

# **TOKYO CHRISTIAN UNIVERSITY**

**Undergraduate School of Theology**

**Theological Studies Department**

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## **Application Guide**

**2021 Fall Admission**

**First-Year Students**





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TCU's Address	3-301-5 Uchino, Inzai City, Chiba 270-1347 JAPAN

## Statement of Faith

Tokyo Christian Institute is founded on the Biblical, historical and orthodox rule of faith, which 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. In response to various challenges, including those stemming from certain aspects of the Enlightenment and liberal theology, contemporary Evangelical faith has endeavored to defend this historical faith and to 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.

## Foundation Principles

Providing practical theology education to foster workers for world missions, embracing Protestant evangelical faith, and serving 21<sup>st</sup>-century society and church across denominational lines.

### 1. Evangelical

Tokyo Christian University (TCU) is a theological educational institution with the purpose of educating ministers and lay workers (clergy and laity) to be well equipped with historical, orthodox theology, which stresses the evangelical view of the Bible as the infallible Word of God and as the only rule for faith and life. Upon this stance, TCU embraces its statement of faith, prepares a wide-ranging curriculum with theological depth, and aims at sending talented human resources well-grounded in orthodox theology out to evangelical churches.

### 2. Interdenominational Education

TCU was founded through the cooperation of three previous schools, each of which has made distinctive accomplishments in interdenominational education. TCU will create a greater potential by combining the talents previously dispersed among the three schools, and it expects to contribute to the service for and the development of both domestic and foreign churches trans-denominationally.

### 3. Practical Theological Education

While providing interdenominational theological education to serve diverse churches, TCU aims to respond individually and practically to the needs and expectations of evangelical churches and organizations since the areas of service have become more diverse today. Therefore, TCU aims to provide practical theological education based on biblical faith in order to foster an attitude of service to the church combined with a capacity for effective leadership, thus producing students who with brave and warm hearts exemplify the gospel in their personal lives.

### 4. Commitment to Global Missions

In response to the Great Commission of the Lord of Mission, Jesus Christ, TCU places world missions within its educational vision. It builds relationships with evangelical churches and theological institutions worldwide, in Asian countries in particular, contributing towards the eventual sending of missionaries and dedicated workers with an international spirit to the various fields home and abroad. By so doing, it will, in a positive manner, be involved in the precious task of building up of the Church as the Body of Christ that supersedes national and ethnic boundaries.

## Admission Policy

Tokyo Christian University (TCU) aims to train and educate people to serve God and others in the church beyond denominational boundaries and in society, while possessing a passion for world missions and a Christian worldview and calling based on Protestant evangelical principles.

Through its liberal arts education, holistic character development through dormitory education and chapel services, and specialized studies in each major, TCU works to foster a gospel-driven understanding of the Bible and broad theological knowledge, a disposition to serve people and society, cultural literacy, zeal with knowledge for serving God and the church, and the ability to think and act responsibly.

TCU seeks applicants who meet the following criteria:

1. Those who have been baptized or, for those baptized as infants, have made a public profession of faith.
2. Those who have expressed commitment to Christ and wish to serve in the church and society in the future.<sup>1</sup>
3. Those who assent to TCU's founding principles and statement of faith.
4. Those who have a basic knowledge of the Bible, and who have basic competencies for independent thought and self-expression.
5. Those who can communicate effectively with others.

During TCU's admissions process, TCU will evaluate applicants' basic knowledge of the Bible, their possession of basic competencies for independent thought and self-expression, and their ability to communicate effectively with others. The methods and standards of evaluation for admission to TCU are given separately in the Guidelines for Admissions.

<sup>1</sup> This includes not only those who hope to become pastors and missionaries, but anyone who wishes to serve Christ in this world.

## Educational Objectives

Tokyo Christian University (TCU) aims to train and educate people to serve God and others in the church beyond denominational boundaries and in society, while possessing a passion for world missions and a Christian worldview and calling based on Protestant evangelical principles. Towards accomplishing this goal, TCU works at cultivating character, broad cultural literacy, specialized knowledge in theology, and the ability to think and act responsibly.

## Diploma Policy

Tokyo Christian University grants the Bachelor of Arts degree to those who are enrolled for the prescribed period, who obtain the required credits by completing the courses designed to meet the University's "Educational Objectives," and who pass the final graduation evaluation by the faculty. In addition to lecture classes, the education offered to students includes seminars, internships, field experience, and graduation projects, as well as dormitory education and speaking at a graduation chapel.

