

# 2019 Faculty of Integrated Arts and Sciences, Tokushima University

## Admission Guidebook for Non-Degree Student

### 1 Summary of System

This program is for students who seek to take course(s) in the Faculty of Integrated Arts and Sciences. At the end of course(s), students are able to achieve credits after passing examination(s). Achieved credits will be certified as Bachelor-level credit in some cases.

Additionally, achieved credits will be treated as regular credit for students who have graduated from a junior college or technical college and are applying for Bachelor's degrees through the National Institution for Academic Degrees.

### 2 Requirements

Those who have achieved academic standards suitable to complete academic courses.

### 3 Application Procedure

As a general rule, necessary documents must be brought to the Student Affairs office in person.

#### (1) Deadline for application

##### First Semester

Foreign Applicant without visa: Monday, December 3, 2018 ~ Friday, December 7, 2018

Other applicants: Monday, February 4, 2019 ~ Friday, February 8, 2019

##### Second Semester

Foreign Applicants without visa: Tuesday, May 7, 2019 ~ Friday, May 10, 2019

Other applicants: Monday, August 5, 2019 ~ Friday, August 9, 2019

#### (2) Place to submit application materials

Student Affairs Section of Faculty of Integrated Arts and Sciences, Tokushima University

1-1 Minamijosanjima-cho, Tokushima 770-8502 (Refer to ★ "8 Layout drawing")

Telephone: 088-656-7108 skgakumk@tokushima-u.ac.jp

#### (3) Application documents

Enrollment Application	①Fill in the application and attach a picture (photographed within 3 months; half of the upper-body, without a cap, the front and sized 4cm×3cm). ②Must receive official stamp of approval from the lecturer in charge.
Letter of acceptance	Submitted by applicants who are employed.
Medical Certificate	Applicants should have a medical checkup within 3 months of applying and should submit an official Medical Certificate that is written and sealed by a doctor.
Warranty Certificate	①Should be handwritten by the applicant. ②Unnecessary for foreign applicants.
Promissory Letter	Should be handwritten by the applicant.
Graduation Certificate	Applicants should submit a graduation certificate of the last school or institution the applicant graduated from or completed.
Return Envelope	Write a postal code, address and name on a return envelope with an 82 yen stamp.
Examination Fee	9,800yen Pay the examination fee at the Josanjima Accounting Office after applicant has received the confirmation stamp at the Student Affairs Section of the Faculty of Integrated Arts and Sciences.

Admission certificate Application	Submitted by applicants who need an admission certificate for visa acquisition.
Others	Applicants should submit any document proving qualification to enroll.

Note

- 1) We are not able to accept incomplete documents.
- 2) Any certificates written in languages other than Japanese should have a Japanese translation attached.

#### 4 Month of Entrance

Enrollment is generally in April and October.

#### 5 Entrance Procedures

(1) Expense (as of June 1<sup>st</sup>, 2018)

- |                            |            |
|----------------------------|------------|
| ① Entrance Fee             | 28,200 yen |
| ② Tuition Fee (per credit) | 14,800 yen |

(2) Payment Period

- ① Entrance Fee: After admission is permit by the end of March for Semester 1  
by the end of September for Semester 2
- ② Tuition Fee: by end of April for Semester 1  
by end of October for Semester 2

(3) Place of Payment

Josanjima Accounting Office, Tokushima University  
2-1 Minamijosanjima-cho, Tokushima 770-8506

(Refer to ● “8 Layout drawing”)

(4) Payment Method

Generally applicants should pay in cash at the counter.

#### 6 Website of the Faculty of Integrated Arts and Sciences and Graduate School of Integrated Arts and Sciences, Tokushima University

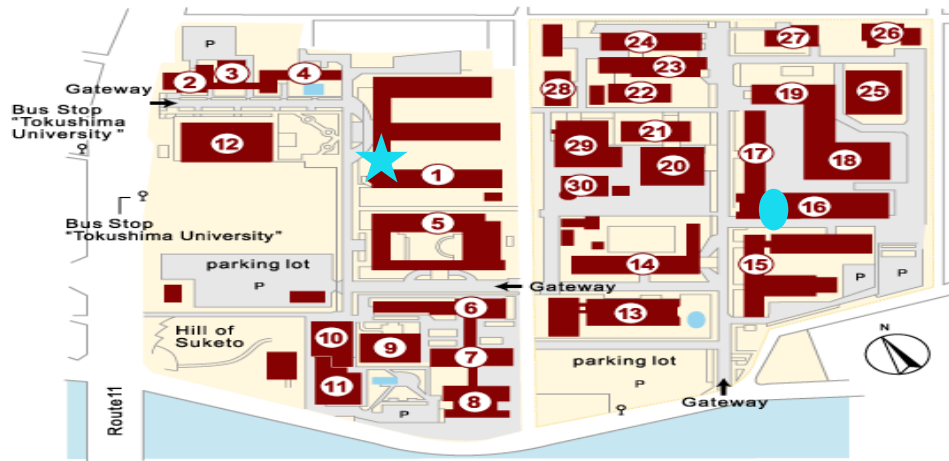
Syllabuses are available on the University website.

