



# **Application Guidelines**

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**for October 2017 Admission**

**YOKOHAMA Creative-City Studies (YCCS) Program**  
**Bachelor's Degree Program (Taught in English)**  
**in Japan**

**YOKOHAMA National University**

**横浜国立大学**

**Application Guidelines**  
for  
**October 2017 Admission**  
of  
**YOKOHAMA Creative-City Studies (YCCS) Program**  
at  
**Yokohama National University (YNU)**

The Yokohama Creative-City Studies (YCCS) Program is seeking students willing to be pioneers to create a new “urban studies” together amongst a highly diverse cohort from all over the world. Students will gain the ability to understand and communicate across cultures in addition to practical ICT and presentation skills. Students will major in one of three fields: Urban Cultural Creation, Urban Social Management, and Urban Creative Technologies. With the skills and knowledge gained in this program, students are expected to become innovative young leaders and facilitators with specialized knowledge on the global stage.

**Urban Cultural Creation**

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This major seeks future leaders who will aspire to create the cities we will live in now and in the future through cutting-edge contemporary art, media art, and pop culture. Students are expected to have a multicultural outlook and rich artistic sensibility. In this major, they will master a variety of media such as literature, film, and sound.

**Urban Social Management**

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This major seeks future leaders who will aspire to solve diverse urban issues such as economic activity, management, and multi-culturalism. Students are expected to have an appreciation of other cultures as well as understanding of historical legacies. In this major, they will develop a systematic understanding of our global contemporary society.

**Urban Creative Technologies**

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This major seeks future leaders who will aspire to tackle diverse urban problems based on a comprehensive understanding of natural and human forces exerting changes to the urban environment and a high level of ICT and engineering skills. Students will engage in topics of fundamental sciences and engineering associated with prospective elements of industry and daily living life under the concept of livable and sustainable cities.

## I. Number of Students Accepted to This Program:

12 (Twelve)

## II. Eligibility for Application

The applicants must meet either Basic Conditions (1) or (2) and must satisfy Application Conditions (1) and (2). If applicable, they must also meet Application Condition (3).

### II-1 (Basic Conditions)

The applicants must:

- (1) have completed a 12-year curriculum in an education institution abroad, be expected to complete such a curriculum before 30 September 2017, or have completed an equivalent education program designated by the Minister of Education, Culture, Sports, Science and Technology; or
- (2) be at least 18 years old on 30 September 2017 and must
  - a) have acquired the International Baccalaureate qualification awarded by the International Baccalaureate Organization, or
  - b) have an Abitur recognized by the Federal Republic of Germany, or
  - c) have a Baccalauréat recognized by the Republic of France,

or plans to obtain one of the aforementioned qualifications by 30 September 2017.

### II-2 (Application Conditions)

The applicants must also:

- (1) be able to produce one of the following official documents to demonstrate their proficiency in English:
  - a) TOEFL iBT Score 80 (CBT 213 / PBT 550) or above;
  - b) IELTS Overall Band Score 6.0 or above;
  - c) International Baccalaureate (HL:3 or SL:4 or above (English A); HL:4 or SL:5 or above (English B));
  - d) Malaysian University English Test (MUET) Band 3 or above;
  - e) Public English Test System Grade 5 (People's Republic of China); or
  - f) a document demonstrating that the applicant has attended primary and secondary school in English for a period of either six years, or four continuous years including the final year of secondary school.
  - g) a document demonstrating that the applicant's command of English is equivalent to or above the standards indicated above in items a) through f). (Please consult for details before submitting an application);
- (2) have attended 7 years or more of primary and secondary school abroad in an education system outside of Japan; and
- (3) be eligible to possess a visa status which permits them to pursue higher education in Japan if entering Japan under Japan's Immigration Control and Refugee Recognition Act.

Notes:

“12-year curriculum in an education institution abroad” refers to schools whose geographical location is outside Japan, which in principle are officially recognized in the country’s education system, and which confer to graduates the eligibility to apply to universities. Applicants from schools such as international schools or American schools (except those who satisfy Basic Conditions (2)) should consult with us at an early stage as the confirmation of their eligibility status may take time.

The period spent in schools whose geographical location is outside of Japan but whose curriculum is based on Japan’s School Education Law will not be counted toward the period in which the applicant received education in an education institution abroad.

