

TOKYO CHRISTIAN UNIVERSITY

Academic Affairs Office



APPLICATION FOR ADMISSION

For the East Asia Institute at Tokyo Christian University

Academic Affairs Office

Tokyo Christian University

3-301-5-1 Uchino, Inzai City

Chiba 270-1347 JAPAN

Phone: +81-476-46-1131 Fax: +81-476-46-1405

Email: eai@tci.ac.jp

<http://www.tci.ac.jp/english/eai>

Christian students from any university are welcome to apply to be visiting EAI students, and especially from universities in North America associated with the Council of Christian Colleges and Universities (the CCCU) and the International Affiliates of the CCCU. (You can find out if your school is a Member or International Affiliate of the CCCU through the links on the EAI Application page online).

In addition, however, Tokyo Christian University has partnership agreements with a select group of universities and colleges. These partnership agreements greatly simplify the application process for students from those universities as well as the acceptance of credit, payment of fees, etc. The partner universities at present are: Asbury University, Biola University, Belmont University, Campbellsville University, Carson-Newman University, Covenant College, George Fox University, Huntington University, Judson University, Lee University, Olivet Nazarene University, Taylor University, Spring Arbor University, Waynesburg University, and Wheaton College.

In the application form, you will find references to partner universities and to students from partner universities. If you are from one of these universities, then those references will apply to you, simplifying the admissions process and giving you preferred admission to the EAI program. Other students are, as stated, welcome to apply.

All applicants should have at least a 3.0 GPA. And applicants from a partner university should be enrolled at that college or university at the time of application. An agreement with each partner university states that, while attending EAI, the student will continue to be enrolled at the home university, provided that the student registers for enough credit hours (usually 12) at EAI to be considered a full-time student at the home university.

Last Name: _____

PERSONAL INFORMATION (Please print or type-in carefully and clearly.)

Name: _____ Male Female

 Last First Middle

Date of Birth: ____ / ____ / ____ Country of Birth: _____ Citizenship: _____
 Mo. Day Year

Married Single

If married, name of your spouse: _____

Name and age of your spouse and (if any) dependent(s):

Do you wish for your spouse/dependent(s) to come with you? Yes No

Current Address:

Permanent Address:

Phone: _____

Phone: _____

Email: _____

Emergency notification:

Name: _____ Relationship: _____

Address: _____

Phone: _____

Additional contact information (optional names, cell phone numbers, work numbers, etc.)

Last Name: _____

PARTNER SCHOOL INFORMATION

Each of the partner universities has a process for approving their students to study at TCU. It is particularly important for students to obtain this approval. It allows TCU to bill the partner university for the cost of the study at EAI. This makes the partner school the guarantor of the student's fees. The student and/or the student's family are then exempt from having to provide proof of financial ability to pay TCU's bill (does not apply to students from Biola University; Biola students should contact Biola's Study Abroad Office for information). It also means that some or all the student loans, grants, etc. (each partner school has its own policy) can be applied towards the cost of study at the EAI of TCU.

<For students from the partner universities and colleges>

Have you have obtained the permission of your home university to participate in the EAI program? Yes No

Please give the name, title, and email address of the official at your home university who has approved your study in the East Asia Institute of TCU.

Name: _____ Title: _____

Email Address: _____

Your signature at the end of the application means that you certify that you have obtained the appropriate approval from your home university.

STUDIES AT TCU

Students attending the EAI during the fall semester (the normal EAI semester) are automatically enrolled in the four primary courses (see the EAI website). Students can add up to three additional semester hours of study and/or ask to substitute other TCU courses for one or two of the primary courses. This may be done without any additional charges or fees. The additional course options are listed after the primary courses on the EAI website. Students may also contact the EAI office (eai@tci.ac.jp) to ask about late additions to the list of additional courses.

If you wish to add hours beyond the four primary courses, please state in the space provided which additional course(s) you wish to take. And please state that you understand that this may require more on-campus study time at the expense of time otherwise available to explore Japan off-campus. (Use extra sheet if necessary.)

Last Name: _____

If you wish to drop one primary course and replace it with another course from TCU's curriculum, please state in the space provided which course you wish to drop, which course(s) you intend to replace it with, and a brief explanation for doing so.

If you wish to drop two primary courses, please attach a separate sheet. On that separate sheet, list the primary EAI courses you wish to drop, the courses you wish to add, and detail your reasons for doing so.

The rules governing the adding and dropping of courses and a list of appropriate reasons for requesting waivers from the four primary EAI courses may be found on the "Curriculum Rules" page on the EAI website (under "Courses"). Students may change their requests for exemptions or choice of additional courses until the formal cut-off date for adding and dropping courses (mid-September for the fall semester).