<http://www.tokushima-u.ac.jp/ias/campus/lecture/class.html>

#### 7 Note

- (1) Check detail about course(s) with the lecturer in charge before applying.
- (2) Course schedule may change due to unforeseen circumstances at Tokushima University.
- (3) Any changes will not be accepted after applications are submitted.
- (4) Submit a request of revocation of attendance by the following deadline for cancellation.  
After the deadline, applicants must pay the tuition fee regardless of attendance.  
\* Deadline for cancellation: First semester: Monday, February 25 by 17:00  
Second semester: Monday, August 26 by 17:00
- (5) Examination Fee as noted above is listed as of June 1st, 2018 and is subjected to change.

#### 8 Layout drawing



- ★ Student Affairs Section, Faculty of Integrated Arts and Sciences
- Josanjima Accounting Office

1. Building No.1, Faculty of Integrated Arts and Sciences
2. Building No.2(West Building), Faculty of Integrated Arts and Sciences
3. Regional Cooperation Plaza
4. Building No.2(East Building), Faculty of Integrated Arts and Sciences
5. Building No.3, Faculty of Integrated Arts and Sciences
6. Liberal Arts and Sciences Building No.4
7. Liberal Arts and Sciences Building No.5 & Health Service and Counseling Center
8. Liberal Arts and Sciences Building No.6 & Center for University Extension
9. Student Hall
10. Regional and international Exchange Hall(Glocal Communication Hall)
11. Cafeteria
12. Gymnasium
13. Library
14. Building for Department of Civil and Environmental Engineering & Research Center for Management of Disaster and Environment
15. Building for Department of Electrical and Electronic Engineering
16. The Common Lecture Building
17. Education Center for Innovation
18. Building for Department of Mechanical Engineering
19. Building for Department of Chemical Science and Technology and Biological Science and Technology
20. Research and Experimentation Laboratories
21. Building for Department of Optical Science and Technology
22. Center for Administration of Information Technology & Building for Graduate School
23. Intelligent Information South Building
24. Intelligent Information North Building
25. Practice Building for Department of Mechanical Engineering
  
26. Memorial Hall of Alumni(Engineering)
27. Cafeteria
28. Frontier Research Center
29. Building Incubation Facilities & Center for Research Administration & Collaboration
30. Venture Business Development Laboratory

(別紙第1の3号様式)  
(Annex Form 1-3)

令和 年度徳島大学科目等履修生入学願書  
(year) Tokushima University Non-Degree Student Student Enrollment  
Application)

令和 年 月 日  
(Date: )

徳島大学長 殿  
(To the President of Tokushima University)

私は貴学の科目等履修生として入学したいので、許可くださるようお願いいたします。  
(I hereby apply to enroll at Tokushima University as a Non-Degree Student.)

ふりがな (Furigana) 氏名 (Name)	男・女 (Male / Female) 年 月 日生 (Date of birth)		写真貼付 (Attach photo here) (正面・脱帽) (Full face with no hat) 縦4cm×横3cm (Vertical 4 cm × horizontal 3cm)			
最終学歴 (Highest level of education)	年 月 (卒業・卒業見込・修了・修了見込) (Date: ) (Graduated / Expect to graduate / Completed a course / Expect to complete a course)					
勤務先 (Place of work)	TEL ( ) -					
現住所 (Current address)	〒 (Postcode)		TEL ( ) -			
履修希望学部 又は教育部 (Faculty where you want to study or department)						
在学希望期間 (Desired period of study)	令和 年 月 日 ~ 令和 年 月 日 (From (date): to )					
履修希望科目 (Subject You want to study)	授業科目名 (Course name)	単位数 (Number of credits)	前後期 (Semester)	曜日・講時 (Day of the week / time)	授業担当教員氏名 (Name of the tutor)	承認印 (Approval)
同一年度における他の学部又は教育部での履修の有無 ( 有・無 ) Are you taking courses at another faculty or school in the same year? (Yes / No) 有の場合は学部名又は教育部名 ( ) If Yes, which faculty or school?						

