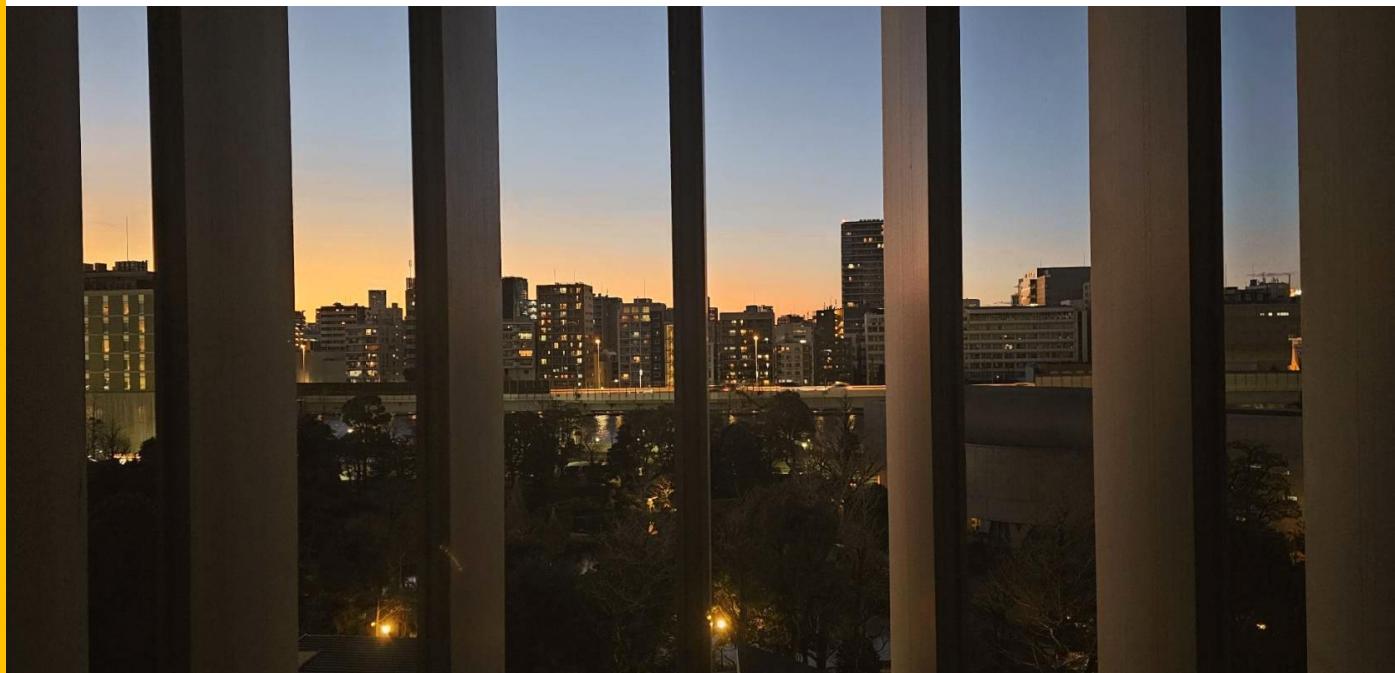
*\*All summer semesters include an annual SGA and General Activities Fee of 33,000 JPY*

## PAYMENT METHODS

Tuition and school fees are paid by bank wire transfers each semester. Bank details and payment deadlines are included in the invoice. Other smaller fees such as textbooks, testing fees, and application fees have online payment options as well.



