

OSAKA JOGAKUIN UNIVERSITY GRADUATE SCHOOL

International Collaboration and Coexistence in the 21st Century

Course of Peace Studies and Human Rights Studies

Doctoral Program

APPLICATION GUIDELINE

Spring Entry 2025

Osaka Jogakuin University
Admission Center
2-26-54 Tamatsukuri, Chuo-ku, Osaka,
Osaka 540-0004 JAPAN

Phone: 81-6-6761-9369
FAX: 81-6-6761-9373
E-mail: admi@wilmina.ac.jp
URL: <https://www.oj-navi.net>

1. Number of Students to be Admitted for 2025

Research Units	Subject	Program	Number to be admitted
Graduate School of International Collaboration and Coexistence in the 21st Century	Course of Peace Studies and Human Right Studies	Doctoral Program	4

2. Admission Requirements

You must have TOEIC L&R 700 points or above, TOEFL (iBT) 75 points or above, or equivalent English level and must be female and meet one of the following requirements:

- a) Earned a Master's degree in Japan
- b) Earned a Master's degree abroad
- c) Completed one year of study of Master's Program at Osaka Jogakuin University Graduate School, International Collaboration and Coexistence in the 21st Century Course of Peace Studies and Human Rights Studies and recommended by Osaka Jogakuin University.
- d) Has at least two years of experience at a Japanese or foreign organization that is related to international issues and/or human rights. Also, have an equivalent level of learning from a Master's Program as assessed by Osaka Jogakuin University Graduate School.
- e) Designated by the Ministry of Education, Culture, Sports, Science and Technology of Japan.

Please contact with us, Admission Center before you apply.

3. Required Application Documents to Submit

- ① Application Form A, B and C (Fixed form)
- ② Research Plan
- ③ Letter of Recommendation (Must be sealed)
- ④ Curriculum vitae and related information (Only if you have work experience) (Fixed form page 2)
- ⑤ Copy of your English proficiency exam score or certificate to prove your English level, if you are not a native English speaker.
- ⑥ Transcript from undergraduate or graduate educational institution attended (Must be sealed)
- ⑦ Certificate of graduation or Certificate of expected graduation
- ⑧ Entrance Exam Fee (30,000 yen) Receipt
- ⑨ Defraying Expenses Plan (Fixed form) (Admission from abroad only) (International students only)
- ⑩ Copy of Passport (ID pages only) (Admission from abroad only) (International students only)
- ⑪ Copy of Visa to Japan (All pages) (International student who stays in Japan only)
- ⑫ Copy of A Residence Card issued by the mayor of city, town, village or special district in Japan (International student who stays in Japan only)
- ⑬ Certification of funding by Japanese government for foreign students.

Forms No. ① & ④, and ⑨ can be downloaded from our website (<https://www.oj-navi.net/exam-info/graduate-school>)

★ An applicant may be requested to submit a copy of Master Thesis or other published theses or books.

4. Application Period

Session	Application Period
1st Session	November 25 – November 29, 2024
2nd Session	January 20 – January 24, 2025
3rd Session	February 12 - February 18, 2025
4th Session	March 6 - March 13, 2025

- Be sure to send the application documents by registered express mail or hand them in to office (Mon-Fri 10:00-17:00)
- We accept application documents only on the designated dates above.
- International students who plan to apply for the scholarship should apply only for the 1st session (in December).

5. Where to Submit Application Documents

Admission Center
Osaka Jogakuin University
2-26-54, Tamatsukuri, Chuo-ku, Osaka, Osaka 540-0004 JAPAN

6. Entrance Examination Fee

Entrance Examination Fee: 30,000 yen (Not refundable)

Method of Payment:

Transfer money to our bank informed below.

Beneficially Bank: Bank of Mitsubishi UFJ, LTD

Branch: Uehommachi

SWIFT CODE : BOTKJPJT

Payee Account: Savings Account

Account Number: 485686

Account Holder: Gakkohojin Osaka Jogakuin

Address: 2-26-54, Tamatsukuri, Chuo-ku, Osaka-shi, OSAKA 540-0004 Japan

Phone Number: 81-6-6761-9369

7. Screening

Decisions on acceptance or rejection will be made based on screening of the following documents submitted by the applicant, an interview exam and English writing test on the exam day.

- 1) Research Plan
- 2) Letter of Recommendation (Must be sealed)
- 3) Curriculum vitae and related information (Only if you have work experience) (Fixed form page 2)
- 4) Copy of your English exam score or certificate to prove your English level, if you are not a native English speaker.

Session	Date of Interview Exam and English Writing Test
1st Session	December 8, 2024
2nd Session	February 2, 2025
3rd Session	February 26, 2025
4th Session	March 21, 2025

Place of interview: Osaka Jogakuin University Campus

8. Notice of Results

The results will be announced to you by mail.

Kindly inquire to the Admission Center if you do not receive a letter on the day after the date of result notification.

Session	Date of Result Notification*
1st Session	December 13, 2024
2nd Session	February 7, 2025
3rd Session	February 28, 2025
4th Session	March 21, 2025

*Date of Posting the Result

9. Admission Procedure

After receiving acceptance letter, to secure admission, you need to pay the admission fee and tuition for a half term and send the necessary forms to Admission Center by the following matriculation deadline.

