



**LAKELAND
UNIVERSITY·JAPAN**

2026



**ADMISSION INFORMATION
BOOKLET**

[ENGLISH]



v.2026.5

LUJ Website



ENG



日本語

Apply Now

(日本語 & ENG)



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.

EAP English for Academic Purposes

The EAP program builds the language and study skills needed for success at an American university, with up to 12 transferable credits upon completion.

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)





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@japanlakeland.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.

Admission requirements vary by program. Please refer to the relevant section for details.

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.

LUJ
TOEFL ITP
score
500

Duolingo
score
100

EIKEN
score
pre-1

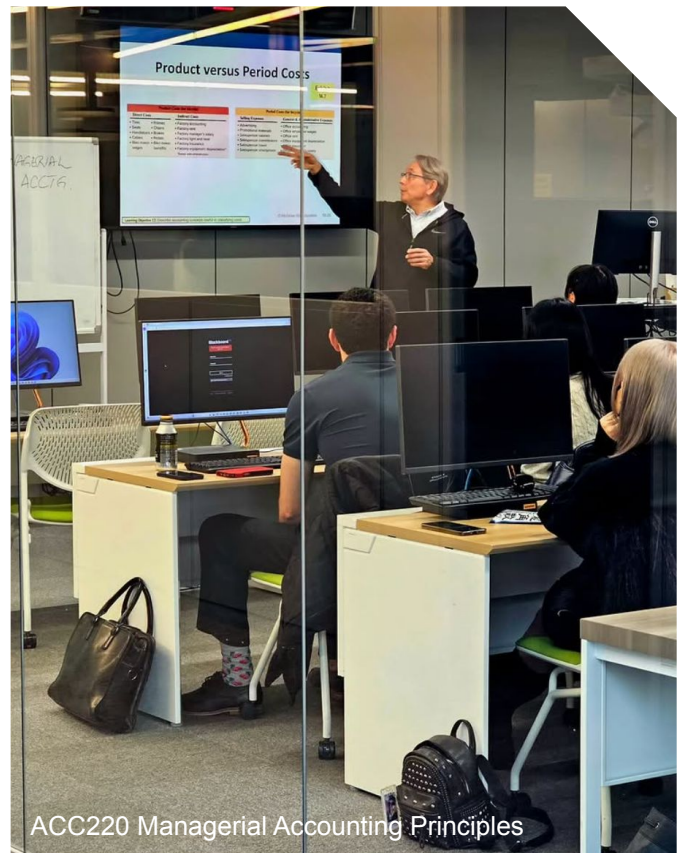
TOEFL iBT
score
61 | 4*

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



ACC220 Managerial Accounting Principles

APPLICATION CHECKLIST UNDERGRADUATE PROGRAM Individualized checklist provided after application	
Application Form	<input type="radio"/>
Application Fee (¥11,000)	<input type="radio"/>
Official High School Transcripts	<input type="radio"/>
High School Graduation Diploma / Certificate	<input type="radio"/>
TOEFL iBT / IELTS / Duolingo (official) for non-native English speakers	<input type="radio"/>
Personal Statement of Purpose	<input type="radio"/>
Letter of Recommendation	<input type="radio"/>
Official College/University Transcripts	<input type="radio"/>
Japanese Lang.Sch. grades & attendance	<input type="radio"/>
Copy of Passport (Photo ID Page)	<input type="radio"/>
Copy of foreign residence card (if on current visa)	<input type="radio"/>
Financial Statement	<input type="radio"/>
Interview	<input type="radio"/>

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.