### III. Application Procedure

The applicant is required to submit the following materials (1) to (10). Although the documents need not be originals at the time of application, the successful applicant who wishes to enroll in the YCCS Program must submit the originals during the designated enrollment period. Please note that the admission permission will be cancelled if the applicant does not submit the originals during the enrollment period or if the fact of fallacious or illegal declaration was detected during or after the submission of application materials.

As for certain documents, such as the graduation (completion) certificate, academic transcript and letter of recommendation, the institution may submit the original or certified copies directly to the YCCS Program Office at the time of application.

Please download the template formats of application documents from <http://www.yccs.ynu.ac.jp/>.

**(1) Checklist (template format by PDF)**

**(2) Application form (template format by PDF)**

**(3) Scanned copy of senior high school graduation (completion) certificate (by PDF or JPEG)**

Please submit a scanned copy of a), b) or c) for the high school graduation (completion) certificate equivalent to a senior high school in Japan.

If the certificate is written in a language other than English, attach an English translation with a translation certificate issued by a public institution in the applicants’ country. Please be noted that each certificate as well as the translation certificate must be issued on or later than September 2016.

We will contact the institutions which have issued the certificates that are submitted. Therefore, please inform the institutions that will be contacted and submit all documents with the appropriate contact information. Alternatively, the institutions may submit the original or certified copy directly to the YCCS Program Office.

- a) A certificate of graduation (completion) from high school. The certificate must contain the signature of the principal of the high school or an official seal of the high school. If the applicant is in the final school year of the high school at the time of application and expected to graduate, a certificate of expected graduation issued by the principal of the school must be submitted.

- b) A certificate demonstrating that the applicant is qualified under the International Baccalauréat, or has an Abitur or a Baccalauréat and the certificate of graduation issued by the principal of an international school from which the applicant graduated. If the applicant is in the final school year of an international school at the time of application and is expected to graduate, a certificate of expected graduation indicating the name of the expected qualification that is issued by the principal of the school must be submitted.
- c) A certificate demonstrating that the applicant has passed a national examination or its equivalent(s) to ascertain an academic capability equal to, or higher than, high school graduates, along with official scores, or the copy of the certificate that received public accreditation.

**(4) Scanned copy of academic transcript and other certificates from senior high school (by PDF or JPEG)**

Please submit a scanned copy of your academic transcript of the high school you graduated from (indicating all grades from a period of two years or more). If the enrollment period of the senior high school is less than two years, you are required to submit an academic transcript of the educational institution in which you enrolled (junior high school, etc.) prior to senior high school.

If the certificate is written in a language other than English, attach an English translation with a translation certificate issued by a public institution in the applicants' country. Please be noted that each certificate as well as the translation certificate must be issued on or later than September 2016. We will be contacting the institutions which have issued the certificates that are submitted. Therefore, please inform the institutions that will be contacted and submit all documents with the appropriate contact information. Alternatively, the institutions may send the original or certified copy directly to the YCCS Program Office.

**(5) GPA entry sheet (template format by Excel)**

Please submit the excel sheet filled out with the academic records of at least last two years from your academic transcript and other certificates from senior high school. If you have attended more than one school, enter the data of each school in separate sheets. If you do not have academic records of two years or more from high school, include academic records of your junior high school.

**(6) Scanned copy of certification of English language proficiency (by PDF or JPEG)**

For documents demonstrating English proficiency, please submit a scanned copy of original certificate or certification that received public verification.

**(7) Two video letters (by uploading online)**

Create two 180-second video letters for themes described on the application form in English and upload them on a video streaming site such as You Tube, v.qq.com, DailyMotion, Vimeo and Vln, and fill out their URL on the application form.

**(8) Presentation material from the second video (by PDF or PowerPoint)**

Please submit a presentation material that summarizes the points you made in your second video. Please refer to the application form for details.

**(9) Scanned copy of letter of recommendation (template format by PDF or JPEG)**

Please submit a scanned copy of letter of recommendation, in English. It must contain either a signature of the principal of the high school or an official seal of the high school as well as the contact information of the school such as URL, telephone and fax numbers and e-mail addresses. If two years or more has passed since the graduation from the senior high school, an instructor at the college or a superior at the work place who has known the applicant very well for more than two years may write a recommendation. Please consult for details before submitting an application.

The letter of recommendation must be dated on or later than September 2016. Please be noted that the university may contact the person who provides the recommendation. Therefore please inform the person providing the recommendation so he or she may respond to such inquiry from the university. Alternatively, the recommender may send the copy by email or post the original directly to the YCCS Program Office.

