

# **Application Guidelines**

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**for October 2019 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 2019 Admission**  
of  
**YOKOHAMA Creative-City Studies (YCCS) Program**  
at  
**Yokohama National University (YNU)**

The Yokohama Creative-City Studies (YCCS) Program is seeking students aspiring to be pioneers in creating a new “urban studies” together with a highly diverse cohort hailing from across 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 those who aspire to create the cities we will live in now and in the future through cutting-edge contemporary art, contemporary media practices, and pop culture. Students are expected to have a multicultural outlook and rich artistic sensibility. In this major, they will study a variety of old and new media including literature, film, and sound.

**Urban Social Management**

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This major seeks those who aspire to solve diverse urban issues related to economic activity, management, and multi-culturalism. Students are expected to have an appreciation of other cultures as well as an 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 those who aspire to tackle diverse urban problems through a comprehensive understanding of the natural and human forces exerting changes upon the urban environment as well as a comprehensive mastery of high level ICT and engineering skills. Students will engage in topics related to the basic sciences and engineering, topics associated with prospective elements of industry and daily life under the concept of livable and sustainable cities.

## I. Number of Students Accepted to This Program

12 (twelve)

## II. Eligibility for Application

Applicants must meet the Basic Conditions and satisfy Application Conditions.

### **II-1 (Basic Conditions)**

Applicants must meet one of the following conditions:

- (1) having completed or expecting to complete a 12-year curriculum in an educational institution abroad(\*1) or an equivalent educational program designated by the Japanese Minister of Education, Culture, Sports, Sciences and Technology(\*2) by 30 September 2019, or
- (2) having obtained or expecting to obtain the International Baccalaureate qualification awarded by the International Baccalaureate Organization, a non-profit foundation established in accordance with the Civil Code of Switzerland, by 30 September 2019, and being at least 18 years old by 30 September 2019, or
- (3) having obtained or expecting to obtain an Abitur accredited as a qualification for admission to a university in the states of the Federal Republic of Germany by 30 September 2019, and being at least 18 years old by 30 September 2019, or
- (4) having obtained or expecting to obtain a Baccalaureate accredited as a qualification for admission to a university in the Republic of France by 30 September 2019, and being at least 18 years old by 30 September 2019, or
- (5) having obtained or expecting to obtain a General Certificate of Education of Advanced Level (GCE Advanced Level), [obtaining grade E or above in 3 or more subjects] accredited as a qualification for admission to a university in the United Kingdom of Great Britain and Northern Ireland by 30 September 2019, and being at least 18 years old by 30 September 2019, or
- (6) having completed, or expecting to complete a 12-year curriculum in an education institution accredited by the international evaluating organizations designated by the Japanese Minister of Education, Culture, Sports, Science and Technology (WASC, ACSI or CIS), and being at least 18 years old by 30 September 2019.

\*1) "12-year curriculum in an educational institution abroad" refers to schools whose geographical location is outside Japan, which in principle are officially recognized as a regular educational program by the country's educational authority, 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) to (6)) 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 educational institution abroad.

\*2) Applicants who wish to apply in the capacity of a student who has completed or is expected to complete "an equivalent educational program designated by the Japanese Minister of Education, Culture,

Sports, Science and Technology” must contact the YCCS Program Admissions Office about their eligibility before applying.

## **II-2 (Application Conditions)**

Applicants must also satisfy all the following conditions:

- (1) being able to produce one of the following official documents to demonstrate their proficiency in English:
  - a) TOEFL iBT Score 80 or above;
  - b) IELTS (Academic Module) 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) having attended 7 years or more of primary and secondary school abroad in an education system outside of Japan; and
- (3) being 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.

## **III. Application Procedure**

Applicants are required to submit the following materials (1) to (11).