On-Campus Careers Fair

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



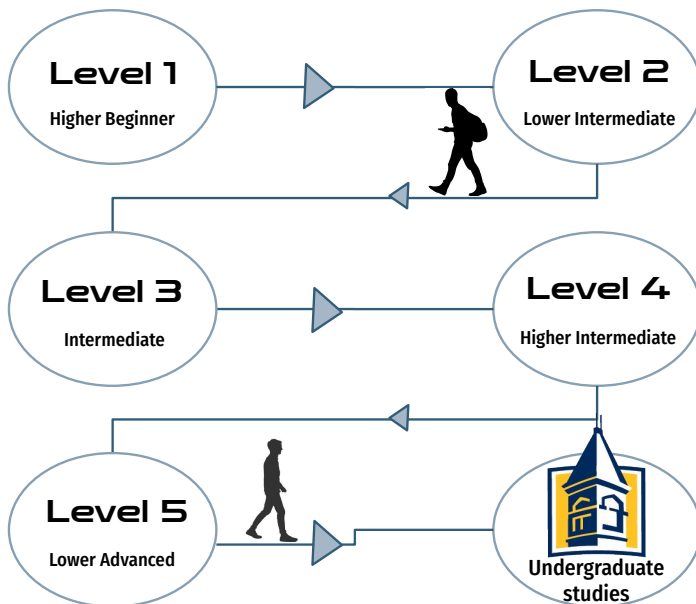
ENGLISH FOR ACADEMIC PURPOSES [EAP] PROGRAM

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:



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

APPLICATION CHECKLIST EAP PROGRAM Individualized checklist provided after application	
Application Form	<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"/>
Japanese Lang.Sch. grades & attendance	<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"/>
Financial Statement	<input type="checkbox"/>

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. This will lead you to a portal where you can upload your checklist items.

► APPLICATION FEE

-See [page 8 TUITION & FEES](#)

► OFFICIAL SCHOOL TRANSCRIPTS

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

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 as the receiver),
- **Non-American** - please send them through a digital credential service - please use [ECE link 10% disc](#) or any listed institute through [NACES](#)
- **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](#)

► JAPANESE LANGUAGE SCHOOL GRADES & ATTENDANCE REPORT

If you are/ were enrolled in a Japanese language school, please submit the grades and attendance report. Your language school may email this report directly to admissions or mail it in a sealed envelope. Our mailing address is found on the back of this booklet.

► OTHER TRANSCRIPTS / SCORE REPORTS

- **Joint Service Transcripts** - For military applicants, you may have JSTs which can be submitted for credit evaluation. Ask us for a *How to submit you JSTs* guide.
- **SAT** - These may exempt you from certain reading, math, and writing courses. If you have SAT scores, please submit them through [College Board - SAT](#).
- **AP Scores** - These can grant you transfer credits towards your degree! If you have AP scores, please submit them through [College Board - AP](#).
- **IB Scores/ Diploma** - Please submit them to our university through the [official IB portal](#) to have these assessed for transfer credits
- **IGCSE, GCSE & A-Levels** - Please send them through a digital credential service, such as [ECE link 10% disc](#) or any listed institute through [NACES](#), and select “course by course” report.



REQUIRED APPLICATION DOCUMENTS

► IN MORE DETAIL

► 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. If you have a completed Associate Degree or Bachelor degree, this may be used in place of the High School Diploma requirement.

► 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 RECOMMENDATION

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. The document must be emailed directly to the admissions office (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

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**.

► RESUME (POSTGRAD ONLY)

A basic CV or resume outlining your schooling and career history.

► 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. If you require a sponsored student visa, we require a Duolingo 65 or equivalent as the minimum score accepted due to the visa limitations.
- **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.

A Medium of Instruction in English certificate will be accepted.

► FINANCIAL STATEMENTS

This will be used to determine financial ability to support themselves whilst studying. There are many types of financial statements that can be used:

- a) Bank Statement(s) from Financial Sponsor (self, family members, etc.)
- b) Financial Aid Award Letter from LUW
- c) Student Loan Documents (bank and private loans, etc.)
- d) Educational Scholarships (Educational Loan Fund, such as [Lanekassen](#))
- e) Educational Trust Funds
- f) GI Bill Certificate of Eligibility

► INTERVIEW REQUIREMENTS

Interviews are conducted for the undergraduate and postgraduate degrees. 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
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Category 2:

Students who have received **credits** in a **higher education institute** and are in Japan with a current sponsored visa.

Spring Semester (Jan. - April) Oct. 31	Summer Semester (May. - Aug.) Feb. 28	Fall Semester (Sep. - Dec.) Jun. 30
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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
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A completed application includes all documents submitted and interview if required.