※1 願書は志願者本人の自筆で記入してください。(\*1 The applicant should fill in the application themselves.)  
※2 「承認印」欄は、事前に受講が可能であることを授業担当教員に確認の上、押印を依頼してください。  
(\*2 Ask the tutor who has agreed to accept you for their signature in the Approval field.)  
※3 願書は、学部又は教育部ごとに提出してください。(\*3 Submit a separate application for each faculty or school)  
※4 提出された個人情報は、入学の選考、学籍管理に関する業務(追跡調査を含む。)のみに使用します。  
(\*4 Personal information will only be used for selection and registration purposes (including tracking studies).)

(別紙第1の3号様式)

(Annex Form 1-3)

履 歴 事 項 (Personal background)	
学 歴 (Academic background)	
年 月 日 (Date: )	
年 月 日 (Date: )	
年 月 日 (Date: )	
年 月 日 (Date: )	
年 月 日 (Date: )	
年 月 日 (Date: )	
年 月 日 (Date: )	
年 月 日 (Date: )	
年 月 日 (Date: )	
職 歴 (Professional background)	
年 月 日 (Date: )	
年 月 日 (Date: )	
年 月 日 (Date: )	
年 月 日 (Date: )	
年 月 日 (Date: )	
年 月 日 (Date: )	
賞 罰 (Awards and penalties)	

※1 学歴は高等学校卒業から記入してください。

ただし、外国人出願者は小学校から記入し、大学等で研究生として在学歴がある場合は、その期間も記入してください。

(\*1 Fill in your academic background starting with the name of your high school.

However, foreign applicants should start with the name of their elementary school and add the period for any time spent as a research student at university.)

※2 履歴に虚偽の事項を記入したことが判明した場合は、入学許可を取り消すことがあります。

(\*2 If any falsehoods are discovered in the information provided, your admission may be revoked.)

(別紙第2号様式)  
(Annex Form 2)

令和 年 月 日  
(Date: )

徳島大学長 殿  
(To the President of Tokushima University)

所属長  
(Supervisor)

氏名  
(Name)

印  
(Seal or Signature)

承 諾 書  
(Letter of acceptance)

下記の者が貴学に として入学することを承諾します。  
(I consent to the person named below to attend Tokushima University as  
a )

記  
(Details)

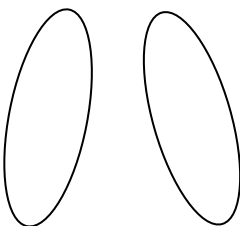
氏名  
(Name)

所属  
(Affiliation)

在学期間 令和 年 月 日 ~ 令和 年 月 日  
(From (date): to )

(別紙第3号様式)  
(Annex Form 3)

令和 年度徳島大学入学志願者健康診断書  
(year) Tokushima University Applicant Medical Certificate  
(科目等履修生・研究生)  
(Non-degree student / research student)

ふりがな (Furigana)			
氏名 (Name)			男(Male) 女(Female)
生年月日 (Date of Birth)	年 月 日 生 (Date of birth )		
現住所 (Current address)	TEL ( ) -		
健康 の 状 況  (State of health)	胸部 (Chest)		その他の疾病 及び異常  (Other diseases or Abnormalities)
	間接 (Indirect)		撮影年月日 (Date: ) ( 年 月 日) (Date: )
	直接 (Direct)	所見 (Findings)	
診断の結果上記のとおり相違ないことを証明する。 (I hereby certify that the above findings are correct.)			
令和 年 月 日 (Date: )			
住所(所在地) (Address)			
医療機関名 (Name of medical institution)		TEL ( )	
医師の氏名 (Name of doctor)		印(Seal or Signature)	

(別紙第5の1号様式)  
(Annex Form 5-1)

誓 約 書  
(Promissory letter)

徳島大学長 殿  
(To the President of Tokushima University)

私は貴学に入学のうえは、  
学則及び諸規則を守り、その  
構成員としての責務を履行  
することを誓います。

(On enrolling with Tokushima University, I hereby swear to abide by the regulations of the university and act responsibly as a member of the university.)

令和 年 月 日  
(Date: )

所 属  
(Affiliation)

氏 名  
(Name)