



**LAKELAND
UNIVERSITY·JAPAN**



**ADMISSION INFORMATION
FOR
INTERNATIONAL STUDENTS**

2023 - 2024

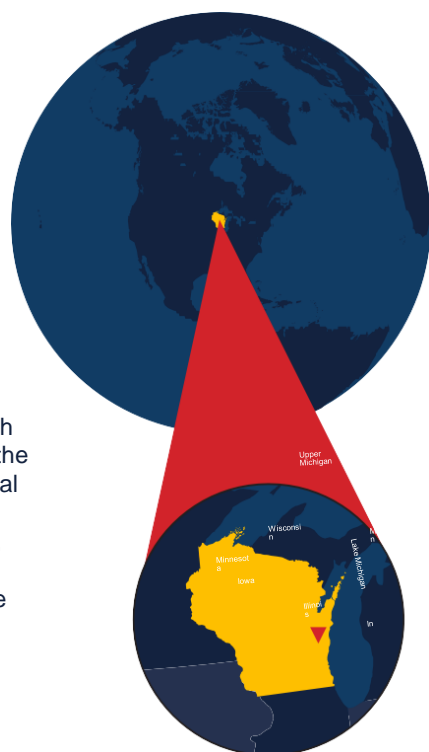


AT LAKELAND, WE'RE ALL ABOUT ▶▶CHANGING LIVES.

Lakeland University is a four-year private university 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 University 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 University established Lakeland University Japan Campus (LUJ) 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 Higher Learning Commission (HLC), LUJ offers the undergraduate program of a Liberal Arts education to both Japanese students and students from all around the world. In 2005, LUJ 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 undergraduate 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 either transfer to our home campus in Wisconsin or our sister school, Virginia Wesleyan University (VUW). They can also transfer to other colleges and universities in the US, Japan or around the world.



ADMISSION QUALIFICATION

To apply to Lakeland University 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*

* 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 and they have 12 years educational background in an English speaking country. Students who would like to share their ACT and SAT scores with the admission committee have the option to do so. These materials are not required as part of the application for admission, but encouraged to submit.

* LUW SAT school code: 1393 **LUW ACT school code: 4592

- 2. They have an English TOEFL* proficiency of at least ITP 500, iBT 61, IELTS 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

TOEFL iBT
score
61

IELTS
score
6

Duolingo
score
100

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 apply to the main campus, Lakeland University 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 Undergraduate Program.

LUJ
TOEFL ITP
score
430

TOEFL iBT
score
39

IELTS
score
3.5

Duolingo
score
80

International students, who need to apply for a student visa, can only enter the EAP Program at the IN level or above, due to visa and immigration restrictions, therefore, you must submit a TOEFL iBT score or another recognized standardized test score (IELTS or Duolingo) at the time of application to the EAP Program. *This score must be no more than 8 months old.



ADMISSION REQUIREMENTS

DOCUMENTS TO BE SUBMITTED	UNDERGRADUATE PROGRAM	EAP PROGRAM
Application Form	○	○
High School Transcripts	○	○
High School Graduation Diploma / Certificate	○	○
TOEFL / IELTS (official) for non-native English speakers	○ **	○ **
Personal Statement of Purpose	○	○
Letter of Reference	○	
*ECE Evaluation Report Official College Transcripts	○	○
Copy of Passport (Photo ID Page)	○	○
Interview	○	○
Entrance Examination		○



DEADLINES

There are two different application deadlines for Admissions.

Application Deadline 1:

- Students who need a LUJ sponsored student visa
- Transfer students from vocational schools or other universities (excluding Japanese Language Schools)

Application Deadline 2:

- Students who don't need a LUJ sponsored student visa
- Prospective students who have no transfer credits (excluding AP, CLEP, summer or winter study programs, etc.)

SEMESTER OF ADMISSION (Duration of Semester)	APPLICATION DEADLINE 1	APPLICATION DEADLINE 2
Fall Semester (Sept. - Dec.)	April 31	June 31
Spring Semester (Jan. - April)	August 30	October 31
Summer Semester (May - Aug.)	December 31	February 28

* If you have transfer credits from a non-U.S. institution (pg. 6)

** See page 2 for applying Int'l students minimum requirements



REQUIRED APPLICATION DOCUMENTS

APPLICATION FORM

Please complete the Online Application form, which can be found on our LUJ English website under "Apply."

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.

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 before being submitted. 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 TEST SCORES FOR NON-NATIVE ENGLISH SPEAKERS

For Non-Native English Speakers Applying for the Undergraduate Program Only: If you have an official TOEFL score of iTP 500 or iBT 61 or higher within the past two years, you may apply directly to the Undergraduate Program. The minimum score for the IELTS is 6. Duolingo scores need to be 100 or higher. Please send a request to ETS to have the official score sheet sent to LUJ (TOEFL 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: [TOEFL.org](https://toefl.org)

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. If you are applying for the EAP program, you do not have to submit this document.

