

広島県公立大学法人



叡啓大学
EIKEI UNIVERSITY OF HIROSHIMA

Student Application Guidelines

(Autumn 2025 Enrollment)

– Second Window (January 2025 Apply)

Bachelor's Degree Offered in English

Update on Friday, November 29, 2024

- Added eligibility requirements for application.
- Changed the method for submitting letters of recommendation.
- Additional notes on submitting the graduation certificates and official transcripts.

FAQ



Contact

Admissions Office, Eikei University of Hiroshima
1-5 Nobori-cho, Naka-ku, Hiroshima-shi, Hiroshima 730-0016, Japan
☎ +81 (0)82-225-6224 (9:00 am–5:00 pm on weekdays)
✉ admissions@eikei.ac.jp

Who Can Apply?

Eligibility

The applicant must meet one of the following (must meet these eligibility requirements by September 30, 2025):

- 12 years of school education in Japan or abroad
- 12 years of education at a WASC, ACSI, CIS, **NEASC, Cognia, or COBIS** accredited international school
- A university entrance qualification (IB, Abitur, French-Baccalaureate, GCE A-Levels, **International A-Levels, or European-Baccalaureate**, etc.)
- Graduation Diploma from a secondary school accredited by MEXT

* If you have no applicable criteria or have skipped-grade in school, you may still be eligible to apply, so please contact the Admissions Office via e-mail.



Please contact the Admissions Office via e-mail.



Proof of English Language Proficiency

The applicant must have scores (within 2 years) from one of the following:

- IELTS™ (Academic Module)···Overall 5.5 or above
- TOEFL iBT®···72 or above
- TOEFL ITP® Special Test for Eikei Applicants···543 or above
- Duolingo English Test···100 or above
- Cambridge English or Linguaskill (General)···160 or above
- PTE Academic···59 or above
- TOEIC® L&R+S&W···1560 or above
- EIKEN···Grade Pre-1 or above
- GTEC CBT···1190 or 1180 above (p.6)
- TEAP···309 or above
- TEAP CBT···600 or above



Do you meet the category of “Secondary Schools taught in English (p.7)”?



Can you submit a “Verification Proficiency in English issued by Secondary School (p.7)”?



Application Documents:

- Education History
- Letter of Recommendation
- Statement of Purpose
- Activity Report
- Short Essay
- Official Transcripts
- English Proficiency Test Scores

Application Documents:

No proof of English language is required.

- Education History
- Letter of Recommendation
- Statement of Purpose
- Activity Report
- Short Essay
- Official Transcripts

Application Documents:

- Education History
- Letter of Recommendation
- Statement of Purpose
- Activity Report
- Short Essay
- Official Transcripts
- Verification of Proficiency in English issued by Secondary School

Please contact the Admissions Office via e-mail.

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Handling of Personal Information

The personal information (name, address, date of birth, and all other information) obtained through the admission process will be used only for the purpose of: selecting students for admissions, notifying selection results, enrollment procedures, academic and career support, and surveys and research on admissions (for the purpose of improving entrance examinations and analyzing the applicant trends). In addition, to facilitate effective delivery of these services, all or part of the personal information will be provided to companies contracted by the university.

Admissions Policy

Eikei University of Hiroshima aims to foster a cadre of young people who have high aspirations to contribute to local communities and to the world in the midst of uncertain socioeconomic circumstances, as well as to boldly take on unsolved challenges and to tenaciously pave the way for a new era.

The university admits students from Japan and overseas with the following qualities, abilities, and aspirations.

- A person who has strong interests in various cultures, history, society in Japan and overseas, and international relations and is willing to learn further by actively communicating with others
- A person who aims to strengthen his or her own abilities by studying with a sense of purpose and looking ahead to the future
- A person who has gained basic academic skills through high school studies, takes the initiative in facing various challenges with a broad perspective while engaging others, and intends to contribute to society at large

Qualifications, Abilities, and Motivations Required of Entrants

- Basic academic skills
- Broad vision
- Strong interest in inquiring about various cultures, histories, societies both at home and abroad, and international relations
- Willingness to learn
- Willingness to strengthen one's ability
- Willingness to contribute to society
- Positive attitude toward studying with a sense of purpose and a vision for the future
- Positive attitude toward actively communicating with others
- Positive attitude toward taking initiative and involving others in addressing various challenges

Selection Schedule (Japan Standard Time, UTC+9)

There will be three application windows before June 2025. If the quota is filled in the first (October 2024 apply) and second window (January 2025 apply), the third window (May 2025 apply) may not be conducted.

