



**LAKELAND
UNIVERSITY·JAPAN**

2024



**ADMISSION INFORMATION
BOOKLET**

[ENGLISH]



LUJ Website



ENG



日本語

Apply Now (日本語 & ENG)



Associate of Arts, A.A. LUJ	Biology VWU, LUW	Business Administration LUJ, VWU, LUW
Chemistry & Biochemistry LUW	Communication VWU, LUW	Computer Science LUW
Computer Science & Information Systems VWU	Education VWU, LUW	Exercise Science LUW
Food Safety & Quality LUW	Graphic Design LUW	History VWU, LUW
Hospitality Management LUW	Industrial Systems Analytics LUW	International Studies VWU
Management Information Systems LUW	Marketing LUW	Mathematics VWU, LUW
Music VWU, LUW	Psychology VWU, LUW	Sport and Recreation Professions VWU
Sport Management LUW	Sustainability Management VWU	

We offer a **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.

More information on the website!




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.

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



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ADMISSION REQUIREMENTS

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

OR

2. **They have an English proficiency** of at least TOEFL 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.



APPLICATION CHECKLIST

UNDERGRADUATE PROGRAM

Application Form https://luj.lakeland.edu/apply	<input type="radio"/>
Application Fee	<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"/>
Copy of Passport (Photo ID Page)	<input type="radio"/>
Copy of foreign residence card (if on current visa)	<input type="radio"/>
Interview	<input type="radio"/>


LUJ
TOEFL ITP
score
500

Duolingo
score
100

EIKEN
score
pre-1

TOEFL iBT
score
61

IELTS
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

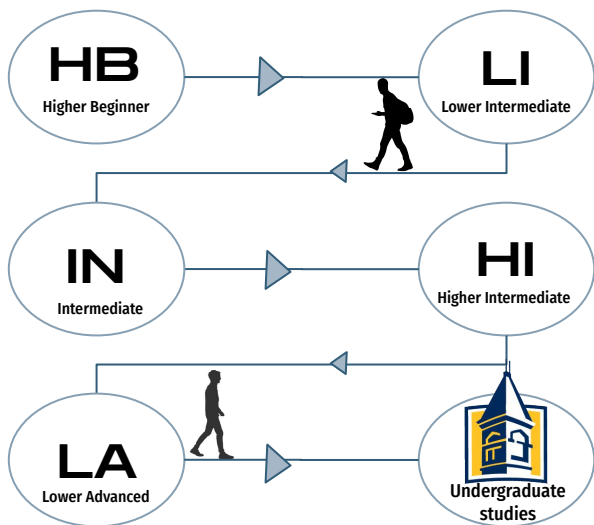


ENGLISH FOR ACADEMIC PURPOSES [EAP] PROGRAM

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.



The EAP Levels:



"You will take an official level placement test (ex. Duolingo) before you enter EAP. 5つのレベルがあり、自分自身の英語力に合ったクラスから始めることができます。"
 ~ Admissions Team

APPLICATION CHECKLIST	
EAP PROGRAM	
Application Form https://uj.lakeland.edu/apply	<input type="checkbox"/>
Application Fee	<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"/>

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 at the beginning of this booklet. Available in ENG & JP.

► 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.

For official transcripts and scores:

- **American** - please send them in either two methods: 1. the institute mails them to our address in Japan in a sealed envelope, or 2. through a digital credential service, such as Parchment, National Student ClearingHouse, etc.
- **Non-American** - please send them through the digital credential service, ex. ECE <https://www.ece.org/>

The evaluation can take several weeks to complete, so please plan accordingly - see [page 7](#)

► 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 ENGLISH PROFICIENCY TEST SCORES FOR NON-NATIVE ENGLISH SPEAKERS

For non-native English speakers applying for the undergraduate program only: official TOEFL score of iTP 500, iBT 61, IELTS 6, or Duolingo 100 taken within 1-2 years is required for direct entry. For EAP, applicants must be able to write basic sentences and hold a basic conversation in English.

► 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.

► 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 program are required to participate in an official interview. Acceptance will be determined by the application document review and interview results.



DEADLINES

There are two different application deadlines for Admissions.

