

Regarding Japanese Language Courses/Subjects
(Fall Semester 2014 | Application Procedures for Part-time Students)

Center for Japanese Studies

Students enrolled in Keio undergraduate or graduate schools and visiting scholars of those who have a position at Keio (e.g. visiting research fellows or visiting professors) are eligible to take courses/subjects as part-time students from the Japanese Language Courses for International Center (JLCIC) or the Japanese Language Program (JLP) offered by the Center for Japanese Studies.

1. **Number of Courses/Subjects:** Up to 4 subjects per semester

2. **Available Courses and Subjects**

Elementary	Japanese Language Courses for the International Center
Intermediate	Japanese Language Courses for the International Center
Advanced	Subjects offered by the JLP (Intermediate and Advanced Level Subjects with a Specific Focus and Japanese Studies on Society and Culture)
Higher Advanced	Subjects offered by the JLP (Advanced and Higher Advanced Level Subjects with a Specific Focus and Japanese Studies on Society and Culture)

*Since priority is given to full-time JLP students, part-time students may not be able to take courses which are already full.

3. **Study Levels**

Study Level		Designed for	Study Goals
Elementary	Elementary 1	Students learning Japanese for the first time	To acquire the ability to speak, read, and write Japanese to a level sufficient for everyday life.
	Elementary 2	Beginner students who have some experience studying Japanese	To acquire the ability to speak, read, and write Japanese to a level sufficient for everyday life.
	Elementary 3/4	Students who have completed around 100 hours of language study	To acquire the ability to speak, read, and write Japanese to a level sufficient for everyday life.
Intermediate		Students who are able to read and write more than 600 kanji characters and who have a command of basic sentence structure and vocabulary	To acquire the ability to express oneself in and understand Japanese at a basic level in both oral and written contexts.
Higher Intermediate		Students who are able to read and write more than 1000 kanji characters and who have a command of basic sentence structure and vocabulary	To acquire the ability to express oneself in and understand Japanese at a basic level in both oral and written contexts, and to understand and express oneself in Japanese used in more variety of situations.
Advanced		Students with an adequate command of common expressions in oral and written Japanese	To acquire the ability to understand university lectures, read text and reference books, write papers, and take examinations.
Higher Advanced		Students with a high command of the Japanese language	To acquire a command of specialist language required to understand lectures in specialized disciplines, participate in discussions, present papers at seminars, read specialized texts, and write a thesis.

4. **Credits**

Credits will be awarded if requirements are fulfilled. Please make sure to complete course registration even if credits are not needed. If you fail to register within the period for course registration, you will not be allowed to attend classes.

5. Tuition and Study Material Fees

Depending on the faculty or graduate school, students may be exempt from tuition and study material fees. For details, please confirm at the office for your faculty/graduate school.

(Normal rates of tuition are 20,000 yen per one-credit subject and 40,000 yen per two-credit subject.)

International Exchange Students accepted by the Keio International Center:

Tuition fee and study material fee (2,000yen/subject) are waived.

International MEXT Students accepted by the Keio International Center:

Tuition fee and study material fee (2,000yen/subject) are waived for the first two semesters after coming to Japan. However, from the third semester onwards, tuition fee and study material fee must be paid as stated above.

6. Items to Submit

An application form (with photo attached), a copy of your student ID card (if unavailable, a copy of your resident card), and a registration form

For details on downloading forms and submission deadlines, please refer to the flow chart on next page.

To students learning Japanese for the first time

Students learning Japanese for the first time must enroll in Elementary 1 courses (JLCIC). Students are required to learn hiragana before classes begin as these courses are designed on the premise that all students can read and write Hiragana. If you have never studied Japanese and cannot write Hiragana, we ask that you study Hiragana on your own before classes begin using the following methods and make sure that you can write Hiragana before the first class starts.

1) Hiragana Study Materials

Use the URL on the next page to find the link “Study Materials (Hiragana)” for self-study. We will also provide further study materials at the JLP Office after **September 1** for those who wish to study more.

2) E-learning

After you complete your online registration, we will set up the “E-learning System” for self-study. Once ready, we will inform students who are learning Japanese for the first time of the URL and their ID and password by email after **September 19**.

Inquiries

If you have any questions concerning your application, please contact the JLP Office. We only accept inquiries received via email. Please make sure to indicate your name and student ID No. when you send us email. Once you complete the online registration, please indicate your online registration number in the subject title of the email message.