Any extension granted is on a case-by-case basis. Please make sure you have completed everything before the above deadline. Any application submitted on that date will be deferred to the next semester intake.

2026 - 2027 Academic Calendar

September Su M Tu W Th F Sa	October Su M Tu W Th F Sa	November Su M Tu W Th F Sa	December Su M Tu W Th F Sa
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FA26 Sep 1st ~ Nov 27th

January Su M Tu W Th F Sa	February Su M Tu W Th F Sa	March Su M Tu W Th F Sa	April Su M Tu W Th F Sa
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SP27 Jan 5th ~ Apr 2nd

May Su M Tu W Th F Sa	June Su M Tu W Th F Sa	July Su M Tu W Th F Sa	August Su M Tu W Th F Sa
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SU27 May 11th ~ Aug 6th

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



"Reach out to us if you are unsure or have special circumstances. We will do our best to get you registered for your desired semester."
 ~ Admissions Team

TRANSFER ADMISSIONS




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

45 credits [A.A. degree]

90 credits [B.A degree]

9 credits [postgraduate]

- 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., you will be required to submit them through any institute listed through [NACES](#) for evaluation. We recommend Educational Credential Evaluators, Inc. (ECE) - see below.

<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


"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.



Nearby Yasuda garden



TUITION AND FEES

LUJ operates on a trimester schedule - three full-time semesters each year. Students are invoiced each semester.

► ENGLISH FOR ACADEMIC PURPOSES (EAP) PROGRAM FEES

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

* 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
Admission Fee	¥261,800			¥261,800
Tuition (One Semester, 12 - 18 Credits)*	¥674,400	¥674,400	¥674,400	¥2,023,200
Facility Fee (One Semester)	¥88,000	¥88,000	¥88,000	¥264,000
Student Government Association (SGA) Fee (Annual Fee)	¥11,000			¥11,000
General Activities Fee (Annual Fee)	¥22,000			¥22,000
Total	¥1,057,200	¥762,400	¥762,400	¥2,582,000 **

*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
Admission Fee	¥20,000			¥20,000
Tuition (One Semester, 6 Credits)*	¥420,000	¥420,000	¥420,000	¥1,260,000
Facility Fee (One Semester)	¥88,000	¥88,000	¥88,000	¥264,000
Student Government Association (SGA) Fee (Annual Fee)	¥11,000			¥11,000
General Activities Fee (Annual Fee)	¥22,000			¥22,000
Total	¥561,000	¥508,000	¥508,000	¥1,577,000 **

*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 available. Payment must be completed to process your application.

ADMISSIONS FEE DEPOSIT 20,000 JPY

With your official letter of offer, you will also receive a Square payment link for the initial **20,000 JPY deposit** towards your admissions fee*. This non-refundable 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.*

FIRST SEMESTER INVOICE

Your first semester invoice payment is due by the deadline prior to your starting semester. Students will not receive their visa COE or be able to register in courses without this payment being made.