DESIRED PERIOD OF STUDY

EAI has two semesters: the Fall Semester and the Winter/Spring Semester. The Winter/Spring Semester divides into two blocks: the Winter Block and the Spring Block. The costs for the two semesters are somewhat different as are the lengths of time. For the current price of each semester at EAI, see the "Cost" page on the EAI website. For the dates of each semester, see the EAI Home page, or contact the EAI Admissions Office (eai@tci.ac.jp).

Applicants should note that the East Asia Institute's "primary courses" and "required field trips" (listed on the EAI website) are currently offered only in the fall semester. In the winter and spring blocks, visiting students may enroll in regular TCU courses and use weekends and holidays for private trips. There are enough courses taught in English to allow a full-time load in the Winter/Spring semester. Most EAI students will, therefore, apply only for the Fall Semester. EAI students are welcome to study for a period of up to one year at TCU. However, students from partner universities who wish to study for a longer period than just the fall semester or who wish to study at TCU only during the Winter/Spring semester must gain the explicit understanding of their home universities to do so. This is the responsibility of the student. The partnership agreements are intended to apply primarily (and for some institutions only) to the EAI program in the fall semester.

My desired period of study during the academic year (check all that apply):

Fall Semester Winter/Spring Semester

If Winter/Spring Semester: Both Winter & Spring Blocks

Winter Block Only Spring Block Only

Last Name: _____

EDUCATIONAL BACKGROUND

High School: _____ Dates attended: _____ / _____
Mo. / Year

College: _____ Dates attended: _____ / _____
Mo. / Year

Major: _____ Minor: (if applicable) _____

Year (as of application date): Freshman Sophomore Junior Senior

JAPANESE LANGUAGE BACKGROUND

Have you studied Japanese language before? Yes No

*Please note that previous Japanese language study, while appreciated, is not required for acceptance into the EAI program.

If yes, please answer the following questions.

1. How did you study Japanese? (university? language school? with a tutor? by yourself?)

2. When and how long did you study Japanese?

3. List of textbooks you've used:

4. How fluent you are in reading/writing Hiragana and Katakana?

5. Number of Japanese "kanji" you can read: _____ write: _____

6. Please describe your Japanese fluency in speaking, listening, reading and writing.

PREVIOUS CROSS-CULTURAL EXPERIENCE: (Use separate sheet if necessary)

List periods of stay outside your home country that lasted more than one month.

Where (country)	When (how long)	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____

HOUSING

All students are expected to live on campus. You will be assigned to the men’s dormitory, the women’s dormitory, or the family dormitory (that is, in a separate apartment) according to your gender and married status. Most students who live in a singles dormitory will be assigned a roommate.

Please be aware that additional fees will apply to students who live in the family dormitory, and that married students who choose not to eat in the campus cafeteria will have this expense deducted from the overall program cost. Please also note that the family dormitory is not furnished, and students are expected to provide own furniture at their expense. Please consult with the admissions office if you wish to live in the family dormitory.

Please indicate here any preferences or concerns regarding housing.

MINI-ESSAY QUESTION

On a separate sheet, please write a short and polished essay (approximately 250 words, typed and double-spaced) about your hopes and expectations for your life and learning at Tokyo Christian University.

Last Name: _____

CHURCH ATTENDANCE AND MINISTRY

EAI students are encouraged to explore a variety of Japanese and international churches while at TCU. EAI students generally find their own churches by connecting with the regular degree students at TCU and going with them.

CHRISTIAN COMMITMENT

Tokyo Christian University admits those who have a serious commitment to Jesus Christ and His Kingdom. The following information will help us understand your Christian background.

Name of your church: _____ Denomination: _____

Address of the church: _____

Name of senior pastor: _____

Date of your baptism: _____ / _____ / _____
(Mo.) (Day) (Year)

Do you understand and respect TCU's Statement of Faith (see attached form)?

Yes No

Do you understand and respect TCU's Standards of Conduct (see attached form)?

Yes No

Your signature at the end of this application means that you agree to abide by TCU's Standards of Conduct while a student at the East Asia Institute of Tokyo Christian University. Also please note that the agreements between TCU and the partner universities all indicate that the student remains under the community covenant/standards of the home university. Your signature at the end of this application means that you agree to abide by your home university's standards while a student at the East Asia Institute of Tokyo Christian University.

Your signature: _____ Date: _____ / _____ / _____
Mo. Day Year

Last Name: _____

Other Application Documents

In addition to this Application for Admission, please send the Mini-Essay, a photocopy of your valid passport, three ID photos (4cm x 3cm; non-attached), the Parent's/Guardian's Agreement form (for students age 21 and below), the Affidavit of Support* form.