### **\*Notes regarding the application materials**

- Please download the template formats of application documents from <http://www.yccs.ynu.ac.jp/>.
- 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 (or the certified true copies issued by public institutions such as the applicant’s high school or embassy) during the designated enrollment period. The offer of admission will be rescinded if the applicant does not submit them during the enrollment period or if the fact of fallacious or illegal declaration is detected during or after the submission of application materials.
- The YCCS Program Admissions Office will contact the institutions which have issued the submitted certificates, transcripts, and letter of recommendation. Therefore, applicants are requested to submit all documents with appropriate contact information including their names, phone numbers, email addresses, and their institutions’ URL and inform the institutions that will be contacted. Alternatively, the institutions may submit the original or certified true copy directly to the YCCS Program Admissions Office.

- If the certificate is written in a language other than English, attach an English translation with a translation certificate issued by a public institution such as the high school or embassy in the applicant's country as well as a copy of the original.

**(1) Check list (template format by PDF)**

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

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

Applicants are required to submit scanned copies of the appropriate documents listed below based on meeting the Basic Condition of II. Eligibility for Application.

**a) For applicants who meet Basic Condition (1)**

- A scanned copy of the official certificate of graduation (completion) from high school or a certificate indicating expected graduation (if the applicant is in the final school year of high school at the time of application), or
- a scanned copy of an official certificate demonstrating that the applicant has passed a national examination or its equivalent(s) to ascertain academic capability equal to, or higher than, high school graduates.
- For applicants who are from countries that conduct national or standardized examinations, they must also submit a scanned copy of the certificate of examination results and a scanned copy of the official documents describing the system of the national examinations.

**[Examples of national or standardized examinations]**

- i) United States
  - Scholastic Assessment Test (SAT)
  - American College Testing (ACT)
- ii) South Korea
  - College Scholastic Ability Test
- iii) China
  - National Higher Education Entrance Examination

**b) For applicants who meet the Basic Condition (2)**

- A scanned copy of the International Baccalaureate Diploma and the certificate of examination results from the International Baccalaureate Examination (6 subjects, TOK and EE).
- If applicants are expecting to receive these qualifications, but do not have these certificates in hand at the time of application, they must submit the Predicted Scores/Grades and the expected graduation (completion) certificate issued by the high school.

**c) For applicants who meet the Basic Condition (3)**

- A scanned copy of the General Qualification Form for University Entrance (Zeugnis der allgemeinen

Hochschulreife).

- If applicants are expecting to receive these qualifications, but do not have these certificates in hand at the time of application, they must submit the Predicted Scores/Grades and the expected graduation (completion) certificate issued by the high school.

**d) For applicants who meet Basic Condition (4)**

- A scanned copy of the French Baccalaureate Diploma (Diplome du Baccalaureate de l'Enseignement du Notes) and the certificate of examination results from the French Baccalaureate Examination.
- If applicants are expecting to receive these qualifications, but do not have these certificates in hand at the time of application, they must submit the Predicted Scores/Grades and the expected graduation (completion) certificate issued by the high school.

**e) For applicants who meet Basic Condition (5)**

- A scanned copy of the General Certificate of Advanced Level (GCE Advanced Level). The applicant must obtain a grade of E or above on 3 subjects or more.
- If applicants are expecting to receive these qualifications, but do not have these certificates in hand at the time of application, they must submit the Predicted Scores/Grades and the expected graduation (completion) certificate issued by the high school.

**f) For applicants who meet Basic Condition (6)**

- A scanned copy of the certificate of graduation (completion) from high school or the certificate of expected graduation (if the applicant is in the final school year of the high school at the time of application and expected to graduate), and
- A certificate that demonstrates that the applicant's high school is recognized by WASC, CIS, or ACSI.
- For applicants who are from countries that conduct national or standardized examinations, they must also submit a scanned copy of the transcripts as well as a scanned copy of the official documents describing the system of the national examinations.

**[Examples of the national or standardized examinations]**

i) United States

- Scholastic Assessment Test (SAT)
- American College Testing (ACT)

ii) South Korea

- College Scholastic Ability Test

iii) China

- National Higher Education Entrance Examination

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

Applicants are required to submit a scanned copy of their academic transcript (indicating all grades from a period of two years or more) of the high school they are attending or have graduated.