TUITION & SCHOOL FEES: see table page 9

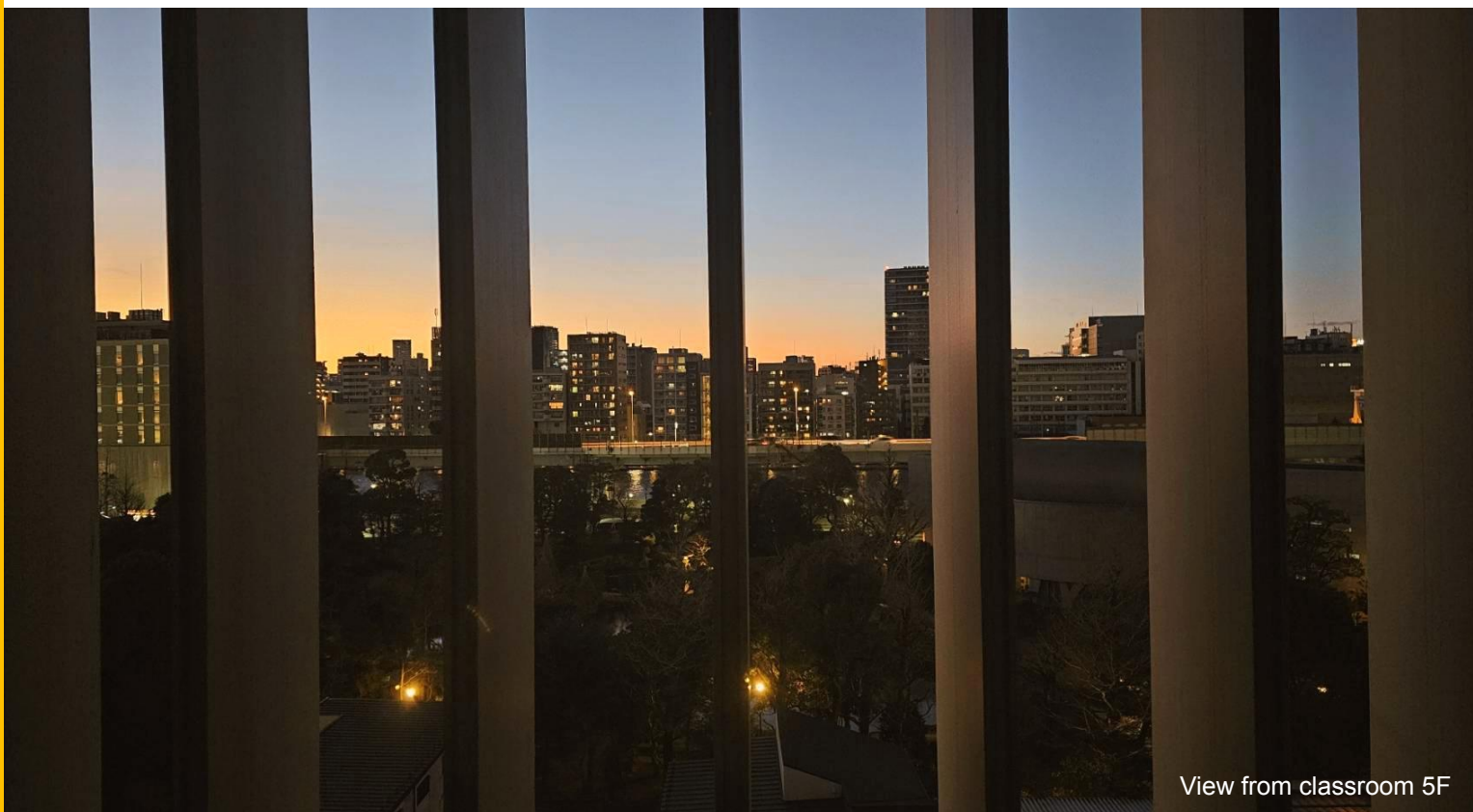
Tuition and school fees are invoiced each semester. Payment deadlines and bank details for wire transfers are included in the invoices.

**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 to view all current fees and pricing.



View from classroom 5F

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 \[JFO\]](#)

▶ 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 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 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.



Tea House Field Trip



Ushijima Festival, Sumida



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.

Please do not enter Japan on a tourist visa and then apply for CoE. Immigration will not accept such applications.



APPLICATION CHECKLIST NEW STUDENT VISA

Visa Application Form (provided upon application by the admissions team)	<input type="checkbox"/>
Confidential Financial Certification Form	<input type="checkbox"/>
Financial Statement	<input type="checkbox"/>
Digital Passport-style Photograph	<input type="checkbox"/>
Copy of Passport (Photo ID Page)	<input type="checkbox"/>
Optional (recommended): Working Permission Application Form	<input type="checkbox"/>

Additional items outlined by the visa officer will be notified

► 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.

► FINANCIAL STATEMENT

For example, 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. See **page 7** for other examples of Financial Statements.

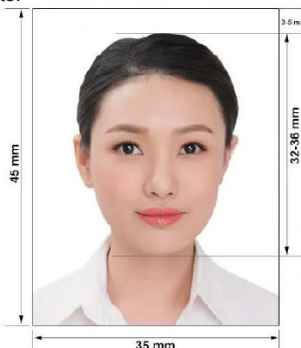
► DIGITAL OR PHYSICAL PHOTOGRAPHS

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.