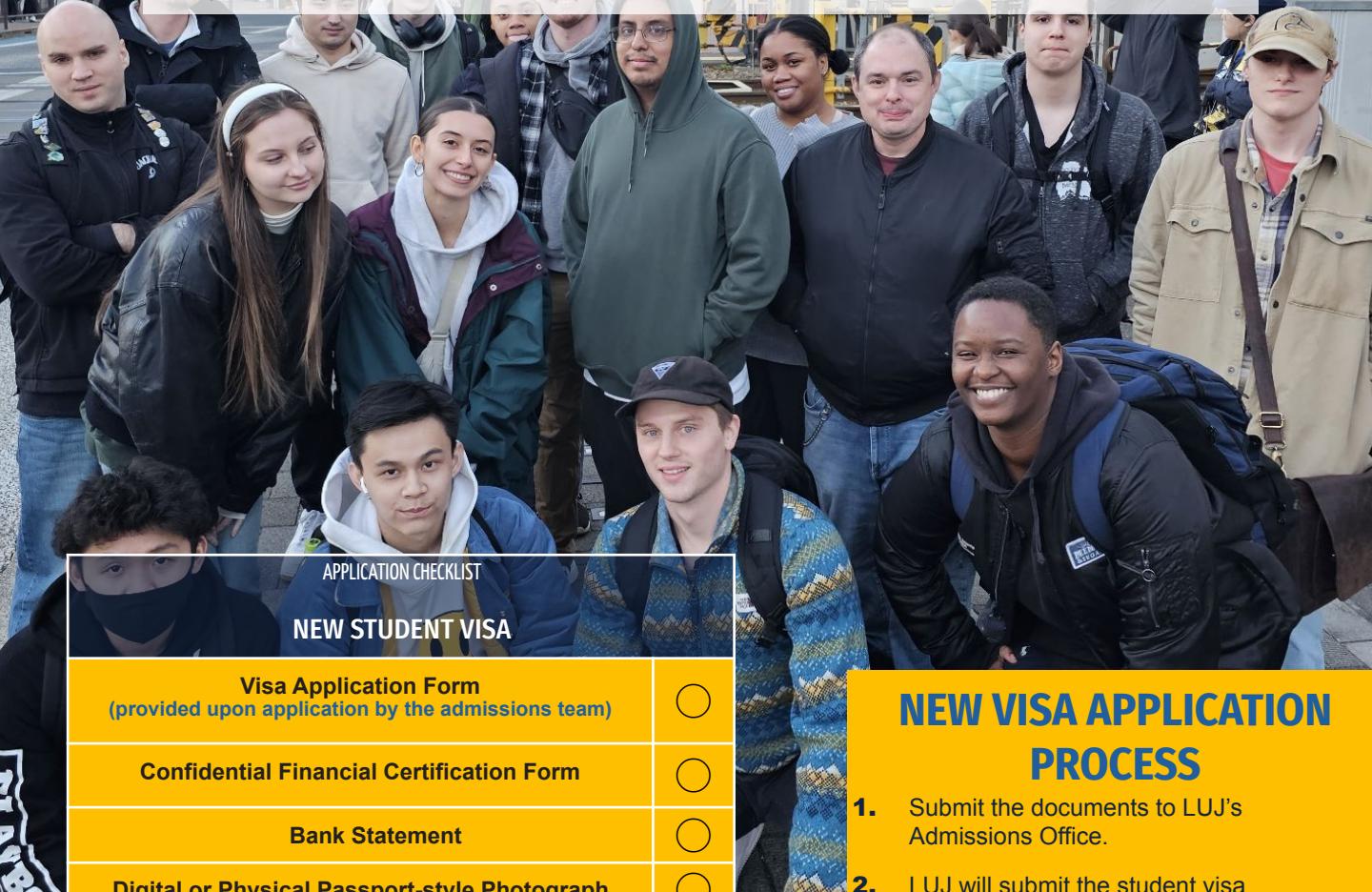
Fees are subject to change. Please visit [luj.lakeland.edu](http://luj.lakeland.edu) to view all current fees and pricing.



# 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. LUJ 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.



APPLICATION CHECKLIST NEW STUDENT VISA	
Visa Application Form (provided upon application by the admissions team)	<input type="radio"/>
Confidential Financial Certification Form	<input type="radio"/>
Bank Statement	<input type="radio"/>
Digital or Physical Passport-style Photograph	<input type="radio"/>
Copy of Passport (Photo ID Page)	<input type="radio"/>
Optional (recommended): Working Permission Application Form	<input type="radio"/>

### ► CONFIDENTIAL FINANCIAL CERTIFICATION FORM

This document pertains to the person/organization who is financially supporting your education. You must use the form provided, and you must write it in English.

### ► BANK STATEMENT

A bank statement of the person providing financial support is required. They must have approximately ¥1,500,000 or more in the account - the currency may be that of your own country.

### ► DIGITAL OR PHYSICAL PHOTOGRAPHS

Two drivers-license-sized photos or a jpeg photo are required. They must be 4x3 cm, well lit (avoid shadows), plain white background, and must have been taken within the past 6 months. Glasses, hats or other headgear are not permitted.

### ► PASSPORT COPY

Send a copy of the pages of your passport that include your photo, legal name, birth date and passport number.

