

Lakeland University Japan Online Application Steps Guide

1. Access the Application Page

From the Lakeland University Japan website, click the "Apply" button to access the application page.

Please select the program you wish to apply for.

Apply Now



Completing the application below is the first step and provides us with the information needed to connect you with your admissions counselor and begin to understand you as an applicant. **Please be sure to select the program you would like to complete the application for.**

Once your application is received, we will follow up with details on any additional items needed to complete the application process.

***If you are starting the application, please select the "LUJ Applications 26-27" when prompted**

EAP (ENGLISH FOR ACADEMIC PURPOSES) →

UNDERGRADUATE →

POST-GRADUATE →

2. Select User Type

If this is your first time applying, select "First-time users."

If you have already applied and have an existing account, select "Returning users."

Lakeland University

Application Management

Returning users:

[Log in](#) to continue an application.

First-time users:

[Create an account](#) to start a new application.

3. First-time Users (Starting a New Application)

1. Create an Account

A) Click "Create an account" to create a new account.

- B) Enter your email address
- C) Enter your First Name
- D) Enter your Last Name
- E) Birthdate: Select your birthdate from the drop-down menu.
- F) Hit Continue

Register Application Account

To register for an account, please enter the information requested below.

Email Address	
First Name	
Last Name	
Birthdate	

Continue

2. A PIN code email will be sent to the email address you entered. Please enter the PIN code and your birth date to proceed.
 * The email may be delivered to your spam/junk folder. Please make sure to check such folders. If you have not received it after several hours, please email admissions@japan.lakeland.edu or call 03-3225-0425.

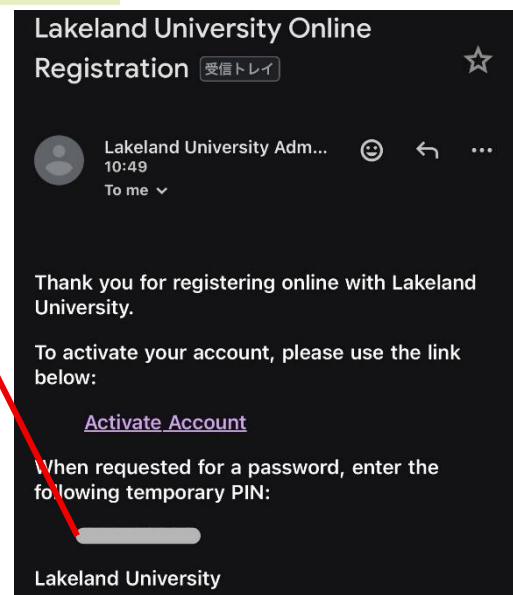
Login

A temporary PIN has been sent to your email address. If you do not

Email	switch
Account	
Temporary PIN	
Birthdate	

Login

3. Once logged in, create a password.



Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password
(again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

Set Password

New Password: Enter your password.

New Password (again): Re-enter your password for confirmation.

Your password must meet the following requirements:

- A) Include at least one letter.
- B) Include at least one uppercase letter.
- C) Include at least one number.
- D) Be at least 12 characters long.
- E) Match the confirmation password.

If all requirements are met, the red text on the right side of the screen will turn green.

Once all items are green, click "Set Password."

* Please write down your password, as it will be required whenever you log in to your application account in the future. ㄣ。

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password
(again)

- ✓ At least one letter
- ✓ At least one capital letter
- ✓ At least one number
- ✓ Be at least 12 characters
- ✓ New passwords must match

Set Password

4. Start a New Application

After logging in, you will be directed to the dashboard. Click "Start New Application."

Application Management

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			
Start New Application			

5. The example shown is for the English Language Program selected under the web application.

If you are applying to a different program, the highlighted section will display the name of that program. Please make sure the program name shown matches the one you intend to apply for.

Start New Application ×

2026 - 2027 Application Cycle

Japan EAP Application 26-27

Create Application Cancel

6. Open Your Application

Click "Create Application."

Scroll down and confirm that "Japan [Program Name] Application 26-27" is selected.

Please ensure that the appropriate program name appears in place of "[Program Name]" and click "Open Application" to continue.