**(10) Receipt for payment of the application fee (Fee: 5,000 yen, by PDF or JPEG)**

Payment of application fee is as follows:

a) From outside Japan

Credit cards (VISA, MasterCard, JCB, American Express, MUFG, DC, UFJ, NICOS) and UnionPay cards are accepted. Follow the link below for "YCCS" information.

<http://www.yccs.ynu.ac.jp/>

b) In Japan

i) Payments can be made at convenience stores (Seven-Eleven, Lawson, FamilyMart, Circle K and Sunkus only). Please use the information terminal device located in the stores. Payment must be made at the check-out counter. You cannot transfer payments from ATMs.

ii) Credit cards and UnionPay cards are also accepted under the same conditions of item a) above.

**\*Notes regarding the payment of application fee**

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a) In the case of credit card payments, submit a copy of the email notice acknowledging the payment. In case of convenience store payments, submit a copy of the original receipt (*shūno shomeisho*). No application materials will be accepted without this receipt.

b) Any fees incurred in making payments must also be paid by the applicant.

c) Please make sure to avoid double payment of the fee.

d) The application fee will not be refunded once the application procedure is completed, except under the following circumstances:

i) Where the payment was made, but the application was not submitted (either by non-

submission of the application materials or by non-acceptance of the materials).

ii) Where double payment of the fee was made.

Please note that there will be no refund in case where the payment was made from an account outside of Japan.

Regarding the details of refund procedure, please contact the YCCS Program Office at YNU.

#### **\*Others**

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#### **If the applicant has enrolled in or graduated from higher educational institutions, including colleges or universities, after graduating from senior high school**

If the applicant enrolled in or graduated from a higher educational institution, including colleges or universities, after graduating from senior high school, submit copies of the certificate of enrollment or the certificate of graduation (completion) as well as the academic transcript.

If the documents are written in a language other than English, attach an English translation with a translation certificate issued by a public institution in the applicants' country. Please be noted that each document as well as its translation certificate must be issued on or later than September 2016.

We may contact the institutions which have issued the documents that are submitted. Therefore, please inform the institutions that will be contacted and submit all documents with the appropriate contact information. Alternatively, those institutions may send the original or certified copies directly to the YCCS Program Office.

### **IV. Submission of Application Materials**

Please submit the above mentioned application materials (1) – (10) except (7) by email to Yokohama National University YCCS Program Office ([yccs-admission@ynu.ac.jp](mailto:yccs-admission@ynu.ac.jp)). Application identification number will be notified by e-mail when the application is received by the YCCS Program Office. Please note that the application will not be accepted if it is not completed or if it arrives after the application period. Please also note that although the applicant is not required to submit the original documents at the time of application, the successful applicant who wishes to enroll in the YCCS Program must submit the originals during the designated enrollment period.

**Application period: 1 November 2016 (Tue.) – 31 January 2017 (Tue.)**

If the institution posts the original or certified copies of such documents as the graduation (completion) certificate, academic transcript and letter of recommendation directly to the YCCS Program Office, please be sure to submit earlier than the deadline and fully considering mailing delivery conditions.

#### **Sending from outside Japan**

Send application materials by EMS (Express Mail Service) or by an international courier with a tracking system. Any material that arrives after the deadline (31 January 2017 (Tue.)) will not be accepted.

## **Sending from Japan**

Send application materials through registered express mail (*kakitome sokutatsu yubin*) by placing application materials in a K-2 size envelope or in an equivalent size envelope (an envelope in which A4 size paper can be inserted without folding). Mail acceptance period is the same as the application period. However, registered express mail postmarked 31 January 2017 (Tue.) or earlier will be accepted even it arrives after the deadline.

## **Address to which the documents should be submitted**

YCCS Program Office, Yokohama National University  
79-8 Tokiwadai, Hodogaya-ku, Yokohama, Kanagawa, 240-8501, Japan

## **V. Selection Method**

Candidates will be screened based on the submitted materials, i.e. application form, academic transcripts, certificate of English language proficiency, video presentation, recommendation, etc.

Some applicants may be invited for an interview to ascertain their academic capabilities. The interview will take place via the Internet, using such services as Google Hangouts and Skype. Accordingly, the interviewees must be able to avail themselves of computer facilities with camera and microphone functions, as well as fast Internet connection. The interview will be conducted in English and will be approximately 30 minutes, excluding set-up time. Those who are invited to an interview will be notified by e-mail before 24 February 2017 (Fri.).