The expiration date needs to be longer than 6 months in order to apply for a student visa.



## NEW VISA APPLICATION PROCESS

1. Submit the documents to LUJ's Admissions Office.
2. LUJ will submit the student visa application documents to the Immigration Bureau after the application deadline.
3. The Immigration Bureau takes approximately **6-8 weeks** to approve the visa application and issue a Certificate of Eligibility (CoE).
4. After receiving the approved CoE, LUJ will send it via your registered email address.
5. 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. Please confirm if additional documents are needed before visiting the embassy or consulate.
6. Your passport will be stamped with the student visa and returned to you.
8. You may now enter Japan.

# APPLYING FOR A STUDENT VISA CONT'D

## ► 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 LUJ-sponsored student visa. LUJ will provide the required documents. You must submit these documents to the Immigration Services Agency of Japan.

APPLICATION CHECKLIST	
STUDENT VISA SPONSORSHIP CHANGE	
Visa Application Form (provided upon application by the admissions team)	<input type="radio"/>
Notification of the Accepting Organization Form*	<input type="radio"/>

\*Can be sent via Japan Post, faxed, or submitted in-person to the Immigration Services Agency of Japan

**IF your Residence Card expires in less than 3 months:**

APPLICATION CHECKLIST	
STUDENT VISA RENEWAL	
Visa Application Form (provided upon application by the admissions team)	<input type="radio"/>
Copy of Passport	<input type="radio"/>
Copy of both sides of your Residence Card	<input type="radio"/>
Bank Statement or Proof of Financial Support	<input type="radio"/>
Academic Record and Completion of Previous Institution (including attendance record)	<input type="radio"/>
Lakeland University Japan Acceptance Letter/ LUJ Certificate of Enrollment	<input type="radio"/>
Other: Application Form for Extension of Period of Stay	<input type="radio"/>

### ► NOTIFICATION OF THE ACCEPTING ORGANIZATION FORM

This form requires information from your previous institution as well as from Lakeland University Japan. Our Student Affairs visa officer will provide you with this form after receiving the completed visa application form.

### ► BANK STATEMENT OR PROOF OF FINANCIAL SUPPORT

A bank statement of the person providing financial support is required. They must have approximately ¥1,000,000 or more in the account - the currency may be that of your own country. Alternatively, you may provide Financial Aid or GI-Bill statements.

### ► ACADEMIC RECORD AND COMPLETION OF PREVIOUS INSTITUTION

This will need to be an official transcript. You may also submit a school completion certificate, graduation confirmation, or letter of withdrawal.



## VISA SPONSORSHIP CHANGE APPLICATION PROCESS

1. Complete the visa application form and submit.
2. Our visa officer will contact you with the *Notification of the Accepting Organization* form along with instructions for how to fill it out.
3. Submit it to the Immigration Bureau one month prior to the start of the semester.

## VISA RENEWAL APPLICATION PROCESS

1. Submit the documents stated here to LUJ's Student Affairs Office.
2. Submit the student visa renewal documents to the Immigration Bureau
3. The Immigration Bureau takes approximately 2-4 weeks to approve the visa renewal. You are still able to stay in the country until the visa renewal gets denied or approved.



# FINANCIAL AID & MILITARY BENEFITS

## ► FINANCIAL AID - Non-U.S. Citizens

We recommend reaching out to your embassy in your home country for any scholarships available to study abroad. We also accept students with financial aid through independent organizations.

The following companies have been used by both our Japanese and international students:

- Japan Student Services Organization [JASSO]
- Orico
- Rakuten
- Japan Finance Corporation [JFC]

## ► FINANCIAL AID - U.S. Citizens

For those students with US citizenship or eligible non-citizens, you may apply for Financial Aid through our main campus, Lakeland University Wisconsin. 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 University Japan. You can find more information here: <https://lakeland.edu/traditional-undergraduate-financial-aid/checklist>

## ► U.S. MILITARY AND VETERANS' BENEFITS

Lakeland University Japan 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)
- 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 [gibill.va.gov](http://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](http://www.gibill.va.gov) to apply for your military benefits or to transfer your benefits to LUJ from another college or university. Complete all pertinent forms, and submit them. You can find more information here: <https://lakeland.edu/military-benefits>

### Things to Remember

- Plan on not receiving your MAH (Monthly Allowance for Housing) for 2-3 months. This does not mean it will take that long, but this is a precautionary measure.
- During the break in-between semesters, you will not receive MAH. You must be actively taking classes to receive MAH.
- Give the VA your bank information to receive your MAH directly into your account. Otherwise, a paper check will take longer to receive.
- Constantly update your address as you move.