OFFICIAL COLLEGE TRANSCRIPT, Japanese Language School Attendance & Grade Report, and/or ECE EVALUATION REPORT**If you are a transfer student.*

Lakeland has a generous transfer credit policy, accepting up to 45 credits from previous institutions (including approved military credits) if you are applying for the A.A. degree, and 90 credits if you are applying for the B.A. degree. Have your official transcripts from all U.S. post-secondary colleges, Japanese language school attendance & grade reports, or military (if any) transcripts you have attended sent to us.

Foreign university transcripts must be accompanied by an official course-by-course evaluation of all academic coursework translated in English. Approved foreign credential evaluation organizations, such as *Educational Credential Evaluators* (ece.org) and *World Educational Services* (wes.org) can be used for evaluation purposes. The course-by-course evaluation, English translation, and official transcripts are required as part of the application process. The evaluation must include cumulative GPA. The evaluation can take several weeks to complete, so please plan accordingly.

PASSPORT
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.

ENTRANCE EXAM / INTERVIEW REQUIREMENTS

- Students who are applying to the Undergraduate program are required to participate in an official interview.
- 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 twopart entrance exam:
 - English Examination:** 60 minutes, Multiple Choice;
 - Interview:** In Japanese or English, approximately 15 minutes.



TRANSFER ADMISSIONS



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"). The maximum number of credits you can transfer is 45 for the A.A. degree, and 90 for the B.A. degree. Please submit your transcripts during the application process. You are also exempt from submitting your high school transcripts if you have over 30 or more credits.

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

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



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.

5 Easy Steps to Apply

1. Determine what type of evaluation report to order. Contact the school or licensing board to which you are applying to find out which type of report it requires.
2. Determine what documents you'll need to submit. Choose your country of education from the list provided.
3. Create an account. This is where you'll order a report and communicate directly with ECE.
4. Order a report and submit payment.
5. Send ECE your documents. You will not be able to upload your documents.

**For further information, please contact your admissions counselor. **<https://www.ece.org/ECE>*

APPLYING FOR STUDENT VISA

Please submit documents during the Application process if you require 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.

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.



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 (lcj.lakeland.edu/academic-program-application).

2. 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 (lcj.lakeland.edu/academic-program-application).

3. 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.

4. 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. Copies from printouts are also not acceptable.

5. 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.

▶▶ Please refer to deadline dates on page 4.

VISA APPLICATION PROCESS

1. Submit the documents stated here to LUJ's Admissions Office.
2. Pay the application fee of ¥20,000 for the visa application.
3. LUJ will submit the student visa application documents to the Immigration Bureau.
4. The Immigration Bureau takes approximately 6-8 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, LUJ 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.





TUITION AND FEES

UNDERGRADUATE PROGRAM FEES

	FIRST SEMESTER ADMISSION	REMAINING SEMESTER FEES
Admission Fee	¥261,800	
Tuition (One Semester, 12 Credits)*	¥554,400	¥554,400
Facility Fee (One Semester)	¥88,000	¥88,000
Student Government Association (SGA) Fee (Annual Fee)	¥11,000	
General Activities Fee (Annual Fee)	¥22,000	
Total	¥937,200	¥642,400

*1 Credit = ¥46,200

ENGLISH FOR ACADEMIC PURPOSES (EAP) PROGRAM FEES

	FIRST SEMESTER ADMISSION	REMAINING SEMESTER FEES
Admission Fee	¥261,800	
Tuition (One Semester)	¥455,400	¥455,400
Facility Fee (One Semester)	¥88,000	¥88,000
Student Government Association (SGA) Fee (Annual Fee)	¥11,000	
General Activities Fee (Annual Fee)	¥22,000	
Total	¥838,200	¥543,400

Study Abroad Credit

Students who are moving from overseas to Japan will be offered a study abroad credit, that will be deducted from their first semester tuition total.

	FIRST SEMESTER TUITION
Study Abroad Credit	- ¥100,000

ADDITIONAL FEES & PAYMENTS

APPLICATION FEE

The non-refundable application fee must be paid upon the submitting of your application for admission.

Application Fee: ¥35,000

VISA APPLICATION FEE

Prospective students who require a student visa in Japan are required to pay an additional fee for applying to the Immigration Service Agency of Japan.

Visa Application Fee: ¥20,000

Visa Renewal Fee: ¥6,000

PAYMENT METHODS

There are three different methods of payment: PayPal, bank transfer, and cash. Bank checks, personal checks, and money orders are not accepted.

PAYMENT BY PAYPAL

To pay by PayPal, the admissions counselor will notify you by email and provide you with a link to complete your application and visa application payments.

PAYMENT BY WIRE TRANSFER

Bank Name: The Bank of Yokohama, Ltd.