## **VI. Admissions Decision**

Admissions decisions will be announced around 1:00 p.m. on 24 March 2017 (Fri.), by posting the identification number of successful candidates at the following URL:

<http://www.yccs.ynu.ac.jp/>

The information will be posted on this website for approximately one week after the initial announcement. YNU will not respond to any enquiries regarding the results of the screening process via telephone, e-mail or any other means.

## **VII. Second Round of Applications**

An announcement regarding whether or not to conduct the second round of applications will be posted on the YCCS webpage in late April 2017.

## **VIII. Data Protection**

All personal details of the applicants, including screening scores and information contained in the application materials may be used, in addition to the screening process, for enrollment procedures including class configuration, admission fee waiver (based on specific requests), scholarship allocation and further research and marketing in YNU. The information will not be used for any other purposes and will not be disclosed to any third party.

## **IX. Applicants with Special Needs**

Applicants with disabilities may require special support in conducting their studies. They should consult YNU before applying or, in instances where the handicap postdates the application, as soon as possible.

- (1) Consultation should be made before 25 November 2016 (Fri.).
- (2) Inquires should be addressed to the YCCS Program Office.

## **X. Other Information Related to the Application**

- (1) The documents submitted in the application process will not be returned under any circumstances.
- (2) Correction or rectification of the submitted documents will not be permitted.
- (3) If the fact of fallacious or illegal declaration was detected during the submission of application documents or at the examination, the admission permission may be cancelled even after the applicant has been enrolled.
- (4) Applicants who change their address or contact information after submission of the application must notify the YCCS Program Office immediately.
- (5) All times indicated in the Admission Guidelines refer to Japan Standard Time (UTC+0900).
- (6) The applicant is required to hold financial base to maintain living in Japan as a student when acquiring the status of residence (student visa). Therefore, the university will confirm the financial sponsor at the time of admission.

September, 2016

### Contact Information:

YCCS Program Office, Yokohama National University  
79-8 Tokiwadai, Hodogaya-ku, Yokohama 240-8501 Japan  
Facsimile: (+81)-45-339-3189  
E-mail: [yccs-admission@ynu.ac.jp](mailto:yccs-admission@ynu.ac.jp)  
Please make inquiries via e-mail or facsimile.

## Additional Information

### **I. Enrollment Process**

(1) Successful candidates must complete the enrollment procedure before the prescribed deadline. For details, please refer to the enrollment-related documents, which will be sent to successful candidates along with an official letter of acceptance.

(2) University Fees

Admission fee (as of 2016): 282,000 yen (paid only in the first year).

Annual tuition (as of 2016): 535,800 yen.

The university fees are subject to revision. Any revised fee structure will be applied to all students after the revision. Detailed information regarding the university fees will be provided along with the letter of acceptance.

### **II. Key Dates in the Application/Enrollment Process**

1 November (Tue.) 2016	Start of Application Period
31 January (Tue.) 2017	End of Application Period (Deadline for documents to arrive.)
Mid-February to Mid-March, 2017	Screening of Applicants
24 March (Fri.) 2017	Notification of Successful Applications
27 March (Mon.) 2017	Start of Enrollment Period
21 April (Fri.) 2017	Submission and Payment Deadline of Enrollment Documents by Email and Admission Fee
8 May (Mon.) 2017	Submission Deadline of Original Application Documents and Enrollment Documents by Post
Late May 2017	Issuance of Admission Permission
Late August 2017	Dispatch of Visa Documents
2 October (Mon.) 2017	Arrival in Japan (tentative)
3 October (Tue.) 2017	Orientation for Newcomers (tentative)
5 October (Thu.) 2017	Start of Classes

\*The details for admission procedures, dormitory occupancy procedures, payment deadline for various costs and dates of arrival in Japan and orientation will be notified directly to successful applicants.

### **III. Note**

The YCCS program is organized and operated by an inter-faculty program committee of all the YNU colleges as a parent organization. The committee consists of representatives of the College of Education, the College of Economics, the College of Business Administration, the College of Engineering Science, the College of Urban Sciences and the International Strategy Organization. The curricula of the YCCS and its degree regulations, however, comply with the College of Urban Sciences.