Session	Date Due of Payment
1st Session	March 10, 2025
2nd Session	March 10, 2025
3rd Session	March 14, 2025
4th Session	March 26, 2025

Amount to be paid (1st semester)

Admission Fee: 200,000 yen

Tuition fee for a half term of the 1st year: 375,000 yen

Total amount: 575,000 yen

10. Tuition and Fee

Admission Fee	200,000 yen
Tuition Fee	750,000 yen
Total amount	950,000 yen

Detail of Tuition and Fees for 3 years of Doctoral Program

Year	Term	Admission Fee	Tuition Fee	Total	Deadline to pay
1st	1st-sem. (Spring)	200,000 yen	375,000 yen	575,000 yen	See Item '9' above
	2nd-sem. (Fall)	—	375,000 yen	375,000 yen	October 1, 2024
2nd	1st-sem. (Spring)	—	375,000 yen	375,000 yen	April 1, 2025
	2nd-sem. (Fall)	—	375,000 yen	375,000 yen	October 1, 2025
3rd	1st-sem. (Spring)	—	375,000 yen	375,000 yen	April 1, 2026
	2nd-sem. (Fall)	—	375,000 yen	375,000 yen	October 1, 2026

- In addition to the fees above, applicant need to pay for a medical checkup and alumnae membership fee.

- In addition to the fees above, the international students need to pay for the international student insurance fee.

-* International students who plan to apply for the scholarship should apply only for the 1st session (in December). Feel free to contact with us, Admission Center.

*International Students Scholarship

1. Tuition Reduction Scholarship : 240,000 yen reduction of each semester's tuition for three years

2. Admission Fee Waiver Scholarship : 100,000 yen reduction of admission fee

11. Return of Tuition Fee

In case you would like to cancel the enrollment, notify us **by March 31, 2025**.

Tuition fee for a half term will be returned to your bank account by cable.

Admission fee is **not refundable**.

12. Filling in the Application Documents and Information

Fixed forms can be downloaded from our website (<https://www.oj-navi.net/exam-info/graduate-school>) .
We will send the forms to you by e-mail upon request. (E-mail: admi@wilmina.ac.jp)

(1) Application Form (Fixed form)

- An applicant must fill out the form by black ballpoint pen.
- When making a correction, the applicant should draw double lines through mistakes and sign on the line.
- Fill the form in English.

(2) Research Plan (See page 5)

- 2,000 words in English
- In principle, use a typewriter, or a PC.

(3) Letter of Recommendation (Must be sealed)

- In Japanese or English, only.
- Items below should be included;
 - Relationship between the applicant and the recommender
 - Name, occupation, and institution / organization of the recommender
 - Signature of the recommender

(4) Curriculum vitae and related information (Fixed form page 2)

- Only if you have work experience

(5) Copy of your Official English proficiency exam score or certificate to prove your English level

- TOEIC L&R 700 or above • TOEFL (iBT) 75 or above
- You have to bring and show the original on the exam date upon request.

(6) Transcript from undergraduate and graduate educational institution attended (Must be sealed)

(7) Certificate of graduation or Certificate of expected graduation

- Should be authorized by the college or university the applicant graduated
- ★ Might be requested to submit a copy of Master Thesis or other published theses or books.

(8) Defraying Expenses Plan (Fixed form) (Admission from abroad only) (International students only)

(9) A Copy of Passport (ID pages, only) (Admission from abroad only) (International students only)

- A copy should be included an applicant's photo.

(10) Visa to Japan (Need copy of all pages) (International student who stays in Japan only)

(11) A copy of Registration Card issued by the mayor of city, town, village or special district (International student who stays in Japan only)

(12) Certification of funding by Japanese government for foreign students (International student at government expense only)

13. Special Requests

If there is any request for accommodating special care or needs for the exam, feel free to ask Admission Center.

14. Protection of Personal Data

Osaka Jogakuin University is obliged to protect your personal information. Personal information of applicants will be used only for admission, enrollment, and related administrative needs.

Application Schedule

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3rd Session	February 12 - February 18, 2025	February 26, 2025	February 28, 2025	March 14, 2025
4th Session	March 6 - March 13, 2025	March 21, 2025	March 21, 2025	March 26, 2025

*Date of Posting the Result

Preparing a Research Plan for Applicants

To a Prospective Graduate Student

Please take a look at the graduate school web page.

<https://www.wilmina.ac.jp/university/graduate-school.html>

Graduate school curriculum (courses)

<https://www.wilmina.ac.jp/university/curriculum-gs.html>

Graduate school faculty

<https://www.wilmina.ac.jp/university/teacher.html>

Preparing a Research Plan

One key part of the application process is your research plan, and we expect you to prepare it.

Please use the following format for the research plan. It should be about a 4-page plan (about 2000 words in English) and typed.

Introduction: Why do you want to do this research?

Short literature review: Some key past research including citations.

Research questions: Your possible research question or questions.

Methods: How might you do the research (interviews, surveys, observations, document analysis, etc.)?

Possible significance: Why is this research important?

References: What are some of your sources? (Use a format you are used to, such as APA, Chicago, and MLA.)

Your possible 3-year study plan: How do you think you will be spending your 3 years during the doctoral program? Write about each semester (such as reading on the topic, doing interviews, analyzing, etc.)