Send to: Tokyo Christian University, Academic Affairs Office, 3-301-5-1 Uchino, Inzai City,
Chiba 270-1347 Japan

Additionally, please request the Personal Reference form, the Academic Reference form, and your official college transcript be sent to the address above. Please see the website for updated information about the application deadline.

*Students at TCU's partner schools need not complete the Affidavit of Support form. If you have any questions regarding the Affidavit of Support form, please contact our admissions office (eai@tci.ac.jp).

Tips for Photos

We request you to follow the following guidelines which are standard in Japan for ID photos and in some cases (for the visa, etc.) required by law. The photos will be used for visa related application, student I.D., etc. Your photos should be:

- Size of head (from bottom of the chin to the top of the head) must be between 4 cm (h) x 3 cm (w) (1.57 in x 1.18 in).
- Taken within the last 3 months to reflect your current appearance
- Taken in front of a plain background
- Taken in full-face view directly facing the camera with a neutral facial expression and both eyes open
- Do not wear eyeglasses or a hat/head covering that obstacles the hair or hairline.

Checklist of Required Documents for Application

Check	Forms	Notes
	Application for Admission	Form supplied by TCU
	Academic Reference	Form supplied by TCU
	Personal Reference	Form supplied by TCU
	Official College Transcript	An official academic transcript must be directly mailed from the home university to TCU. An official electronic transcript directly sent from the home university is also acceptable if the applicant's school has such system.
	Mini-Essay	See page 6 for the essay question.
	Photocopy of Valid Passport	
	3 ID Photos	Size: 4cm (h) x 3cm (w) (1.57 in x 1.18 in), non-attached
	Parent's/Guardian's Agreement	Required for applicants age 21 and below
	Affidavit of Support (Bank statement attached)	Required for applicants who are NOT from TCU's partner schools.
	Application Fee (USD 200)	Required for applicants who are NOT from TCU's partner schools or CCCU member/ affiliate schools.

Tokyo Christian University

STANDARDS OF STUDENT CONDUCT

Tokyo Christian University is an Evangelical, interdenominational Christian university which emphasizes, along with academic excellence, the spiritual, personal, and character development of each student.

Section One: The basic guidelines of student conduct are the four articles as found in the TCU Confession of Faith.

1. Adam was created in the image of God in right relation with God, but was tempted by Satan and sinned against the will of God, thereby incurring both the pollution and punishment of sin with the result of both spiritual and physical death. All human beings are therefore born with a sinful nature being sinners in thought, word, and deed.
2. The Lord Jesus Christ is true God and true man. He was begotten by the Holy Spirit and born of the Virgin Mary, died on the cross for the sins of the world, was buried, and was raised again on the third day according to the Scriptures. He ascended to heaven and sits at the right hand of God where he executes his ministry as high priest for us.
3. Because of the substitutionary death of our Lord Jesus Christ, all who believe in Him are forgiven of their sins and justified by faith and redeemed from the penalty and dominion of sin. There is no other way to salvation.
4. The Holy Spirit is a person whose ministry is to convict and regenerate sinful men, making them children of God, empowering them for a life of holiness and service, and conforming them to the image of Christ.

Section Two: Students are expected to abide by the rules for student life as collected in the student handbook. We draw attention to these three:

1. Any deed pertaining to harassment is to be treated by the harassment committee of TCU as stated in the Student Handbook.
2. Smoking and drinking, along with gambling, are prohibited at TCU. Please note that Japanese law prohibits smoking and drinking by those who are under 20, and that violations are also subject to punishment by the secular authority.
3. The standards for internet ethics as laid out by TCU should be observed.

Section Three: We also draw attention to Article 51 of TCU's rules and regulations:

Upon the decision of the faculty meeting, the president may reprimand students of the University. The options for disciplinary action shall include rebuke, suspension, and expulsion from the university. The bases for reprimand shall be one or more of the following:

1. A student of loose morals who shows no sign of improvement.
2. A student with a poor school record with no possibility for completing the program.
3. A student of irregular attendance without sufficient reason.
4. A student who disturbs the public order of the university or fails to carry out his/her duties in accordance with the University's standards.

Section Four: In addition, it is important for international students to be aware of the following regarding Japanese law.

1. Violations of the laws of Japan not only subject the student to action by the Japanese police and courts but may also be reviewed by the faculty and result in TCU's own disciplinary measures including dismissal. Especially, please note that the Japanese government has a very strict policy against illegal drugs which is vigorously enforced.
2. Any violation of Japanese immigration law may result in severe penalties including expulsion from the country.