The Bachelor of Arts will be granted to those who fulfill the following criteria:

1. A personal understanding of the core concepts of Protestant Evangelicalism.
2. A positive grasp of TCU's interdenominational principles.
3. Acquisition of theological knowledge in fitting with the curriculum, and the ability to apply it.
4. Attainment of a disposition to serve people and society as a Christian, as well as broad cultural literacy and the ability to apply it.
5. Development of a passion to serve God and the church, and the knowledge necessary to do so.

## Curriculum Policy

Tokyo Christian University has established its Curriculum Policy as follows in order to determine what kind of curriculum to develop, what kind of educational content and methodologies to offer, and how to evaluate educational outcomes. The aim of the Curriculum Policy is to fulfill the Diploma Policy based on the University's "Founding Principles" and "Philosophy and Mission." Through this Curriculum Policy, TCU aims to train students to become Christians who possess a gospel-driven understanding of the Bible and broad theological knowledge, with practical abilities to passionately serve God and people. (The codes inside parentheses correspond to objectives in TCU's Diploma Policy [DP].)

### [1] Course Offerings

- a. TCU offers the opportunity for theological studies broadly covering the traditional fields of Biblical Theology, Systematic Theology, Historical Theology, and Practical Theology, based on the principles of Protestant Evangelicalism and interdenominationalism. (DP-1, 2)
- b. TCU offers liberal arts courses necessary for understanding people and society. (DP-2, 4)
- c. TCU offers a curriculum with opportunities to study in both Japanese and English in order to train Christians capable of working broadly in society. (DP-4)
- d. TCU offers courses in fields such as Practical Theology, Global Studies, Youth Studies, and Christian Welfare Studies to train Christians who possess practical skills for serving God and people with an understanding of different cultures and other people. (DP-1, 3, 4)

### [2] Course Organization

- a. To encourage a personal approach to studies, TCU arranges courses with learning opportunities ranging from foundational academic skills to specialized knowledge in an easy-to-understand way using course numbers. (DP-1, 2, 3)
- b. From among a broad selection of theological courses, TCU offers multiple majors (curricular models) and minors connected to clear visions of the future and encourages students to choose a path that will enable them to pursue their personal interests and future goals. TCU offers these majors: Church Ministry Studies, Global Studies, Youth Studies, Christian Welfare Studies, and Theological Studies. (DP-4, 5)
- c. TCU creates and provides students with course syllabi that clearly set forth course objectives, contents, teaching and learning methods, evaluation methods, etc. Additionally, TCU provides students and faculty with a "curriculum map" giving a detailed visual representation of the Curriculum Policy in order to ensure a shared understanding of the curriculum throughout the university. (DP-3)
- d. TCU works to offer courses more effectively and to improve course contents through the implementation of course evaluations by students at the end of each term. (DP-3)

**[3] Methods and Evaluation of Learning**

- a. In order to minimize the distance between students and faculty and to encourage more active learning, TCU provides a diverse range of learning opportunities through lecture-based and discussion-based classes – mostly comprising small numbers of students – as well as internships, practicums, and graduation research projects. (DP-3, 4, 5)
- b. In order to promote meaningful participation and collaboration among students, TCU provides learning opportunities that adopt various “active learning” methods, such as small group discussions and student presentations in class. (DP-3, 4, 5)
- c. In order to train Christians who possess practical skills and collaborative abilities for serving society and the church, TCU requires attendance at chapel<sup>1</sup> and local church services, and it provides opportunities for education through dorm life. (DP-4, 5)
- d. In addition to regular course grades, multiple forms of evaluation by other parties, including student self-evaluations and interviews with faculty, are used to achieve a comprehensive evaluation of learning outcomes for assessing the competencies needed in order to graduate. (DP-1, 2, 4, 5)

**[4] Learning Support**

- a. TCU assigns each student a faculty advisor to provide personal support, including academic guidance and career counseling. (DP-3)
- b. TCU creates opportunities for meaningful exchange among upperclassmen and lowerclassmen<sup>2</sup> to foster the development of a learning community in which students can support one another. (DP-4, 5)
- c. TCU provides a support system for students who experience learning difficulties. (DP-3)
- d. TCU provides a student counseling room to respond to students’ diverse needs, including both mental and physical issues. (DP-4, 5)