Application Details ×

Started 06/23/2026

Status In Progress

2026 - 2027 Application Cycle

☐ Traditional Undergraduate Application 26-27

☐ 26-27 Kellett Graduate Application

☒ Japan EAP Application 26-27

☐ Japan Grad Application 26-27

☐ Japan Undergraduate Application 26-27

☐ Life & Career Studies Application 2026

Open Application Cancel

7. Enter Personal and Educational Information

A) 「Customer Personal Background – LUJ」

[Home](#)

Personal Background LUJ

[Academic History](#)

[Program of Interest](#)

[Recommendation Form](#)

[Acknowledgement](#)

[LU Signature](#)

[Review](#)

Customer Personal Background - LUJ

Please submit your application only in English. Any submissions in Japanese language will not be accepted due to system restraints.
オンラインの願書は英語（ローマ字）で提出をお願い致します。日本語での提出はシステム上受け付けられません。

All fields with asterisk (*) are mandatory.

Name / 氏名

Prefix / 氏名の前につける敬称

First Name* / 名（ローマ字）

Middle Name / ミドルネーム（ローマ字）

Last Name (Family Surname)* / 姓（ローマ字）

Suffix

Preferred Name (If you have one) / ニックネーム(呼ばれたい名前がある場合のみ記入)

Other Last Names Used / その他の以前使用したことのある姓

※Please make sure to enter your name as it appears on your passport.

If you have a preferred name, you can identify it on this page.

B) Address Information

Click "Add Address" and enter your address.

If you currently reside in Japan, select "Yes."

Addresses / 住所

Type	Street Address	Location	Country
Add Address			

Are you currently living in Japan?* / 現在日本に在留していますか？

☒ Yes/はい

☐ No/いいえ

*If you are unsure how to enter your address in English, please refer to the address entry example provided on the following page.

Mailing & Permanent Address LUJ

PrevNext×

Type

☒ Mailing Address 郵送先住所
☐ Permanent Address 本籍地

Country

Japan ▼

Street

Yokoami 1-10-5

City

Sumida-Ku

Region

Tokyo ▼

Postal Code

130-0015

Is this your permanent address?

Yes ▼

Save

Delete

Cancel

Please begin by entering your Mailing Address. If your mailing address and permanent address are the same, select "Yes" from the drop-down menu for "Is this your permanent address?" In this case, you do not need to enter a separate permanent address.

If your mailing address and permanent address differ, please enter both separately.

Address fields:

- Street: Street number, building name, apartment number
- City: City/Ward/Town/Village/etc.
- Region: Prefecture/Province/State/Department/etc.
- Postal Code (Zip Code)

C) Visa Status

Visa Information / ビザ情報 (日本国籍のない方)

Current visa status* / 在留資格

Please select the types of status that is applicable to you.

None / 無し ▼

If you hold Japanese passport, select None. Applicants with another residency status in Japan should select the appropriate visa category.

D) Email Address / Phone number

Email Address / メールアドレス

Email Address / メールアドレス

Telephone Numbers / 電話番号

Mobile Phone Number* / 携帯電話番号

+1 0362404215

Home Phone Number / 固定電話番号

+1 0362404215

A mobile phone number is required. Please make sure to include the country code. E.g. +1 for United States/Canada

E) Biographical Information

Biographical Information / 略歴

Legal Sex at Birth* / 性別

☒ Female / 女性☐ Male / 男性☐ Another Gender / その他

Preferred Pronoun / お好みの代名詞

She ▼

Date of Birth / 生年月日

First Language / 母国語

Japanese ▼

Is English one of your first languages?* / 英語は母国語のひとつですか？

☐ Yes はい☒ No いいえ

Do you speak any additional languages? / 他に話せる言語があれば該当するものをお選びください。

Afrikaans ▲

Arabic ○

Armenian ▼

Bantu ▼

Please select options that represent you.