Section Five: While at TCU, students from a partner school remain subject to the ethical standards (sometimes called "The University's Covenant for Conduct" or some similar name) of their particular partner school.

THE STATEMENT OF FAITH of Tokyo Christian University

The rule of faith upon which Tokyo Christian Institute is founded is the biblical, historical, and orthodox faith. This faith was consistently revealed in both the Old and the New Testaments, expressed in the ecumenical creeds of the Ancient Church, and proclaimed in the Reformation. Having been challenged by the thought of the naturalistic Enlightenment as well as liberal theology, it has developed into an Evangelical faith which has endeavored to defend the historical faith, and practice the piety of belief. The articles which are the basis of this Evangelical faith are the following:

1. The Bible which consists of 66 books of the New and Old Testaments was written by each writer under the perfect inspiration of the Holy Spirit. Thus in the original writings there is no error, and it contains all that God desires to reveal to human beings concerning salvation. The Bible is the single and absolute standard for faith and practice.
2. The living and true God is one, who is eternally existent in three persons—Father, Son and Holy Spirit.
3. God created all things, visible and invisible from nothing, the same being subject to His absolute sovereignty.
4. Adam was created in the image of God in right relation with God, but was tempted by Satan and sinned against the will of God, thereby incurring both the pollution and punishment of sin with the result of both spiritual and physical death. All human beings are therefore born with a sinful nature being sinners in thought, word and deed.
5. The Lord Jesus Christ is true God and true man. He was begotten by the Holy Spirit and born of the Virgin Mary, died on the cross for the sins of the world, was buried, and was raised again on the third day according to the Scripture. He ascended to heaven and sits at the right hand of God where he executes his ministry as high priest for us.
6. Because of the substitutionary death of our Lord Jesus Christ, all who believe in Him are forgiven of their sins and justified by faith and redeemed from the penalty and dominion of sin. There is no other way to salvation.
7. The Holy Spirit is a person whose ministry is to convict and regenerate sinful human beings, making them children of God, empowering them for a life of holiness and service, and conforming them to the image of Christ.
8. The church universal is the body of Christ, and all who are born again by the Holy Spirit become members thereof, Christ being the head. The church on earth, in a manner befitting Christ its head, should maintain purity of faith and life; and according to His command, should preach the Gospel to every creature.
9. Our Lord and Savior, Jesus Christ, is coming again personally, bodily and visibly. He will raise bodily the just and the unjust, one to everlasting blessedness and the other to everlasting punishment, after which He will renew all things and deliver the kingdom to God the Father.



TOKYO CHRISTIAN UNIVERISTY
Academic Affairs Office

Academic Reference

For Applicants to the East Asia Institute at Tokyo Christian University

To the applicant: Print your name below and give this form to your college departmental head or another professor with whom you have studied. Include a stamped envelope and ask him/her to complete the form and mail it to: Academic Affairs Office, Tokyo Christian University, 3-301-5-1, Uchino, Inzai City, Chiba, 270-1347 JAPAN. Alternatively, you may ask him/her to give you this reference in a sealed envelope with his/her signature over the seal, and you can send it to TCU along with the other items in your application packet. Lastly, the referee may scan it with the signatures, and attach it to an email to eai@tci.ac.jp

Name of applicant (please print): _____

I willingly waive my right to see this recommendation, knowing that this waiver is not a condition for admission.

Signature: _____

The above-named applicant is applying to Tokyo Christian University's semester-abroad program, the East Asia Institute (http://www.tci.ac.jp/english/eai). If accepted, he/she will enroll full-time in undergraduate-level courses in Japanese language, history, religion, and/or other courses. Please give your written opinion of his/her potential for academic success in this program. It is important that you be frank, fair, accurate, and non-inflationary in your evaluation.

1. How long have you known the applicant and in what capacity? _____

2. How well do you know him/her (select one)? []Very well []Well []Casually

3. In your estimation, does the applicant have the ability to manage full-time studies in a rigorous academic environment? Please comment. If you need extra space, please use the back of this form.

4. Do you have any reservations about the applicant studying abroad at Tokyo Christian University (select one)? []Yes []No If yes, please comment. If you need extra space, please use the back.