**[5] First-Year Education**

- a. For first-year students – in addition to courses that focus on equipping students with foundational skills for academic study at the university level, and courses that give overviews of theological studies – TCU offers practical learning opportunities necessary for building a sense of belonging to the university learning community, and for developing a Christian worldview. (DP-1, 2, 3, 5)
- b. TCU introduces to first-year students a diverse range of curricular models and provides them with opportunities to interact with faculty and upperclassmen.<sup>3</sup> The purpose is to enable them to plan their studies individually and enthusiastically according to their personal interests and callings. (DP-3, 5)
- c. TCU uses pre-university education results in order to learn about students in need of support and then begin supporting them immediately upon matriculation. (DP-3)
- d. TCU begins its career education from the first year and supports students in forming specific visions for the future. (DP-4)

**Implementation of the Curriculum Policy (CP)**

- TCU aims to implement the curriculum policy methodically by including codes for underlying curriculum policies (e.g., CP-1a, CP-3c) in documentation related to undergraduate courses and their content, and related to other educational programs and activities designed for students.
- TCU’s faculty and staff will bear in mind the university’s “Education PDCA Cycle” and continue to implement revisions and improvements as needed by regularly confirming that their work is in accordance with the Curriculum Policy and the Diploma Policy.

<sup>1</sup> “Chapel services” refers to worship services that all students attend from Tuesday to Friday each week.

<sup>2,3</sup> This includes orientation for new students, spring retreats, small group chapels, and other student activities.

**Regarding the Reorganization of Departments and Curriculum**

TCU will integrate two departments into the Theological Studies Department starting in the 2021 academic year. Those who enroll in TCU as first-year students will select their majors at the beginning of their 3<sup>rd</sup> year. There are five majors in the Theological Studies Department: Major in Theological Studies (J/E), Major in Global Studies (J/E), Major in Church Ministries (J), Major in Youth Studies (J), and Major in Christian Social Work (J)\*.

\*Medium of language for each major: J/E = both Japanese and English; J = Japanese only

**Regarding the Entrance Examination in Response to COVID-19**

Depending on future infection rates of COVID-19, the application schedule and procedure may be carried out differently from what is written in the Application Guide. In that case, the Admissions Office will inform applicants individually by email. Please contact the Admissions Office if you have any problem taking university entrance qualification examinations, standardized tests (SAT, ACT, etc.), or English proficiency tests due to COVID-19.



# 1. ADMISSIONS

## 1-1 Admission Eligibility

1. The applicant must be a baptized Christian who accepts Tokyo Christian University's statement of faith.
2. The applicant must meet one of the English language proficiency requirements written on page 10.
3. The applicant must have a sufficient academic background by the time of matriculation into TCU, as indicated in one of the following ways:
  - a) Applicants who have completed, or are expected to complete, 12 years of formal education in Japanese schools accredited by MEXT\*.
  - b) Applicants who have completed, or are expected to complete, 12 years or more of formal education in foreign countries.
  - c) Applicants who hold, or are expected to hold, International Baccalaureate Full Diploma, French Baccalauréat, Abitur, or GCE A Level.
  - d) Applicants who graduated or expect to graduate from officially accredited international/foreign schools in Japan.
  - e) Applicants who have passed an examination demonstrating academic ability equivalent to 12 years of formal education, such as the GED (General Educational Development) test or another high school equivalency exam (Upper Secondary School Equivalency Examination), and are at least 18 years of age.
  - f) Applicants who have completed, or are expected to complete, 11 years of formal education in countries in which their high school curriculum is based on Uzbekistan, Sudan, Belarus, Peru, Russia, or Myanmar curriculum models.
  - g) Applicants who have been recognized by TCU as having the academic ability equivalent to accredited high school graduates by passing the screening for Determining Eligibility to Apply and are at least 18 years of age. (Homeschoolers or students attending unaccredited schools should apply for this screening. Contact the Admissions Office at [admission@tci.ac.jp](mailto:admission@tci.ac.jp) in advance for more details.)