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.
3. The Immigration Bureau takes approximately **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 once tuition payment is received.
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.
7. Your passport will be stamped with the student visa and returned to you.
8. You may now enter Japan up to 1 month before the semester starts.

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 ¥1,500,000 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.



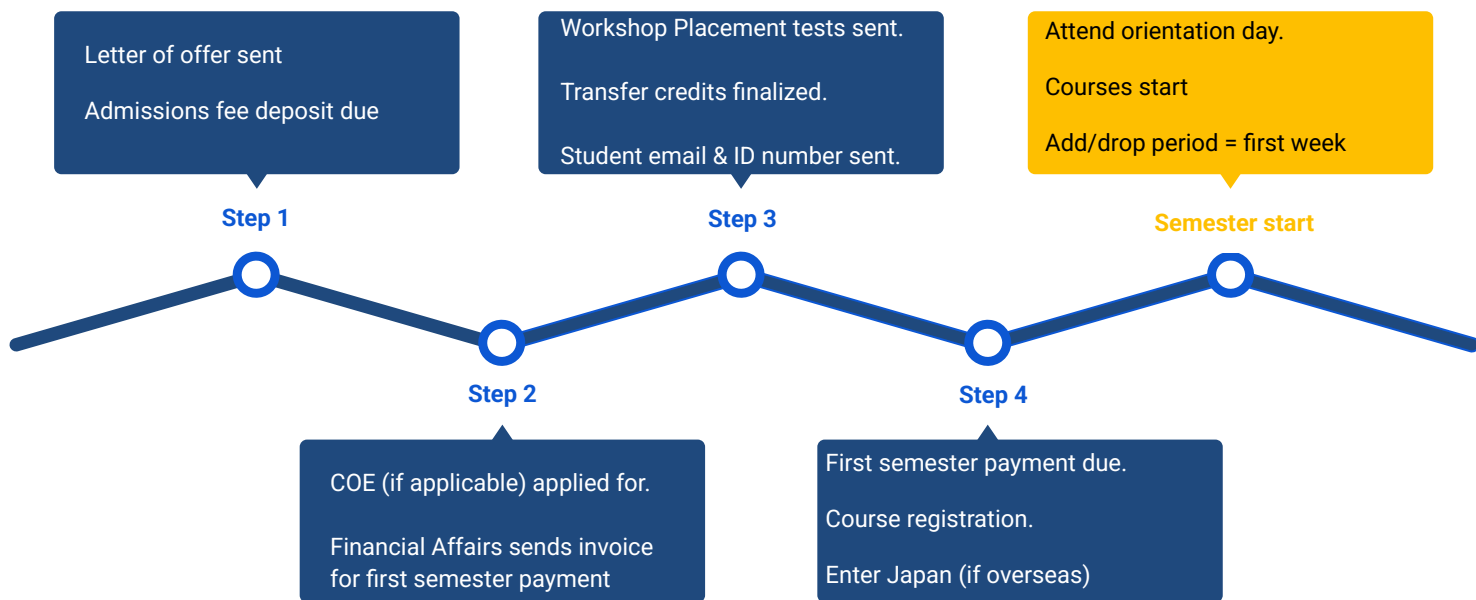
VISA SPONSORSHIP CHANGE APPLICATION PROCESS

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 **4 weeks** to approve the visa renewal. You are still able to stay in the country until the visa renewal gets denied or approved.

WHAT HAPPENS POST ACCEPTANCE



LUJ DORMITORIES

Lakeland University Japan rents their dormitories through a third-party company. Contracts and rules are set by Jump Start Abroad.

If you are interested in being waitlisted for a room, please notify the admissions office.



- ▶ Private furnished room
- ▶ 30-40 mins door to door
- ▶ Weekly cleaning



Frequent Q & A

I am applying through an agent. Is that okay?

Yes. Please include your agent's name on your application form. You must still communicate with LUJ directly, though your agent may be copied into emails.

Can I defer my semester start?

Yes. If needed, you may defer to the next available semester. LUJ can hold your acceptance for up to one year.

When do I need to pay my tuition invoice?