F) Citizenship Information and Financial Support

Citizenship Information / 市民権情報

What is your Primary Citizenship?* / 本国籍はどの国ですか？

Japan ▼

Do you have Dual Citizenship? / 他にも国籍をお持ちですか？

Only select from options if you hold any other citizenships

▼

Please enter your Social Security Number

Only fill this out if you are US citizen

(Omit Dashes)

Financial Supporter Information / 経済支援の情報

Method of Financial Support* / 経済的支援の方法

☒ Self

☐ Family or other Supporter outside of Japan

☐ Family or other Supporter inside of Japan

☐ Financial Aid (American Students)

☐ Financial Aid (Non-American Students)

☐ GI Bill

Required Additional Information / 出願追加情報

How did you hear about LUJ?* / どのようにレイクランド大学を知りましたか？

Open - campus/オープンキャンパス ▼

If you have dual citizenship that includes U.S. citizenship, select the United States and enter your Social Security Number (SSN).

If you hold citizenship from countries other than the United States, select the applicable country. No SSN is required.

Click "Continue" to proceed.

8. Your Education Background

Your Education Background

Please list your high school and all earned college credit prior to your enrollment. If you have completed an associate's, bachelor's or graduate degree list all previous institutions attended below. Please also include any Japanese language school as well as Joint Services Transcript.

入学前に取得した高校およびすべての大学での単位を記入してください。

準学士号、学士号、または大学院を修了している場合は、過去に在籍したすべての教育機関を以下に記入してください。

日本語学校に通われていた場合、及び米軍から単位認定をうけている場合（JST）もご記入ください。

Institution

Degree

Dates Attended

[Add Institution](#)

Click "Add Institution" to enter your previous educational history.

Add Institution
×

Start typing the name of your previously attended institution(s) and click the corresponding auto-fill option when it appears.

過去に在籍した教育機関名を入力し、自動入力オプションが表示されたら、それをクリックしてください。

Institution	Lakeland High School
Country	Japan▼
City	Sumida-ku
Region	Tokyo▼
Dates Attended	April▼ 2023▼ to March▼ 2026▼
Level of Study	High School▼
Degree	No Degree Awarded or Expected▼
Major	
GPA	3.5 on a scale of 5 (e.g., 4.0, 4.3, 5.0, 15, 100)

Save

Cancel

Enter the following information:

Institution: Name of the school or institution (If no automatic suggestion appears, please enter it manually.)

City: City/Town (of the school)

Region: Prefecture/State (of the school)

Dates Attended: Enrollment date and graduation date

Level of Study: Select the educational level from the options

Degree: Degree earned (for universities and vocational schools)

Major: Major or field of study

GPA: Grade Point Average that appears on your transcript

Click "Save" and then "Continue."

9. Standardized Test Scores

LUJ: Program/Additional Information

Term / 希望学期 Year / 年度

Fall (August start) 2026 ▼

Previous Test Information / 過去のテスト情報

SAT Score / SATスコア

SAT Score submission is optional

ACT Score / ACTスコア

ACT Score submission is optional

English Test Score Information / 英語テスト情報

English test score is only required if your native language is not English

TOEFL iBT Score / TOEFL iBT スコア

TOEFL ITP are not accepted

IELTS Score / IELTSのスコア

Duolingo Score / Duolingoスコア

Eiken Score / 英検スコア

Pre-2

For Term and Year, select your intended enrollment term and year.

If you have any standardized test scores, please enter them in the appropriate fields. If you do not have any test scores, you may leave these fields blank.

*In the example, the applicant has EIKEN Grade Pre-2.

Click "Continue" to proceed.

10. Custom Reference Page

Core- Custom Reference Page

[Continue](#)

There are no fields to complete on this page. Click "Continue" to proceed.

11. LUJ Acknowledgement

Please review the contents carefully and check all applicable acknowledgement boxes.

LUJ Acknowledgement

Communication Opt-in / 連絡手段への同意

I agree to be contacted via email, phone, mail, and text message about Lakeland's education offerings.

私は、レイクランド大学ジャパン・キャンパスに関する案内を、メール、電話、郵便、SMSで受け取ることに同意します。

☒ Yes/はい

Criminal Background / 犯罪経歴

Have you ever been convicted of a felony or misdemeanor?