\*MEXT: The Ministry of Education, Culture, Sports, Science and Technology of Japan

## 1-2 Number of Students Accepted

Undergraduate School of Theology Theological Department	August 2021 Enrollment
	5 students

## 1-3 Application Schedule

### IMPORTANT

International students who wish to be considered for the Scholarship for Students from Countries Qualifying for the Japanese Government's Official Development Assistance (ODA) are strongly encouraged to submit their applications during the "**Fall Early Admission**" or "**Fall Regular Admission**" period.

### 1) All application materials must be received by the deadline.

We recommend that applicants send the documents by express mail or courier delivery (FedEx, DHL, etc.) well ahead of the deadline.

Send application to: Admissions Office, Tokyo Christian University  
3-301-5-1 Uchino, Inzai City, Chiba 270-1347 JAPAN

- 2) Submitted documents will not be returned. Submitted information will not be used for any purpose other than admission-related matters, scholarship-related matters, statistics/analysis, educational guidance after enrollment, and to carry out matters associated with the above-mentioned matters.

## &lt;Application from Overseas&gt;

Applicants residing outside of Japan who do not possess Japanese nationality or a valid status of residence in Japan.

No.	Application Type	Application Period	Result Notification	Enrollment Deadline
1	Fall Early Admission	September 15, 2020 – November 2, 2020	On or before December 23, 2020	May 31, 2021
2	Fall Regular Admission	November 3, 2020 – January 29, 2021	On or before May 1, 2021	
3	Fall Late Admission I	February 1, 2021 – April 9, 2021	On or before May 17, 2021	

## &lt;Application within Japan&gt;

Applicant must be a Japanese citizen or, if a foreign national, possess a valid long-term status of residence in Japan.

No.	Application Type	Application Period	Result Notification	Enrollment Deadline
4	Fall Early Admission	September 15, 2020 – November 2, 2020	On or before December 23, 2020	May 31, 2021
5	Fall Regular Admission	November 3, 2020 – January 29, 2021	On or before May 1, 2021	June 30, 2021
6	Fall Late Admission I	February 1, 2021 – April 9, 2021	On or before May 17, 2021	June 30, 2021
7	Fall Late Admission II	April 12, 2021 – June 11, 2021	On or before July 9, 2021	July 30, 2021

### 1-4 Selection Process

1. Preliminary Screening: The applicant will first be evaluated based on the submitted documents (see 1-6 Required Documents). **Decisions are made only on completed applications.**
2. Interview: Successful candidates of the preliminary screening will be interviewed (in-person or online, 30 minutes). One or more follow-up interviews may be requested. **Interview date, time, location, and methods will be set by TCU.** Applicants will be evaluated on basic knowledge of the Bible and on whether he or she meets the requirements of TCU's admission policy (see page 2).
3. Result Notification: The final result will be notified to the applicants by email on or before the dates listed on '1-3 Application Schedule'.
4. Enrollment Procedure: Successful applicants will be required to complete the enrollment procedure by the deadline given on '1-3 Application Schedule'.

### 1-5 Methods and Standards of Evaluation

Admission Policy	Methods of Evaluation		Points	Evaluation Weight
Basic knowledge of the Bible	Interview (oral exam)	Questions from the Old and New Testaments	100 points	50%
Basic competencies for independent thought and self-expression	Two essays		200 points	
Commitment to Christ	Interview		300 points	50%
Willingness to serve in church and society in the future				
Assent to TCU's founding principles and statement of faith				
Ability to communicate effectively with others				