Application Deadline 1:

1. Students who need a **LUJ sponsored student visa** - see [page 9](#)
2. **Transfer students** from vocational schools or other universities (excluding Japanese Language Schools)


Application Deadline 2:

1. Students who don't need a LUJ sponsored student visa (domestic students or those with a valid student/ dependent visa)
2. 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 (Sep. - Dec.)	June 30	July 31
Spring Semester (Jan. - April)	October 31	November 31
Summer Semester (May. - Aug.)	February 29	March 31



2024 Term Calendar:


 "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

2024																																					
January				February				March																													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																	
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27	28	29	30	31	24	25	26	27	28	29	30	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** if you are applying for the A.A. degree
- 90 credits** if you are applying for the B.A degree

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”).



"You are also exempt from submitting your high school transcripts if you have 30 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.

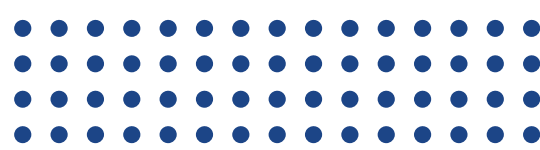
<https://www.ece.org/ECE>

5 Easy Steps to Apply

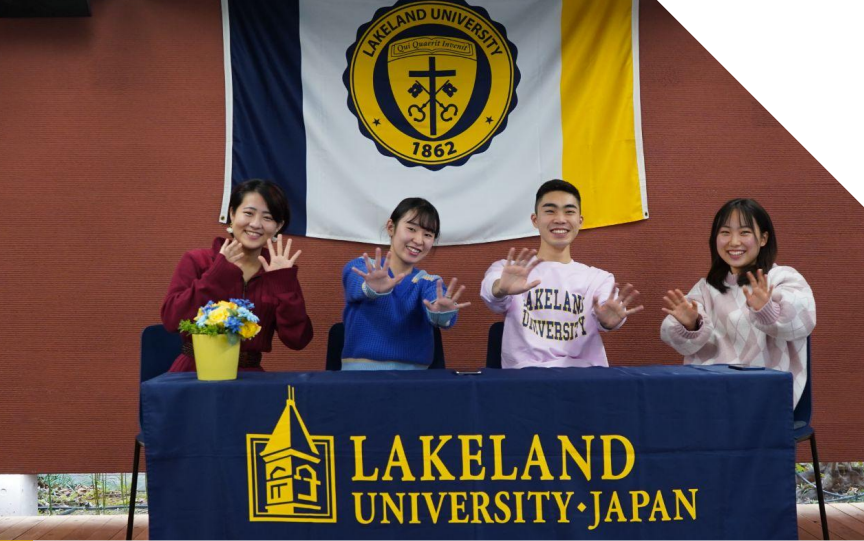
1. Create an account.
2. Select “course by course” report.
3. Determine what documents you'll need to submit. Choose your country of education from the list provided.
4. Order a report and submit payment.
5. Send ECE your documents. You will not be able to upload your documents.
6. ECE will send you an official course report in a sealed envelope. It is important to keep it remained sealed when sending it to us.

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



▶ UNDERGRADUATE PROGRAM FEES

	FIRST SEMESTER ADMISSION	REMAINING SEMESTER FEES
Admission Fee	¥261,800	
Tuition (One Semester, 12 - 18 Credits)*	¥674,400	¥674,400
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	¥1,057,200 **	¥762,400

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

▶ ENGLISH FOR ACADEMIC PURPOSES (EAP) PROGRAM FEES

	FIRST SEMESTER ADMISSION	REMAINING SEMESTER FEES
Admission Fee	¥261,800	
Tuition (One Semester)	¥507,200	¥507,200
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	¥890,000 *	¥595,200

* Not including textbook or testing fees

ADDITIONAL FEES & PAYMENTS

APPLICATION FEE 35,000 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.

VISA APPLICATION FEE 20,000 JPY or VISA RENEWAL FEE 6,000 JPY


For those needing LUJ visa sponsorship, a Square link (for online payment) will be sent after a visa application form is completed. Payment must be completed to process your application.

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.