**Lakeland University Japan cannot determine benefits; only the VA can.**

# LUJ SCHOLARSHIPS

EXCLUDES POSTGRADUATE STUDENTS



These scholarships are designed to foster **stronger connections** with educational institutions and encourage **student engagement** in specific areas of interest.

## ► LUJ Recommended Scholarship

Offered to students coming from institutions which Lakeland University Japan (LUJ) has signed agreements with. Range of tuition discounts based on student performance.

**WHO:** Students coming from partnering organizations

**WHAT:** Discounted tuition based on GPA performance

## ► LUJ Ambassador Scholarship

Awarded to current students who have demonstrated outstanding academic performance and actively engage with the Student Government Association (SGA) as well as Promotion and Recruitment (PR) initiatives that enhance LUJ's visibility to the general public.

**WHO:** Current LUJ students with recommendations

**WHAT:** Discounted tuition by 30%

## ► LUJ Culture and Sports Scholarship

Aimed at promoting the LUJ brand name by recruiting aspiring and promising students who can make contributions to society in the areas of sports and culture.

**WHO:** Students who compete in a sport at a high level

**WHAT:** Discounted tuition by 10-50% based on level of competition

## ► Batten & Black Scholarship

For Lakeland Japan students wishing to transfer to Lakeland Wisconsin or Virginia Wesleyan.

**WHO:** Lakeland Japan Students after their 1st year (36CR)

**WHAT:** yearly tuition scholarship

- US\$18,000 Lakeland Wisconsin
- US\$21,000 Virginia Wesleyan



"If you think one of these applies to you, ask us for more information about your eligibility!"

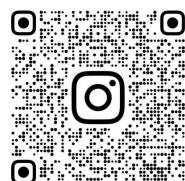
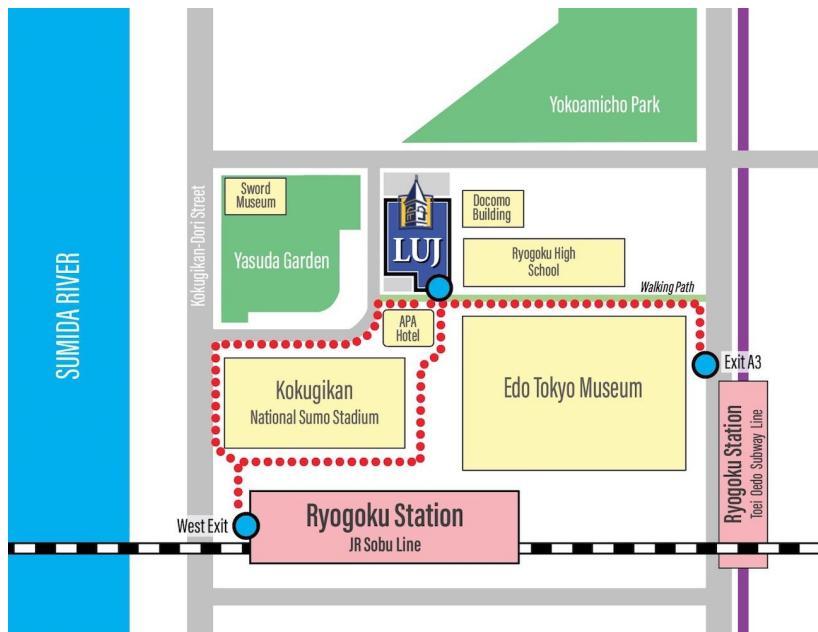
~ Admissions Team



# VISIT LUJ

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 LUJ. To better assist you, we would appreciate if you make an appointment before your visit.



Instagram



Open Campus  
Events  
(held once a month)



## CONTACT INFORMATION

  
"Reach out to us and reserve a one-on-one information session.  
Also ask about our next open campus event"  
~ Admissions Team

Phone +81-3-6240-4215  
Fax +81-3-6240-4072  
Email [admissions@japan.lakeland.edu](mailto:admissions@japan.lakeland.edu)

<https://luj.lakeland.edu/>

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Sumida-ku, Tokyo 130-0015



ENG



日本語