Once your COE has been approved, payment must be made immediately if you have not already paid. Your digital COE will be released after payment is confirmed.

Can I get a refund?

A refund may be available only if your COE/visa is denied. Please note that the application fee and admissions deposit fee are non-refundable.

My COE still hasn't arrived. What should I do?

Delays can sometimes happen due to embassy processing or country-specific circumstances. However, students must be able to arrive in Japan by the start of the semester. If your COE is delayed, your admission may be deferred to the following semester.

Do you offer housing?

Yes. LUJ currently has two dormitory options located approximately 30-40 minutes from campus. See previous page..

Can international students work while studying?

Yes. Students on a valid student visa may apply for permission to work up to 28 hours per week during the semester and up to 40 hours per week during school breaks, in accordance with Japanese immigration regulations.

Can I bring my spouse/child over to Japan with me?

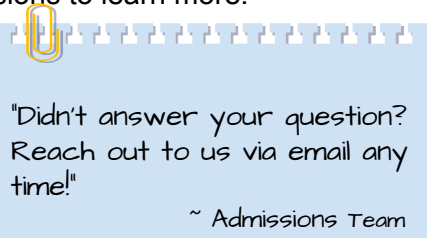
Yes. Once you are set up in Japan with your student visa, you may apply for a dependent visa for your spouse/child. Please check the Japan immigration site for more information.

How do I enroll in my courses?

Academic Affairs will notify you when course registration is open. They will assist you in enrolling in the recommended courses for your first semester. Please wait for their contact.

I have a disability, can you support me?

We have disability accommodation support offered to our students who have a medically verified condition. Please talk to admissions to learn more.



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



▶ Referral Scholarship

Small incentive for current students and alumni who refer students to LUJ.

WHO: applicants, previous & current LUJ students

WHAT: Referrers will receive the equivalent to 50,000 Japanese yen. Referees (applicants) will receive a credit of 50,000 yen on their tuition fee.

▶ LUJ Sibling Scholarship

Aimed at supporting families with more than one child enrolled at LUJ.

WHO: Biological/Legal brothers/sisters of a current LUJ student.

WHAT: Discounted tuition by 20-50%

▶ PR Scholarship

Offered to a small group of current students who commit themselves to actively engage with the Student Government Association (SGA), participate in club activities and help with Promotion and Recruitment (PR) initiatives that increase LUJ's visibility with the general public.

WHO: Lakeland Japan Students after their 1st year

WHAT: Discounted tuition by 10%



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

~ Admissions

Team

Where to Learn More

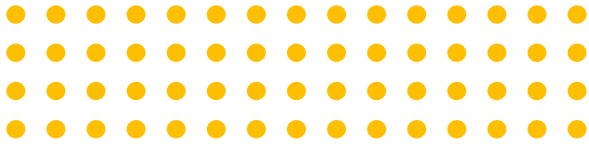
OPEN CAMPUS | INFO SESSIONS

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.

Come to our Open Campus events and take a demo lesson! These run once a month and include a full information session, campus tour, demonstration lesson, and a chance to meet our faculty, staff and students.

Available in English and Japanese language explanation.



Lakeland University Japan Open Campus



Open Campus Events
Held once a month

13:00~16:00
12:30~ Reception open / 受付開始
Muskie Hall 6F
Lakeland University Japan Campus
Advance Reservation Requested
事前予約制

lakelandjp

Lakeland University Japan

1,000 posts 1,975 followers 134 following

College & university

Have an adventure

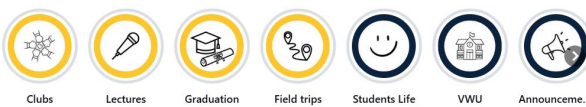
文部科学省指定外国大学日本校 plus
米国大学認定協会(HLC)認可のリベラルアーツ大学

📍 Main campus: @lakelandwi
👯 Sister school: ... more

🔗 lit.link/lakelandjapan and 1 more

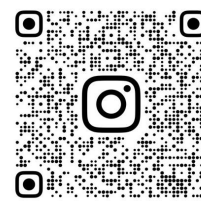
📧 lakelandjp

Edit profile View archive



SOCIAL MEDIA

Want a closer look at campus life? Check out our Instagram for events, student achievements, celebrations, and classroom moments.