**\*Notes:**

- If the enrollment period of the high school is less than two years, applicants are required to submit an academic transcript of the educational institution in which they enrolled (junior high school, etc.) prior to high school.
- Applicants who have graduated from (completed) high school, and have enrolled in, or graduated from (completed) higher education institutions such as a university must submit the certificate of enrollment or graduation (completion), and academic transcript.

**(5) Academic Performance Entry Sheet (template format by Excel)**

Applicants are required to fill in the entry sheet with the grades/scores written in “(4) Scanned copy of academic transcript and other certificates from high school”.

**\*Notes:**

- If applicants have attended more than one school, they are asked to enter the data of each school on separate sheets.
- If applicants do not have academic records of two years or more from high school, they are asked to include academic records of their junior high school.
- Even if the applicants’ high school does not calculate GPA, applicants are still asked to fill in the subjects and grades/scores written in the transcripts. If the applicants calculate GPA by themselves, they must submit the source of calculation at the time of application. Please be noted that if the applicants are unable to calculate GPA by themselves, their GPA will be evaluated by the YCCS Program Admissions Office based on its own policy.

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

Applicants are required to submit a copy of any of the English proficiency examinations listed from a) to g) of (1) of the Application Conditions of II. Eligibility for Application .

**\*Notes:**

- In the case of c) International Baccalaureate, “Predicted Scores” cannot be accepted.
- In the case of g), applicants must consult with the YCCS Program Admissions Office in advance. If they fail to do so, their applications may not be accepted.

**(7) Self-introduction videos (2 videos)**

Applicants are required to create two 180-second video letters in English appertaining to the themes described in the application form and to upload them on a video streaming site such as YouTube, v.qq.com, DailyMotion, Vimeo and Vino, and indicate their URL on the application form. Applicants

are reminded to be aware of their privacy setting when uploading the videos.

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

Applicants are required to submit presentation material that summarizes the points they made in their second video. Details can be referred to in the application form.

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

Applicants are required to submit a letter of recommendation, which consists of Form 1 (on their academic background) and Form 2 (their personality), written by their high school teacher or guidance counselor.

**\*Notes:**

- The Form 1 must contain either the signature of the principal of the high school or an official seal of the high school, and be issued in November 2018 or later.
- If two years or more have passed since graduation from high school, such person as an instructor at the applicant's college or a superior at the applicant's work place who has known the applicant very well for more than two years may fill out Form 2. Even in this case, Form 1 must be prepared by the applicant's high school teacher or guidance counselor.
- The recommender must write his/her email address and telephone number as the YCCS Program Admissions Office will contact him/her.

**(10) Scanned copy of passport and residence Card (by PDF or JPEG)**

All applicants including Japanese nationals are required to submit a copy of their passport page that shows their face. If the applicants are international applicants and are currently living in Japan, they are also asked to submit a copy of their residence card (both sides.)

**(11) Receipt for payment of the application fee (by PDF or JPEG)**

- a) Application fee: 5,000 yen
- b) Payment period:  
Saturday, 1 December 2018 to Thursday, 31 January 2019, 11:00 pm (Japan Standard Time)
- c) Payment method:
  - i) From outside Japan**  
Credit cards (VISA, MasterCard, JCB, American Express, MUFG, DC, UFJ, NICOS) and UnionPay cards are accepted.  
URL: <http://e-apply.jp/e/ynu-payment/>
  - ii) In Japan**
    - Payments can be made at convenience stores (Seven-Eleven, Lawson, Ministop, 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. Transfer payments from ATMs are not accepted.

- Credit cards and UnionPay cards are also accepted under the same conditions as item i) above.

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

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- a) In the case of credit card payment, submit a copy of the email notice acknowledging the payment. In the case of convenience store payment, 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 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 application materials).
  - ii) Where double payment of the fee was made.

Regarding the details of refund procedure, please contact the YCCS Program Admission Office at YNU. Please note, however, that there will be no refund in the case where the payment was made from an account outside of Japan, as the amount of remittance charge, which must be borne by the applicant, exceeds the amount of the refund itself.