Branch Name: Jiyugaoka

Account Number: Ordinary Account, 6088239

Account Name: LUJM

SWIFT Code: HAMAJPJT

(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 don't complete the payment by the stated deadline, your acceptance may be denied. All fees must be paid in full.





FINANCIAL AID & MILITARY BENEFITS

FINANCIAL AID

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.

Details can be found online at lakeland.edu/Finaid/apply.asp. The financial aid process is handled directly through our main campus financial aid department. If you have any questions, you can also contact the LUJ Student Affairs department.

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)
- 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 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.

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.

Employment Opportunities

Cooperative Education (COOP)

Don't choose between work and college ... do both! At Lakeland University Japan we value work – and the learning that happens in the workplace. Through our award-winning Cooperative Education program, students gain real-world knowledge and earn academic credit for hands-on professional work experience. Coursework is centered around your real-life experiences, situations and career goals.

- Students learn best by doing and reflecting on their experiences
- The traditional classroom is not the only place to gain impactful knowledge
- The learning environment in a classroom is enhanced by students who have more real world experiences to draw upon
- A quality college education is still the single most determining factor for upward social mobility
- A quality college education should be financially accessible

Employer partners from across Tokyo, and a wide variety of professional work environments and industries, are eagerly collaborating with Lakeland to hire well-prepared, highly motivated students.

No matter the pathway students choose, our Career Development & Career Service Office will help connect students with our powerful career network to land a job at one of the area's top companies.

On-campus Employment

Many on-campus part-time positions will be available for students interested in working on-campus. There are multiple positions, such as:

Library Assistant
Learning Center Tutor
Café Assistant
Conference Center Assistant
Admissions Assistant
Student Affairs Assistant

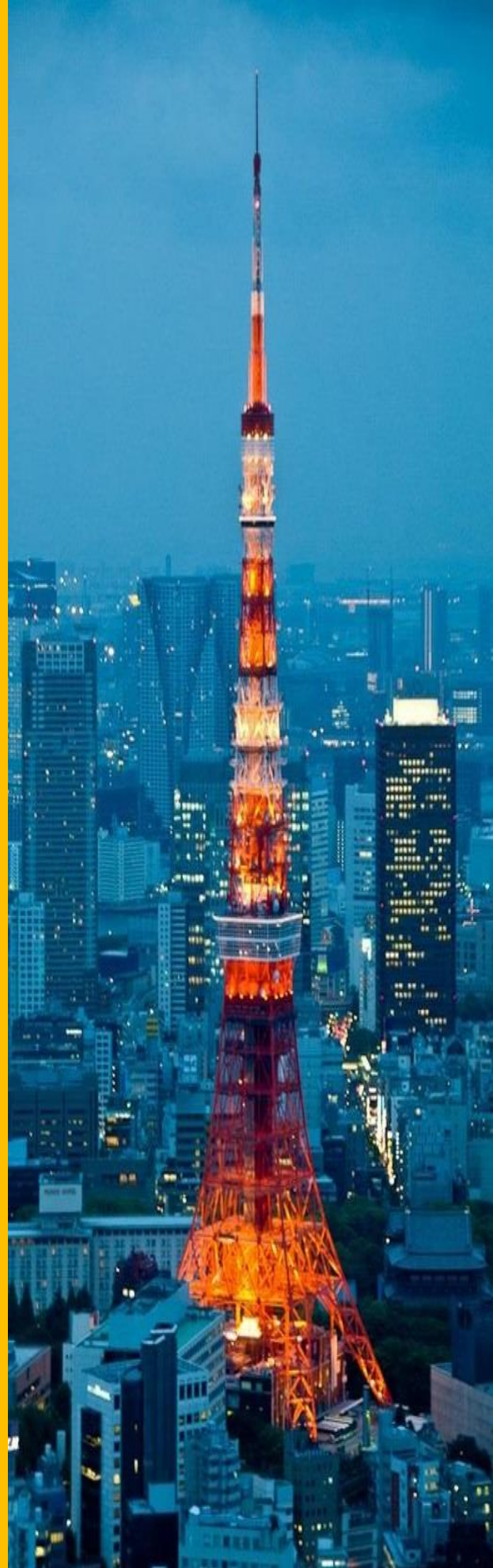
Our Career Development & Career Services Office will be available for students who are interested in working part-time on or off campus, as well as information regarding Internships, as well as COOP & Student Run Business (SRB) programs. For more information, please contact your admissions counselor.

SCHOLARSHIPS

MENTOR/REFERRAL SCHOLARSHIP

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

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



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.



VIRGINIA
WESLEYAN
UNIVERSITY
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LAKELAND
UNIVERSITY

CONTACT INFORMATION

**RESERVE ONE-ON-
ONE INFORMATION
SESSIONS TODAY!**

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