## 1-6 Required Documents

Application Documents		Notes
1	Application form	Form supplied by TCU. Please attach a photo.
	Reasons for applying to TCU and your goals for study at TCU	Follow the instructions written in the application form (page 4).
	Testimony / Commitment	
	Two Essays	Follow the instructions written in the application form (page 6).
2	Academic reference	Forms supplied by TCU. Follow the instructions written on each form.
3	Pastoral reference	
4	Christian reference	
5	Official academic transcript	Original documents must be sent to TCU. See "Important Note A" on page 8.
6	Proof of secondary school graduation	
7	Official results of a university entrance qualification examination or other standardized tests (SAT, ACT, etc.)	Official results must be sent directly to TCU from the test centers. TCU school code: <b>SAT 6898, ACT 7963</b> See "Important Note B" on page 9.
8	English proficiency test results (TOEFL iBT, IELTS, TOEIC® LR&SW, or Cambridge English Language Assessment)	Official results must be sent directly to TCU from the test centers. TCU school code: <b>TOEFL 8472</b> See "Important Note C" on page 10.
9	English proficiency evaluation form	Form supplied by TCU. Only those who are unable to submit an English proficiency test score due to inaccessibility and/or economic hardship may use this form. See "Important Note C" on page 10
10	Application fee (50 USD or 5,000 JPY)	See page 11 for details.
11	Application fee waiver request	Form supplied by TCU. Applicants who have financial hardship in paying the application fee only. See page 11 for details.
12	Church bulletin/brochure from the applicant's home church	If your church does not have a bulletin or brochure, please provide other information such as church URL.
13	A photocopy of passport (information page)	Required only for a foreign national who has a valid passport <u>at the time of application</u> .
14	A photocopy of resident card (both front and back)	Required only for a foreign national who lives in Japan <u>at the time of application</u> .
15	Commuting request	Form supplied by TCU. All students (except those over 40) are required to live in the dormitory. Applicants below 39 who wish to live off-campus should submit the form.
16	Health status/special assistance request	Form supplied by TCU. Required for applicants with disabilities only.
17	Scholarship for Alumni Family Members Application Form / Commitment Letter	Forms supplied by TCU. Those who are eligible. See page 12 for details.
18	Scholarship for Children of Church Ministers Application Form / Commitment Letter	
19	Scholarship for Students from Countries Qualifying for the Japanese Government's Official Development Assistance (ODA) Application Form / Commitment Letter	Form supplied by TCU. Those with a nationality of the recipient countries of Official Development Assistance (ODA). See page 12 for details.

- Forms not provided by TCU must be prepared by the applicants.
- All application materials must be received by the deadline.
- Submitted documents will not be returned.
- Acceptance to TCU may be revoked if any false statements/information or forged signatures are found within submitted documents, even after acceptance.

## 1-7 Important Notes

### Important Note A: Transcript and proof of secondary school graduation

#### <Official Academic Transcript>

The general principle is that we need official evidence that you have twelve or more years of primary and secondary education along with proof that you successfully completed a prescribed course of studies equivalent to graduation from a Japanese high school.

- a) Students with only a secondary education must provide a transcript from their secondary school.
- b) Students with one or more years of post-secondary education need to provide transcripts from all of their post-secondary institutions.

Official academic transcripts should be mailed directly from the issuing institution to TCU. Alternatively, applicants may send their transcripts along with their application packet making sure that the transcript is separately enclosed in a sealed envelope. An official electronic transcript directly sent from the issuing institution is also acceptable if the applicant's school has such a system. The electronic transcript should be sent to the Admissions Office (admission@tci.ac.jp).

In case your official transcript cannot be reissued, a photocopy or replication of the transcript is acceptable (copy both front and back). **The copy, however, must bear an original mark, seal, or signature of the issuing institution\*** (see **"Authenticity of the documents"** below).

#### <Proof of Secondary School Graduation>

- a) If you provide a transcript from your secondary school, that transcript normally provides evidence of your graduation and no further evidence is necessary.
- b) If you provide an official transcript from your post-secondary institution, and if that transcript notes your previous graduation from a secondary school, no further evidence is necessary.
- c) If your official transcript does not provide evidence of your secondary school graduation, you must offer some other proof, such as a diploma, graduation certificate, etc. If you use your diploma or a similar document as the proof, please do NOT send the original. A photocopy is acceptable (copy both front and back). **However, the copy must bear the mark, seal, or signature of the issuing institution\*** (see **"Authenticity of the documents"** below).

#### <Students who have not graduated from high school at the time of their application>

With your application, you must provide an official transcript of your work up to the point of the application, and you must provide acceptable proof that you are following a course of study that will lead to graduation before enrollment at Tokyo Christian University. Your acceptance, if granted, will be contingent upon completing your course of studies. Before your actual enrollment at Tokyo Christian University, you must provide an official and final transcript as stipulated in <Official Academic Transcript>; and if the transcript does not indicate graduation, you must also provide a separate proof of graduation as stipulated in <Proof of Secondary School Graduation>.