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

Please submit the above mentioned application materials (1) – (11) by email to Yokohama National University YCCS Program Admissions Office ([yccs-admission@ynu.ac.jp](mailto:yccs-admission@ynu.ac.jp)). An application Identification Number will be issued by email when the application is accepted by the YCCS Program Admissions 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 (or the certified true copies issued by public institutions such as the applicant's high school or embassy) at the time of application, the successful applicant who wishes to enroll in the YCCS Program must submit them during the designated enrollment period.

**Application period: 1 December 2018 (Sat.) – 31 January 2019 (Thu.), 11:00 pm (Japan Standard Time)**

If the applicant's institution posts the original or certified true copies of such documents as the certificate of expected graduation (completion), academic transcript and letter of recommendation directly to the YCCS Program Admissions Office, please be sure to have the institution submit them by the deadline, giving full consideration to mail delivery conditions.

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

Send application materials by EMS (Express Mail Service) or by an international courier with a tracking system. Any materials that arrive after the deadline (Thursday, 31 January 2019) 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 unfolded). Mail acceptance period is indicated as above. However, registered express mail postmarked 31 January 2019 (Thu.) or earlier will be accepted even it arrives after the deadline.

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

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

## **V. Selection Method**

Applicants will be screened based on the submitted materials: application form, academic transcripts (including national or standardized examinations), certificate of English language proficiency, the contents of video presentation and letter of recommendation, etc..

Some applicants may be invited for an interview, or given additional assignments to ascertain their academic capabilities. Those who are invited to an interview, or given additional assignments will be notified by email before 8 February 2019 (Fri.).

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.

## **VI. Admissions Decision**

Admissions decisions will be announced around 1:00 p.m. on 27 March 2019 (Wed.), by posting the identification number of successful applicants on the following URL:

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

The result can be viewed on this website for about one week after the initial announcement. YNU will not respond to any enquiries regarding the results of the screening process via telephone, email or any other means.

An announcement regarding whether or not to accept additional applicants and/or to conduct a second round of applications will be posted on the YCCS webpage by late April 2019.

## **VII. 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 for further research and marketing by YNU. The information will not be used for any other purposes and will not be disclosed to any third party.

## **VIII. 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 21 December 2018 (Fri.).
- (2) Inquires should be addressed to the YCCS Program Admissions Office.

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

- (1) The documents submitted in the application process will not be returned under any circumstances.
- (2) Modification to 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 offer of admission may be rescinded at any time including after enrollment.
- (4) Applicants who change their address or contact information after submission of the application must notify the YCCS Program Admissions Office immediately.
- (5) All times indicated in the Admission Guidelines refer to Japan Standard Time (UTC+09).
- (6) In order to acquire a status of residency (student visa), the student must not only have the economical capacity to live in Japan, but must also demonstrate who will bear that cost at the time of his/her university entrance.

November 2018

#### **Contact Information:**

YCCS Program Admissions Office, Yokohama National University  
79-8 Tokiwadai, Hodogaya-ku, Yokohama 240-8501 Japan  
E-mail: [yccs-admission@ynu.ac.jp](mailto:yccs-admission@ynu.ac.jp)

**Inquiries must be made via e-mail by applicants.**

## Additional Information

### I. Enrollment Process

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

(2) Necessary Fees for Enrollment Process

Admission fee (as of 2018): 282,000 yen (paid only in the first year).

[For your reference] Annual tuition (as of 2018): 535,800 yen.

Notes:

- 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 December (Sat.) 2018	Start of Application Period
31 January (Thu.) 2019	End of Application Period (Deadline for documents to arrive.)
Mid-Feb to Mid-March, 2019	Screening of Applicants
27 March (Wed.) 2019	Notification of Successful Applications
Early April to Early May 2019	Submission and Payment Deadline of Enrollment Documents by Email and Admission Fee
Early June 2019	Issuance of Admission Permission
Late August 2019	Dispatch of Visa Documents
1 October (Tue.) 2019	Arrival in Japan, Orientation for Newcomers (tentative)
4 October (Fri.) 2019	Start of Classes (tentative)

\*The details for admission procedures, dormitory procedures, payment deadlines 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-college 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.