Japanese Language Program Office

Academic Affairs Group, Office of Student Services South School Building BF1, Mita Campus

TEL : 03-5427-1614 E-mail : jlpinquiry@info.keio.ac.jp

Office Hours (Closed on Saturdays, Sundays and national holidays)

School Term: Weekdays 8:45-16:45 Vacation Periods: Weekdays 8:45-11:30 and 12:30-16:45

***Course registration form and inquiries about part-time courses/subjects are accepted only at the JLP Office on Mita Campus. Offices on other campuses are unable to answer students' inquiries.**

Flow Chart

*Please be aware that the procedure for those who wish to take elementary or intermediate courses (JLCIC) and those who wish to take advanced subjects (JLP) are different. For details on study levels, please see “3. Study Levels” on the first page.

*Students will not be allowed to take classes if not completing online registration before the deadline.

*Students who wish to take advanced subjects (JLP) must take the placement test on **Friday, September 12**. Students who miss this test will only be able to take elementary or intermediate courses (JLCIC). Depending on test results, students will only be allowed to take elementary or intermediate courses (JLCIC).

*Please complete online registration and download the application form, registration form, self-graded test (for elementary or intermediate level) and JLCIC course registration handbook (for elementary or intermediate level) through the URL below.

http://www.cjs.keio.ac.jp/officeuse/parttime/parttime_procedure_main.html

Elementary & Intermediate Level (JLCIC)

Online Registration **9/1 (Mon) 10:00am – 9/18 (Thu) 10:00am**

*Click “Elementary and Intermediate Level (JLCIC)” first and “Online Registration for JLCIC” from the URL above to register.

*Students who are learning Japanese for the first time should complete the registration before **September 12 (Fri)** so that we can set up the “E-learning System” for your self-study in advance.

*Once registration is completed, you will receive **confirmation via email**. Please make sure to keep your **online registration number** for your reference.

Self-Studying Period **9/16 (Tue) - 9/20 (Sat)**

*Make sure to take the **Self-Graded Test** at home and grade it on your own. (You do not have to take the Study Level Placement Test.) And select courses based on your score on the self-graded test.

*The self-graded test will be available at the URL **around early September** so you may take the test early.

*If you are learning Japanese for the first time, make sure to learn to read and write Hiragana before the first class starts.

First Week of Classes

9/22 (Mon), 9/24 (Wed) - 9/26 (Fri), 9/30 (Tue)

*You must attend the first class of JLCIC appropriate to your score on the self-graded test. Report your score on the self-graded test to the instructor during the first class. (Required)

*Course descriptions and times can be found in the JLCIC Course Registration Handbook. (See URL above)
The syllabus will be distributed in the first class.

Course Registration

9/25 (Thu) - 9/30 (Tue) 16:45 pm

Where to Submit

JLP Office South School Bldg. B1F, Mita Campus

What to Submit

1. Course Registration Form (See URL above)
2. Application form (if yet to be submitted) (See URL above)
3. Copy of your student ID (if yet to be submitted)
4. Tuition Fee (If applicable)

Advanced Level (JLP)

Online Registration

9/1 (Mon) 10:00 am – 9/9 (Tue) 10:00 am

*Click “Advanced Level (JLP)” first and “Online Registration for JLP” from the URL above to register.

Study Level Placement Test **9/12 (Fri)**

Time: Must come between **8:45am-9:15am** to check in. (Test Ends at 11:00am.)

Location: West School Bldg. Room 528, Mita Campus

What to Submit

1. **Application Form** (See URL above) (Online registration number required)
2. **A Copy of Student ID Card** (If unavailable, copy of residence card is acceptable)

Materials to be distributed

JLP Course Registration Handbook for Part-time Students and Course Descriptions

Results Announcement **9/17 (Wed) 13:00pm**

JLP Office bulletin board (South School Bldg. B1F, Mita Campus) or Hiyoshi Int'l Center Bulletin Board

Assigned to

Advanced Level

Assigned to Elementary or Intermediate Level

Auditing Period

9/22 (Mon), 9/24 (Wed) - 9/27 (Sat), 9/30 (Tue)

*Attend intermediate or advanced classes (JLP) appropriate to your results on the placement test to decide which subjects to take.

***Have the instructors sign your course registration form.**

*Course descriptions and times can be found in the JLP Course Registration Handbook for Part-time Students.

Course Registration

9/25 (Thu) - 9/30 (Tue) 16:45 pm

Where to Submit

JLP Office South School Bldg. B1F, Mita Campus

What to Submit

1. Course Registration Form (See URL above)
2. Tuition Fee (if applicable)