#### <Students taking "A-level" or similar examinations>

In some countries, there is no actual graduation from secondary school. Passing certain government-authorized exams serves the same function. In such cases, please provide proof of having passed these exams and your marks. A photocopy or replication of the original document is acceptable (copy both front and back). **However, the copy must bear the mark, seal, or signature of the issuing institution\*** (see **"Authenticity of the documents"** below).

### **\*Authenticity of the documents**

To ensure the authenticity of the documents, we ask applicants to submit original documents. However, we understand that some applicants may wish to keep certain documents that can be only issued for once, such as diplomas, academic transcripts, etc. For such documents, the Admissions Office will accept **certified copies** in place of the original documents.

Note: The Admissions Office does not accept certified copies of English proficiency test results or results of a university entrance qualification examination and/or other standardized tests such as SAT, ACT, etc. Refer to **Important Note B** and **C** for the details.

**<Difference between certified copies and original documents>**

A certified copy is a copy of the original certificate that has been deemed the equivalent of the original with an official seal from the issuing institution (e.g., a school or test center) or other authorized institutions (e.g., a notary public). The official seal proves the validity of the certified copy.

**<Institutions which can issue a certified copy>**

Applicants should request the **issuing institution** to issue a certified copy. If the issuing institution cannot issue a certified copy, it is possible to request it from a notary public, embassy, or public institution that is responsible for education in your country (e.g., Ministry of Education). Note: translation agencies and/or your church are not authorized to certify your documents.

**<Procedure to have a document certified>**

- 1) Prepare the original document.
- 2) Have one of the institutions mentioned in the <Institutions which can issue a certified copy> make a copy of the original document (**simply making a photocopy of the original document is insufficient**).
- 3) Have the institution add an original mark, seal, or signature on the copy certifying the copy is equivalent to the original document.

Note: Applicants are required to submit the original version of the certified documents (the documents that have been stamped with the official seal of the institution). **A photocopy of a certified document is unacceptable.**

- 4) In case the original document is not in English or Japanese:  
Applicants should request the issuing institution to issue an official English document, and follow step 1) ~3). In case the issuing institution cannot issue the document in English, applicants should ask a translation agency to translate the original document into English. The translated document should be certified by a notary public to prove the translation is faithful to the original. Translations made by the applicant him/herself or applicants' friends, family are not acceptable.

**Important Note B: Official results of a university entrance qualification examination and/or other standardized test**

1. Applicants – whether they consider themselves to be native or non-native English speakers – who have received their primary and secondary education in an English-speaking school (or schools) should submit official results of at least one university entrance qualification examination or standardized test (SAT, ACT, IB, GCE A-level, Baccalaureate, Abitur; for other tests, please consult with the Admissions Office).
2. Applicants who consider themselves to be native English speakers *but* who received their primary and/or secondary education in a language other than English should submit official results of a university entrance qualification examination and/or other standardized tests, as instructed above.
3. Applicants who consider themselves to be non-native English speakers may waive this requirement and submit an English proficiency test result instead. However, non-native English speakers who have easy access to a university entrance qualification examination and/or other standardized tests may submit their results in addition to or instead of their English proficiency test results (see the instructions in C).
  - The official test scores must be no more than two years old.
  - **The official test results must be sent directly to the Admissions Office from the test centers by the deadline.** We recommend that you register early as test centers fill up quickly.
  - In case your official score report will not be delivered by the application deadline: Submit your student score report along with other application documents. The Admissions Office will hold the student score report as a back-up copy and replace it after the official test result is received later.
  - TCU school code: **SAT '6898', ACT '7963'**

**<Those who are unable to submit a university entrance qualification examination or standardized test due to inaccessibility and/or economic hardship>**

- Applicants for whom it is impossible to submit a university entrance qualification examination or standardized test because of inaccessibility and/or economic hardship must submit the “English Proficiency Evaluation” form. Please note, however, that the Admissions Office places much higher emphasis on official test results.
- Applicants who reside in Japan, the United States, the United Kingdom, the Republic of Ireland, Australia, Canada, New Zealand, or the British West Indies cannot submit this form instead of a university entrance qualification examination or standardized test, depending on the circumstances, an English proficiency test score.

**Important Note C: English proficiency test results**

Applicants who consider themselves to be non-native English speakers *and* who received their primary and/or secondary education in a language other than English should submit an English proficiency test result (TOEFL iBT®, IELTS, TOEIC® LR&SW, or Cambridge English Language Assessment). For exceptions, see below.

