

Dear Juniors,

### **Japanese university application process:**

This process is detailed and mostly a paper process. Please carefully read all application instructions and stay organized.

**Step 1:** Many Japanese universities have application window periods. **Decide** which application period you will apply to the university. A Waseda University admissions representative mentioned in her presentation at St. Mary's, "Don't wait until the last minute. Apply early."

**Step 2: Notify** your counselor AND teachers who will write your recommendations which application period you have chosen. Please do this as soon as possible.

**Step 3: Submit** your paperwork to your recommenders and counselor at **least 3 weeks before the deadline**. If there are specific instructions such as "sign across the sealed envelope", please make sure to let your recommender know. Paperwork examples: Recommendation form for teachers and recommendation form for counselors or principals. (Some schools may NOT have specific forms)

**Step 4:** Counselors and teachers will fill out requested paperwork. Teachers will submit the sealed recommendation form directly to the counselor.

**Step 5:** If the student's part of the application requires to be printed and mailed to the university with the recommendations, then once you are finished, print out your application. Hand in your **COMPLETE** application to your counselor. Please hand in your application to your counselor at least **6 business days** before the actual deadline. Our office policy does not allow students to have access to their recommendations.

**Step 6: Send** your standardized test scores (SAT, ACT, TOEFL, or IELTS) online as soon as possible. It can take up to a few weeks for the scores to be processed and it is expected that your scores are

received by the application deadline.

**Step 7:** The counseling office will mail out your application. Students will be charged the registered mail fee. Ms. McGuire will send you an invoice and a tracking number.

**Step 8:** Indicate on Next Tier that you have submitted your application.

Even if you are planning to apply to universities in the spring, the applications and personal statement prompts should be available. Some applications may open up in October. **Please start your statement and application as soon as possible.**

If you have any questions, please come and see us. If you haven't spoken to your counselor in a while about your college applications, please make an appointment or drop by. We are here to support you.

Ms. Callon & Ms. Kobayashi