**Important Points Regarding Application**

# \*Please read this document.

1. Contacting Your Guarantor
2. Dual Citizenship
3. Living Expenses
4. Admissions Requirements for Japanese Universities
5. Application Documents for Universities
6. Part-Time Jobs for International Students
7. Schedule of Acceptance Decision

**1. Contacting Your Guarantor**

Every year, we receive many inquiries from people saying that they were asked to be a guarantor but do not know what kind of person the applicant is.

Mutual trust between the guarantor and applicant is significantly important.

**The applicant must contact their guarantor directly**, explain the following contents, and obtain their approval.

* Most Important: Relationship between the applicant and the guarantor
* Explanation about the scholarship program: Objective and period of study/training, course details (Please refer to the application guidelines).
* The responsibilities of a guarantor:
* Serve as a guarantor and emergency contact if the student encounters an accident or disaster during their stay in Okinawa.
* If the applicant holds dual citizenship, the guarantor must obtain an Abstract of the Family Register (*Koseki Shohon*) as well as a Supplementary Family Register (*Koseki no Fuhyo*) from a municipal office of the applicant’s hometown, on behalf of the applicant.

Provision of expenses such as living expenses and school expenses (scholarship), arrangement of housing in Okinawa, university application and admission procedures, and procedures at municipal offices shall be supported by Okinawa Prefecture.

If you have any other questions regarding the program, please contact Okinawa Prefecture.

**2. Dual Citizenship**

We will only accept applicants who have a reliable address listed on their family register.

If we are unable to determine your permanent address, you will not be able to register as a resident of Japan; therefore, you will not be accepted to the program.

There are four documents required by those with dual citizenship to register as a resident of Japan.

1. A document indicating the date of entry into Japan

2. Japanese passport

3. Abstract of the Family Register (*Koseki Shohon*)

4. Supplementary Family Register (*Koseki no Fuhyo*)

Resident registration procedures must be completed within two weeks of arrival in Okinawa, so documents 3 and 4 above must be obtained in advance.

Please prepare a Letter of Proxy (Form 12) and ask your guarantor to obtain these two documents for you.

# **3. Living Expenses**

# We are planning to provide JPY 70,000 per month to each student as living expenses. Living expenses include the cost of utilities (including electricity, gas, and water), food, phone bill, and transportation fees.

# **4. Admissions Requirements for Japanese Universities**

# To enroll in a Japanese university, an individual must have completed 12 years of school education outside of Japan in accordance with the university entrance qualifications set by the Ministry of Education, Culture, Sports, Science and Technology.

# Although some countries require less than 12 years of education, including high school or vocational school, an individual will have been deemed to be qualified for university entrance in the following cases:

(1) If they have completed 11 years of school education until graduation from high school, in addition to at least one year of university education

(2) If they have completed at least 11 years of school education and meet the standards specified by the Minister of Education, Culture, Sports, Science and Technology

(3) If they have a GCEA Level qualification or have graduated from a high school accredited by International Baccalaureate (IB), WASC, or CIS, it is considered equivalent to Japanese high school.

If you are unsure whether you meet the requirements, please check with the nearest Japanese Embassy or Japanese Consulate.

Also, please note that the current requirements may be subject to change.

# **5. Application Documents for Universities**

Those who have been accepted to the credited non-degree courses at a local university will be required to submit various certification documents to the host university.

[Regarding Japanese Language Proficiency]

1. If you have taken any Japanese language proficiency tests (such as JLPT and BJT), please submit a copy of your certificate(s). If you have taken the Examination for Japanese University Admission for International Students (EJU), please submit a copy of your certificate.
2. If you have not taken any Japanese language proficiency tests, please submit documents that indicate your Japanese language ability.

(Japanese Language Comprehension Survey submitted to Okinawa Prefecture or other survey/questionnaire requested by the host university)

\*All universities except Meio University require Japanese language proficiency of at least JLPT Level N2.

[Certificates from Former or Current Schools]

1. Certificate of Graduation from the highest level of school attended, and the one with Japanese translation
2. Academic transcript from the highest level of school attended and the one with Japanese translation
3. Certificate of Enrollment from your current school and the one with Japanese translation (only for those enrolled in school at time of application)
4. Academic transcript from your current school and the one with Japanese translation (only for those enrolled in school at time of application)
5. Items 3 to 6 should be issued by a public organization. (If submitting copies, please provide certified copies.)

[Other]

Okinawa Prefectural University of Arts requires submission of a portrait of work created by the applicant for admission to the Faculty of Arts & Crafts and a DVD or CD of your performance of a specified dance or song for admission to the Faculty of Music.

The submission deadline for application documents is October 31, 2025 (JST). Please prepare the required certificates, the Japanese translations of each certificate, and certified copies and send them to the Okinawa Prefectural Government in PDF format via email by the submission deadline.

\*Please note that the information may be revised at the time of university application.

**6. Part-Time Jobs for International Students**

In principle, international students will not be allowed to have part-time jobs for financial purposes.

**7. Schedule of Acceptance Decision**

The schedule from application submission to notification of acceptance (a document required for visa application in the applicant’s home country) follows as below:

|  |  |  |
| --- | --- | --- |
| 1. | Submission of application documents to Okinawa Prefectural Government | By October 31, 2025 (JST) |
| 2. | Document screening by Okinawa Prefecture | Mid-November |
| 3. | **Notification of screening result** | **Early December** |
| 4. | Application to university of choice | Early January – Mid-February |
| 5. | Notification of acceptance from universities | Mid-February – Early March |
| 6. | Enrollment procedures for universities | Begin after receiving notification of acceptance. |
| 7. | Application for and obtainment of Certificate of Eligibility for residential status | Early March – Late March \*It will take about two to three weeks. |
| 8. | **Notification of acceptance decision** | **Mid-March** |
| 9. | Airline ticket arrangement and coming to Okinawa | Mid-March – Late March |

\*The schedule for items 3 to 9 may vary depending on host universities and courses.