5. Overall evaluation (circle one): []I recommend the applicant. []I do not recommend the applicant.

[]I recommend the applicant with this reservation: _____

Name: _____ Position: _____

School Name: _____ Department: _____

Address: _____

Phone Number: _____ Email: _____

Signature: _____ Date: _____



TOKYO CHRISTIAN UNIVERSITY
Academic Affairs Office

Personal Reference

For Applicants to the East Asia Institute at Tokyo Christian University

To the applicant: Print your name below and give this form to a **Christian leader (non-relative)** who knows you well (pastor, youth minister, etc.). Include a stamped envelope and ask him/her to complete the form and mail it to: Academic Affairs Office, Tokyo Christian University, 3-301-5-1, Uchino, Inzai City, Chiba, 270-1347 JAPAN. Alternatively, you may ask him/her to give you this reference in a sealed envelope with his/her signature over the seal, and you can send it to TCU along with the other items in your application packet. Lastly, the referee may scan it with the signatures, and attach it to an email to eai@tci.ac.jp.

Name of applicant (please print): _____

I willingly waive my right to see this recommendation, knowing that this waiver is not a condition for admission.

Signature: _____

The above-named applicant is applying to the East Asia Institute at Tokyo Christian University and is asking you to furnish a reference. Tokyo Christian University is a Christian institution with definite Christian goals and admits only those who have genuine Christian commitment. It is important that you be frank, fair, and accurate in your evaluation. If you need extra space for any question, please use the back of this form.

1. How long have you known the applicant and in what capacity? _____

2. How well do you know him/her (select one)? Very well Well Casually

3. How does the applicant demonstrate the lordship of Christ in his/her lifestyle? Please comment.

4. Do you have any reservations about the applicant studying abroad at Tokyo Christian University (select one)? Yes No If yes, please comment.

5. Overall evaluation (select one): I recommend the applicant. I do not recommend the applicant.

I recommend the applicant with this reservation: _____

Name: _____ Occupation: _____

Church Name: _____ Denomination/Background: _____

Address: _____

Phone Number: _____ Email: _____

Signature: _____ Date: _____



TOKYO CHRISTIAN UNIVERSITY

Academic Affairs Office

Parent's / Guardian's Agreement

For the East Asia Institute at Tokyo Christian University

***Students ages 21 and above need not submit this form**

Academic Affairs Office
Tokyo Christian University
3-301-5-1 Uchino, Inzai City
Chiba 270-1347 JAPAN
Phone: +81-476-46-1131 Fax: +81-476-46-1405
Email: eai@tci.ac.jp

To the applicant: Print your name below. Send this form to your parent(s) or guardian(s) for their approval and have it returned to you. Submit the completed form together with other application materials.

Student's Name _____
Last First Middle

As a parent or guardian of the student named above, I agree with his/her participation in the East Asia Institute at Tokyo Christian University between the dates of
_____/_____/_____ and ____/____/_____.
Mo. Day Year Mo. Day Year

Parent's / Guardian's Name: _____
Last First Middle

Current Address: _____

Signature: _____ Date: ____/____/____
Mo. Day Year

AFFIDAVIT OF SUPPORT

ANSWER ALL ITEMS. PRINT IN NON-CURSIVE LETTERS IN INK.

Students at TCU's partner schools need not complete the Affidavit of Support form. If you have any questions regarding the Affidavit of Support form, please contact our admissions office (eai@tci.ac.jp).

TO BE COMPLETED BY THE STUDENT

Student's Name: _____

Address: _____

Relationship to Sponsor: _____

TO BE COMPLETED BY THE SPONSOR (usually a parent or guardian)

Sponsor's Name: _____

Address: _____

Country of Citizenship: _____ Email: _____

Phone: _____ Fax: _____

I am financially willing and able to support the above-named person by depositing a bond, if necessary, in the amount of Japanese ¥_____ per semester to guarantee that he/she will not become a public charge during his/her stay in Japan. I understand that failure to carry out my obligation could result in the dismissal of the student from the university, as the university cannot provide for the expenses.

I am employed as, or engaged in, the business of _____
(type of business)

with _____ at _____
(name of business) (location of business)

and receive a net annual income of Japanese ¥_____. I have ¥_____

on deposit in a bank in _____. I have other personal property, the reasonable value of
(country)

which is Japanese ¥_____. (Exchange Rate: _____ = ¥_____)
(specify currency)

SPONSOR'S SIGNATURE

I affirm that I know the contents of this Affidavit signed by me and that the statements are correct.

(signature) (date)

As the financial sponsor, I have attached to this affidavit a statement from my bank attesting to my financial status.

OFFICIAL'S OR NOTARY PUBLIC'S SIGNATURE

Subscribed and affirmed before me this

_____ day of _____, 20_____
(day) (month) (year)

(signature of officer administering oath)

at _____
(city, country)

Title: _____

TOKYO CHRISTIAN UNIVERSITY

3-301-5-1 Uchino, Inzai City, Chiba 270-1347 JAPAN / Phone: +81-476-46-1131 / Fax: +81-476-46-1405