Application Period	Friday, January 10, 2025, 9:00 a.m. - Thursday, January 16, 2025, noon Must have completed application registration and submission of all documents within the period.
Notice of Results (First-Stage)	Friday, February 21, 2025, at noon
Online Individual Interview (Second-Stage)	Tuesday, March 4, 2025
Notice of Final Results	Wednesday, March 12, 2025, at noon
Matriculation Deadline for Admitted Students	Monday, March 24, 2025 (post-marked)

Selections

Based on the admissions policy of the university, the contents of the application documents and interview will be evaluated and successful applicants will be selected.

1 Document Screening (First-Stage)

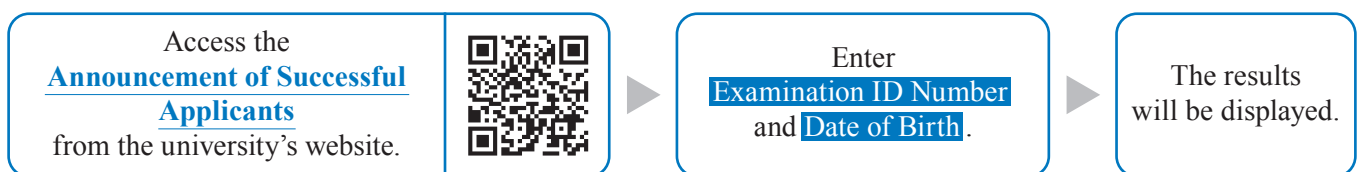
The first-stage will involve a comprehensive evaluation of the application documents.

2 Online Individual Interview (Second-Stage)

The second-stage will be an online individual interview. Questions will be asked in English based on the content of the application documents.

- Details of the second-stage will be provided to those who pass the first-stage.
- Refer to “Online Examination (p.10)” before the interview.

Notice of Results



Eligibility for Application

The applicant must meet one of the following criteria:

1 Selection of International Students

Number of Students to be Admitted: 20 students

- A) Persons who have completed or are expected to complete 12 years or more of formal education in Japan (for persons who have a nationality other than Japanese) or abroad by September 30, 2025, or a person equivalent thereto, as designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT).
- B) Persons who have completed or are expected to complete 12 years or more of formal education by September 30, 2025, at an international school in Japan or abroad that is certified by an international certification organization (e.g., WASC, ACSI, CIS, **NEASC, Cognia, or COBIS**).
- C) Persons who have obtained or are expected to obtain by September 30, 2025, an IB (International Baccalaureate), Abitur, French-Baccalaureate GCE A-Levels, **International A-Levels, or European-Baccalaureate**.
- D) Persons who have been recognized by Eikei University of Hiroshima through individual screening of eligibility for admission as having scholastic ability equivalent to or higher than that of secondary school graduates and who will be 18 years of age by September 30, 2025.

2 Integrated Selection of Japanese Students in English

Number of Students to be Admitted: A few students

- A) Persons who have completed 12 years of schooling outside Japan or are expected to complete the course by September 30, 2025, or a person equivalent thereto, as designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT).
- B) Persons who have completed or are expected to complete by September 30, 2025, a course of study at an overseas educational institution recognized by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) as offering a course equivalent to that of secondary schools.
- C) Persons who have completed or are expected to complete 12 years or more of formal education by September 30, 2025, at an international school in Japan or abroad that is certified by an international certification organization (e.g., WASC, ACSI, CIS, **NEASC, Cognia, or COBIS**).
- D) Persons who have obtained or expect to obtain by September 30, 2025, an IB (International Baccalaureate), Abitur, French-Baccalaureate GCE A-Levels, **International A-Levels, or European-Baccalaureate**.
- E) Persons who have been recognized by Eikei University of Hiroshima through individual screening of eligibility for admission as having scholastic ability equivalent to or higher than that of secondary school graduates and who will be 18 years of age by September 30, 2025.

Application Requirements

The applicant must meet all of the following requirements:

- A) Have a strong desire to study at Eikei University of Hiroshima and the intention to enroll if admitted.
- B) Have English language proficiency equivalent to or higher than CEFR B2 (p.6).
- C) Is capable of participating in classes taught in English.
- D) Has not applied to any other selection category at Eikei University of Hiroshima within this application period. It is not possible to apply to more than one selection at the same time.

Application Documents

All Application Documents Must Be Submitted via the Eikei's Online Application System.

Application Form and Examination Card

These documents can be downloaded after registration to Eikei's Online Application System. These are not required to be submitted. Examination Card must be printed to be used in the interview.