これまでに重罪または軽罪で有罪判決を受けたことがありますか？

☐ Yes/はい

☒ No/いいえ

Disclosures / 情報開示

I acknowledge reading and understanding the disclosure statements above:

私は、上記の開示事項を読み、理解したことを認めます：

☒ Yes/はい

Application Fee / 出願料

I acknowledge that there is an application fee (11,000 JPY) payable for processing purposes. I understand that the link for the payment will be provided to me during the application process.

私は出願にあたって出願料の支払いが必須であることを理解します。加えて出願料支払いのウェブリンクが出願手続き内のポータルで確認ができる事を理解します。

☒ Yes/はい

Continue

Click "Continue" to proceed.

12. LUJ Signature Page

LUJ Signature Page

You understand that any misrepresentation of facts on this application or withholding of information, may be cause for refusal of admission, dismissal, or other disciplinary action. You further understand that you have a continuing duty to promptly notify LUJ of any subsequent information of fact that would change, add to, or otherwise relate to this application or your admissions status.

BY SUBMITTING THIS APPLICATION YOU ACKNOWLEDGE AND CONSENT TO THE ABOVE TERMS AND CONDITIONS.

本出願書に虚偽の事実を記載した場合、または情報を隠匿した場合は、入学拒否、棄却、またはその他の懲戒処分の対象となる可能性があることを理解します。さらに、本出願書または入学資格に変更、追加、または関連する事実があった場合、LUJに速やかに通知する義務があることを理解します。

本出願書を提出することにより、あなたは上記の条件を承認し、同意するものとします。

In place of your signature, please type your full legal name:

Confirm

After reviewing the statement, enter your full name in Roman letters if you agree to the terms.

Click "Confirm" to proceed.

13. Review and Submission

Review and Submit

Thank you completing the application. Please submit your application from the button below.

We look forward to getting in touch with you shortly.

ご出願いただきありがとうございます。下記よりご提出ください。

近日中に返答させていただきます。

If you are satisfied with your application and are ready to submit it, click Submit Application.

Submit Application

Save for Later

If there are any issues with your application, error messages will appear on the final page.
If there are no issues, you will see a confirmation screen similar to the example shown above.

Click "Submit Application" to continue.

A pop-up message will appear before submission. Click "OK" to finalize your application.

14. Submission of Supporting Documents

Within 2–3 business days after submitting your online application, the list of required supporting documents will be finalized. An Admissions Representative will contact you with further instructions.

Please refrain from uploading documents online until you receive communication from the Admissions Office.

Once you receive notification from Admissions, log in again via the "Apply" button on the Lakeland University Japan website. You will then see a page similar to the example provided.

Application Checklist

Status	Details	Date
✖ Awaiting	Application Fee (11,000 JPY)	
✖ Awaiting	Copy of Foreign Residence Card (If applicable)	
✖ Awaiting	Copy of High School Diploma	
✖ Awaiting	Copy of Passport	
✖ Awaiting	English Proficiency Test Score (click for more)	
✖ Awaiting	Japanese Language School Report (If applica...	
✖ Awaiting	Transcript for Lakeland High School	
✖ Awaiting	Letter of Recommendation	
✖ Awaiting	Statement of Purpose (min. 250 Words)	

Background Check Order Confirmation	
Copy of Foreign Residence Card	Certification (Sponsor)
Copy of High School Diploma	Certification (Student)
Copy of Passport	Card - LUJ
International Bank Statement	
International Verification of English Proficiency	
Japanese Student School Report	
Miscellaneous	sted, please select the document type
Personal Statement	, or scanned image file. If we have not
Resume	us, you may disregard this.

ファイルの選択

ファイルが選択されていません

Upload

※Important Notes Regarding Supporting Documents

Applicants may **not** upload high school transcripts or letters of recommendation themselves.

Other documents, such as:

- Passport copies
- English proficiency test scores
- Statement of Purpose
- Other required documents

may be uploaded directly through the applicant portal.

If you are uploading documents yourself:

1. Click the "**Choose File**" button.
2. Select the appropriate document type from the drop-down menu.
3. Click "**Upload**" to complete the submission.

If you experience any issues uploading documents, please contact the Admissions Office by emailing admissions@japan.lakeland.edu or calling **03-3225-0425**.