TUITION & SCHOOL FEES: see table above

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

 "We accept Financial Aid and Gi-Bill. Go to [page 11](#) to see if you can qualify for these financial resources."
~ Admissions Team

Fees are subject to change. Please visit luj.lakeland.edu to view all current fees and pricing.

APPLYING FOR A STUDENT VISA

Please submit documents during the Application process if you require a student visa - see page 6 Application Deadline 1

▶ 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="checkbox"/>
Visa Application Fee	<input type="checkbox"/>
Confidential Financial Certification Form	<input type="checkbox"/>
Bank Statement	<input type="checkbox"/>
Digital or Physical Passport-style Photograph	<input type="checkbox"/>
Copy of Passport (Photo ID Page)	<input type="checkbox"/>
Optional (recommended): Working Permission Application Form	<input type="checkbox"/>

▶ 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.

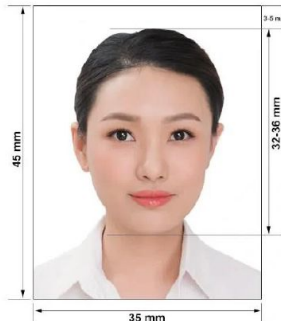
▶ DIGITAL OR PHYSICAL PHOTOGRAPHS

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. Pay the application fee (fees stated in form)
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. 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.

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"/>
Visa Application Fee	<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 Student Affairs 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. Pay the application fee (fees stated in form)
3. Submit the student visa renewal documents to the Immigration Bureau
4. 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 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.

► **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.

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

LUJ scholarships represent approved financial aid opportunities accessible to students applying for any of LUJ's academic programs.

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

▶ LUJ Recommended Scholarship

Aimed at increasing the number of partnerships with high schools and recruiting companies by offering a range of tuition discounts based on student performance.

▶ LUJ Referral Scholarship

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

▶ LUJ Sibling Scholarship

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

▶ 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.

▶ LUJ Ambassador Scholarship

Aimed at increasing student participation in LUJ's internal activities which creates a more vivid and interesting campus experience for all LUJ students.



"If you think one of these applies to you, ask us for more information about how to apply and the benefits you will get!"

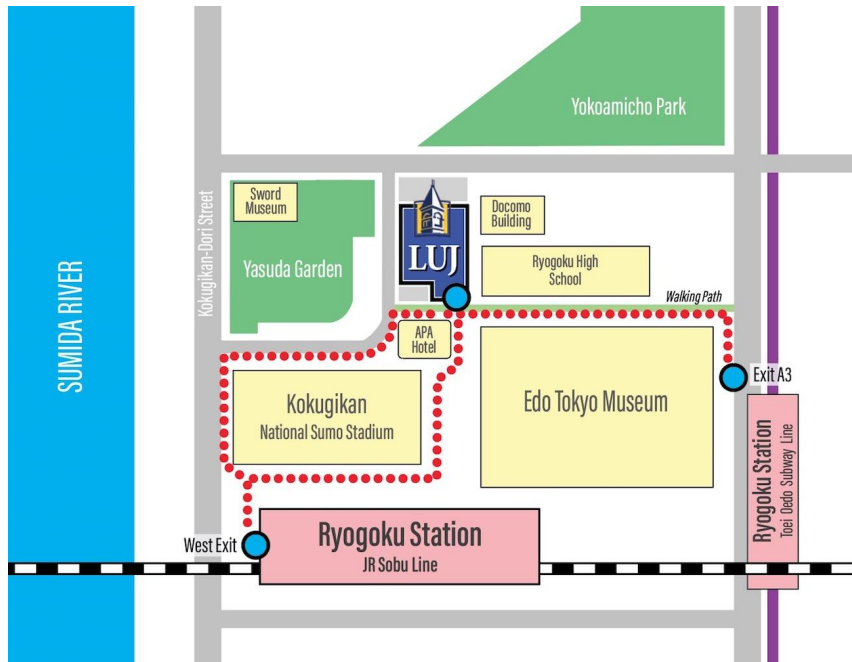
~ Admissions Team



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.



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

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

Lakeland University Japan Campus
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Sumida-ku, Tokyo 130-0015



ENG



日本語