Minimum English Proficiency Requirement			
TOEFL iBT®	IELTS	TOEIC® L&R and S&W*	Cambridge English Language Assessment
75	5.5	1560	B2 (FCE)

\*L&R=Listening and Reading. S&W=Speaking and Writing.

- The official test scores must be no more than two years old.
- **The official test results must be sent directly to the Admissions Office from the test centers by the deadline.** We recommend that you register early, as test centers fill up quickly.
- In case your official score report will not be delivered by the application deadline: Submit your student score report along with other application documents. The Admissions Office will hold the student score report as a back-up copy and replace it after the official test result is received later.
- TCU school code: **TOEFL ‘8472’**. (the Admissions Office will accept both Test Date score and MyBest™ score.)
- The Admissions Office will accept results of IELTS Indicator and TOEFL iBT Special Home Edition.

**<Criteria for waiving the English proficiency test requirement>**

The Admissions Office encourages all non-native English speakers to take an English proficiency test (TOEFL iBT®, IELTS, TOEIC® LR&SW, or Cambridge English Language Assessment) and to submit the results to TCU. However, if an applicant fulfills either of the criteria below, he or she may have this requirement waived.

- If the applicant – whether a native or non-native English speaker – submits a university entrance qualification examination and/or other standardized test (see Important Note B).
- If the applicant has earned a degree (BA, MA, etc.) with English as the language of instruction at an accredited college or university. (Accreditation must be from an internationally recognized accreditation agency. Please contact the Admissions Office if you have any questions about this exemption.)

**<Those who are unable to submit an English proficiency test score due to inaccessibility and/or economic hardship>**

- Applicants for whom it is impossible to submit an English proficiency test result because of inaccessibility and/or economic hardship must submit the “English Proficiency Evaluation” form. Please note, however, that the Admissions Office places much higher emphasis on official test results.
- Applicants who reside in Japan, the United States, the United Kingdom, the Republic of Ireland, Australia, Canada, New Zealand, or the British West Indies cannot submit this form instead of an English proficiency test score or, depending on the circumstances, a university entrance qualification examination or standardized test.

## 1-8 Application Fee

Please pay the application fee when submitting your application to TCU. **Applications will be considered only when the application fee has been paid.** The application fee is not refundable.

### **Applicants who live in Japan**

Fee amount	<b>5,000 yen</b>
Bank Name	郵便振替口座 Japan Post Bank
Account Name	東京キリスト教学園 Tokyo Kirisutokyo Gakuen
Account Number	00180-9-352711

### **Applicants who live outside Japan**

Fee amount	<b>50 USD</b>
Bank Name	The Chiba Kogyo Bank Ltd. Chiba-Newtown Branch
Account Name	Tokyo Christian Institute
Account Number	1273611
TCU's Address	3-301-5 Uchino, Inzai City, Chiba, Japan
Bank SWIFT Code	CHIKJPJT
Bank Address	1-6-2 Chuo Minami, Inzai City, Chiba, Japan
Bank Transfer fee	<b>Borne by remitter</b>

- **Please send a copy of the transfer record to the Admissions Office together with the rest of the application documents.**
- Please note that bank transfer fees vary from bank to bank. All bank transfer fees should be covered by the payer.
- If the application fee is paid in Japan (for example, paid by a friend or relative in Japan), also send a copy of the transfer record to the Admissions Office. Please ask the payer to write the **applicant's name** in the contact details when the payment is made.

### **Applicants who cannot pay the application fee**

In the case of financial hardship in paying the application fee, it may be waived with the approval from the Admissions Office. Submit an **"Application Fee Waiver Request"** along with other application documents, explaining your financial situation when you apply.

The Admissions Office will evaluate the request and decide whether to approve it. In the event that your waiver request is denied, your submitted application will be considered upon payment of the application fee.

Applicants who reside in Japan, the United States, the United Kingdom, the Republic of Ireland, Australia, Canada, New Zealand, or the British West Indies cannot submit this form and should pay the application fee.

## 2. Scholarship

Given the low costs of tuition and room and board (especially compared to North American and other private colleges in developed countries), financial aid for Japanese students, North American students, Western European students, or other students coming from families or situations with comparable resources is limited. If the student's family does not have sufficient resources to pay the tuition and fees, the university expects students from these areas to take advantage of loans, support from their congregations, and similar resources. Nevertheless, if a student demonstrates financial need and lack of resources, he or she may qualify for some level of financial aid (grants and other scholarships). All students who have serious financial needs, therefore, are encouraged to apply for financial aid.

