Chapter 4 Admissions, Transfer Admissions, Readmissions

Article 9 (Period of Admission) ① The approval of the admission shall be conducted by the President of the University.

② The period for allowance of admission shall be within 30 days from the beginning of the academic year. Provided however, the period of admission for readmission and transfer admission shall be within 30 days from the beginning of the semester.

Article 10 (Qualifications for Admission) A person may be admitted into the first year of the bachelor's degree program of the University if he or she fulfills requirements of each of following clauses:

1. High school graduates or prospective graduates;

2. Passing the qualification examination for high school graduation;

3. Having completed 12 or more years of school education in a foreign country;

4. Is recognized to have qualifications equivalent to Clause 1 or Clause 2 by the relevant laws and regulations.

Article 11 (Application Process) ① An applicant for the University shall prepare the documents required by the University for a given academic year and submit them with the application fee within the prescribed period. The documents submitted and the application fee shall not be returned.
1. Application form (designated format)

2. Certificate of graduation or certificate of expected graduation, documents proving other qualifications

3. Academic transcript from attended schools

4. Other necessary documents

**Article 12 (Student Selection Procedure)** ① In the process of selecting students, a comprehensive evaluation of an applicant’s academic results of each of following clauses shall be conducted, however a part of the result may not be reflected. The academic results reflection ratio, admission screening method, written examination method, and etc., shall be stipulated separately.

1. College Scholastic Ability Test (CSAT) record

2. Academic reports from attended high school

3. University entrance examination per university record

4. Practical examination record

5. Interview record, etc.

② Admission for occupational high school attendees shall be screened by considering the interview result and the experience record.

**Article 13 (Required Documents for the Admitted Candidates)** ① An applicant who is accepted to the University must complete the necessary procedures required for enrollment
within the prescribed period.

② The admission may be revoked if procedures mentioned in Clause 1 are not completed.

Article 14 (Guarantor) <deleted on Mar. 1, 2013>

Article 15 (Transfer) ① Transfer students may be accepted based on the prescribed procedures if a department has not reached its admission capacity.

② A person who wishes to transfer to the third year at the University must have completed courses or graduated from a university or a school which has been recognized for the equivalent qualification, or has been recognized to have an academic background (qualification) equivalent or above the hereabove stated under the provisions of the laws and regulation.

③ If a person who has obtained a bachelor’s degree from a university wishes to choose another major of a different college, he or she can be permitted to transfer to the third year, and such shall be regarded as a separate quota. However, the number of such students in each academic year shall not exceed 5% of the total admission capacity of the year, and the number of such students in each department shall not exceed 10% of the admission capacity of a department.

④ A person shall be able to transfer to this University in the third year of undergraduate study if he or she is graduating (or graduated) from a junior college that has an agreement for a joint education with this University and the quota shall be counted as an addition to the
quota of university admissions. Provided however, the total number fitting this description who enter each undergraduate school shall not exceed 3% of the quota of the undergraduate school (recruitment unit: 10% of total admissions quota).

**Article 16 (Readmission)** ① When a person who was removed from the school register makes a request for readmission that person may be admitted only when there is a vacant spot per recruitment.

② Details on readmission shall be set forth separately by the President.