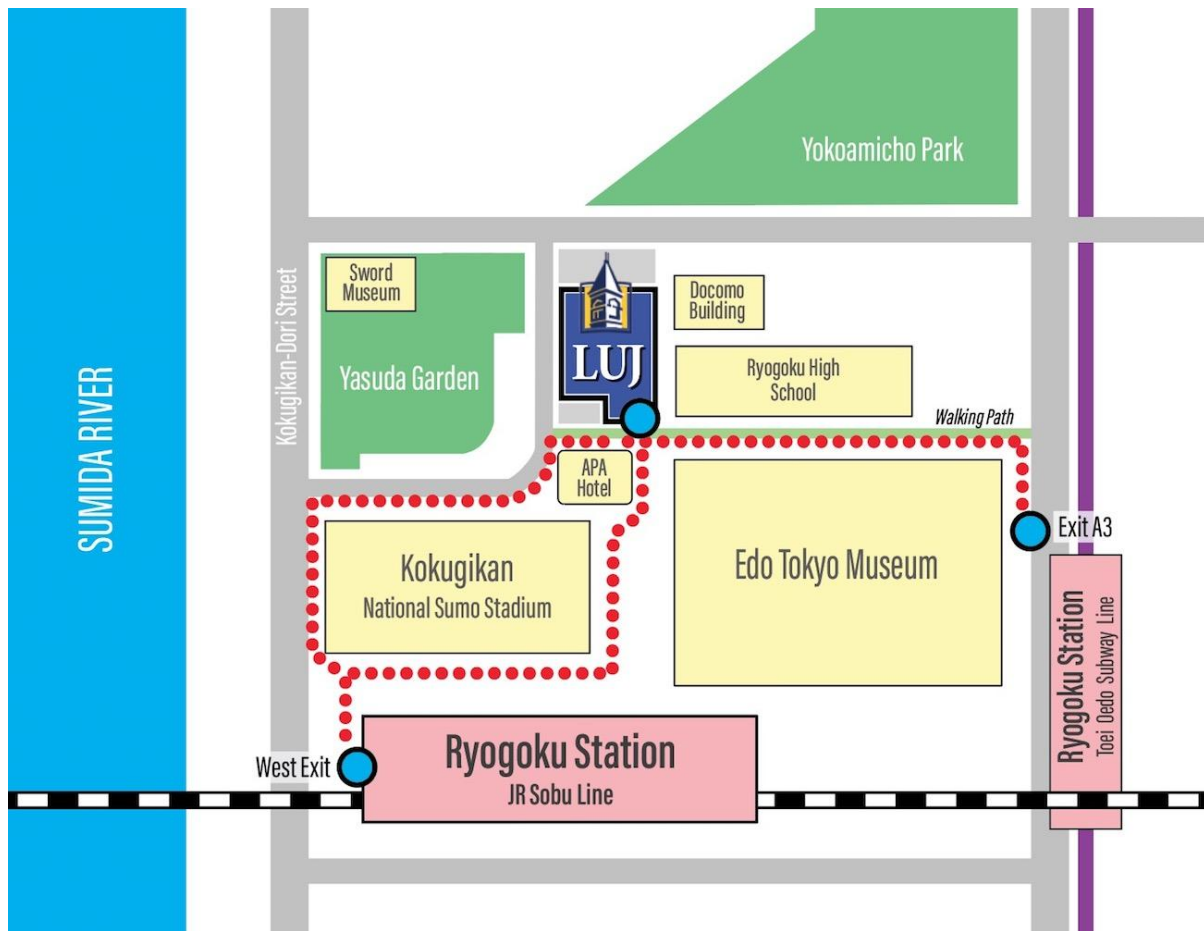


Instagram

You can also find us on:



VISIT LUJ



CONTACT INFORMATION

Phone +81-3-6240-4215

Fax +81-3-6240-4072

Email admissions@japan.lakeland.edu

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

Lakeland University Japan Campus

1-10-5 Kokugikan Front Bldg. 4F-6F, Yokoami,
Sumida-ku, Tokyo 130-0015