It should be noted that, although married persons are welcome to study at TCU, TCU does not provide any financial assistance for family members. And it is difficult for spouses without adequate Japanese to find jobs to cover their expenses and that of any children. Therefore, only unmarried students without any obligation to support other people (parents, brothers, sisters, etc.) will find it practical to attend TCU while receiving financial aid.

### 2-1 TCU Scholarships

The scholarship application result will be sent to the applicant after the admission application result is notified. Scholarship awards are made on a year-to-year basis. It is necessary, therefore, for students in need of financial aid to submit a financial aid application each year they wish to be considered. You can apply to all scholarships if you are eligible.

<b>Scholarship for Alumni Family Members (One time only)</b>	
Amount	100,000 yen
Eligibility	Family members of alumni of Tokyo Christian University or one of its predecessor schools
How to apply	Submit the Scholarship for Alumni Family Members Application Form / Commitment Letter at the time of application for admission.

<b>Scholarship for Children of Church Ministers (One time only)</b>	
Amount	100,000 yen
Eligibility	Children of church ministers
How to apply	Submit the following at the time of application for admission. 1) Scholarship for Children of Church Ministers Application Form / Commitment Letter 2) A verification document such as church bulletin that states your parent is a church minister

<b>Scholarship for Students from Countries Qualifying for the Japanese Government's Official Development Assistance (ODA)</b>	
Amount	To be determined based on the applicant's financial need. Maximum of the full tuition and fees.
Eligibility	Those with a nationality of the recipient countries of Official Development Assistance (ODA) who are exceptionally able and demonstrate financial needs.
How to apply	Submit the Scholarship for Students from Countries Qualifying for the Japanese Government's Official Development Assistance (ODA) Application Form at the time of application for admission.
Notes	<u>Scholarship for Students from Countries Qualifying for the Japanese Government's Official Development Assistance (ODA)* are limited.</u> Applicants who wish to be considered for the scholarship should apply for the ' <b>Fall Early Admission</b> ' or ' <b>Fall Regular Admission</b> '



### 3. Enrollment

#### 3-1 Tuition and Fees (2021–2022)

Item	Amount per year in yen	Notes
Tuition	694,200	
Facilities	235,200	
Dormitory	263,100	Including utilities (except electricity) and maintenance. The dormitory room is for ten months per year. Additional payment will be required if one stays in the dormitory longer.
Dormitory electricity	12,000	Adjustments based on actual usage costs will be made.
Board	300,000	Including three meals a day on weekdays (except holidays), and lunch and supper on Saturdays during trimester periods.
Insurance and other fees	74,100	
Total	1,578,600	

- The tuition and fees are subject to change each year. Board may be revised in the middle of the year depending on price change.
- The chart is for the singles' dormitory. Married students should inquire about fees for the family dormitory.

#### 3-2 Payment Deadlines

Tuition and fees for the 2021 fall trimester (583,600 yen) are due at the time of enrollment. Please refer to '1-3 Application Schedule' for specific deadlines for each application type.

Payment periods for the winter and spring trimesters of the 2021–2022 academic year are as follows:

Winter trimester: December 1–20, 2021	497,500 yen
Spring trimester: April 1–20, 2022	497,500 yen

#### 3-3 Refund Policy

Paid tuition and fees will be refunded if you withdraw your application before the dates specified by TCU. Please notify the Admissions Office by July 30, 2021.

#### 3-4 Enrollment Procedure

Those who are accepted must complete the enrollment procedure before the enrollment deadline by paying tuition and fees for the fall trimester and submitting the required documents listed below.

1. Agreement of Understanding to enroll at TCU
2. Waiver, Release of Liability, Indemnification, and Consent to Medical Attention
3. Affidavit of Support to certify that financial resources to support the student are in place
4. Application for a room in one of TCU's dormitories
5. Health form, to be completed by a licensed medical doctor
  - \*Admission will be contingent upon a doctor's certification of the physical and mental health of the applicant.
6. The necessary documents for obtaining a student visa (those without Japanese nationality only)