	Application Documents	Contents and Method of Submission
◎	Education History	Enter all your education and employment history up to the present. Forms Download the form from the university's website.
◎	Letter of Recommendation * Two (2) must be submitted.	Only for selection of international students. Ask two persons to write letters of recommendation. The recommenders must have known the applicant for at least six (6) months or more, such as a teacher from the applicant's last school (language schools are acceptable,) a person from the applicant's institution, organizations, company, or places of internship etc. Note that the applicant's family, friends, or faculty members of Eikei University of Hiroshima cannot be accepted as a recommender. The recommender must upload the PDF file directly to the university-designated online form. In addition, the file name must be "Recommendation Letter_Recommender's Name_Applicant's Name." Forms Download the form from the university's website. Submission Method and Deadline Details will be provided via email after the completed application has been submitted.
◎	Statement of Purpose	Enter your reasons for applying to Eikei University of Hiroshima, such as "What I want to learn at Eikei," "Reasons or background for choosing Eikei," and "How I hope to make use of what I learned at Eikei" based on your own learning and experience. Forms Download the form from the university's website.
◎	Activity Report	List up to three activities you have undertaken that you are most proud of, such as secondary school learning, extracurricular activities, competitions, group activities, community-based activities, volunteer work, etc. In addition, up to three references related to your own activities can be submitted. Forms Download the form from the university's website. Note <ul style="list-style-type: none"> • It must be clearly stated "which contents of the activity report they relate to," e.g. by titling or numbering it. • The forms are optional and must be in PDF format (up to 10 MB). • It is accepted to include multiple items or URLs in the same PDF file. However, shared online storage links are not permitted.
◎	Short Essay	Check the "Short Essay Question" on the university's website. It is posted on the same web page as this guideline.
◎	Graduation Certificates, Official Transcripts	Confirm the " 4 Graduation Certificates and Official Transcripts (p.7) " and submit a PDF file of the official document with signatures or seals, etc.
◎	Proof of English Language Proficiency	One of the following documents must be submitted: A) English Proficiency Test Scores (p.6) B) Verification of Proficiency in English issued by Secondary School (p.7) If you completed your secondary school education in an English medium institution, you do not need to submit any of the above documents (p.7).

1 Submission of English Proficiency Test Scores

The test scores are valid for two years from the date of testing for each test. If there are a first and second (final) stage examinations, the date of the second (final) examination will be considered.

The applicant must have valid scores as of Thursday, January 16, 2025.

◆ Accepted English Proficiency Tests

Test Name	Score or Grade	How to Submit
IELTS™ (Academic Module)	Overall 5.5 or above	①Register the “TRF (Test Report Form) Number” on Eikei’s Online Application System. ②Submit the “Test report Form” via same system.
TOEFL iBT® TOEFL iBT® Home Edition	72 or above Except MyBest™ score.	①Log in to the ETS website and complete the request procedures for sending the “Test Taker Score Report” directly to the university. The ETS registration code number for Eikei University of Hiroshima is C765. ②Submit the “Test Taker Score Report” via Eikei’s Online Application System.
TOEFL ITP® Special Test for Eikei Applicant	543 or above	No procedure is required. Score reports will be sent directly to Eikei University of Hiroshima by the test organization. Other TOEFL ITP is not accepted.
Duolingo English Test	100 or above	①Log in to the Duolingo website and complete the request procedures for sending the score directly to the university. ②Submit the “Score Certificate” via Eikei’s Online Application System.
Cambridge English • C2 Proficiency • C1 Advanced • B2 First/for Schools • B1 Preliminary/for Schools • A2 Key/for Schools	160 or above	①Log in to the Cambridge English website and complete the request procedures for sending the score directly to the university. ②Register the “Reference Number (8-digits)” on Eikei’s Online Application System. ③Submit the “Statement of Results” via same system.
Linguaskill (General)	160 or above	Submit the “Test Report” via e-mail.
PTE Academic	59 or above	①Log in to the PTE-Academic website and complete the request procedures for sending the score directly to the university. ②Submit the “Score Report” via Eikei’s Online Application System.
TOEIC® L&R + S&W	1560 or above	Submit the “Score Report” via Eikei’s Online Application System. TOEIC IP is not accepted.
EIKEN EIKEN S-CBT EIKEN S-Interview	Grade Pre-1 pass or above	①Register the “Examinee ID (7-digits)” etc. on Eikei’s Online Application System. ②Submit the “Score Report” via same system.
GTEC CBT	1190 or 1180 above	①Register the “Test ID (9-digits)” on Eikei’s Online Application System. ②Submit the “Official Score Certificate” via same system.
TEAP	309 or above	①Register the “TEAP Exam Number (Registration ID, 11-digits)” on the Eikei’s Online Application System. ②Submit the “Official Score Report” via same system.
TEAP CBT	600 or above	

Note:

- Linguaskill is required to take three test types: the Reading & Listening Test, the Speaking Test and the Writing Test.
- TOEIC® L&R and S&W scores are calculated by multiplying the TOEIC® S&W score by 2.5 and adding the L&R score.
- EIKEN is for those who have passed Grade Pre-1 or above. The EIKEN CSE scores are not accepted.
- GTEC CBT scores are accepted 1190 or above for those taken before March 1, 2023, and 1180 or above for those taken on or after April 1, 2023.

2 Verification of Proficiency in English issued by Secondary School

For those who are unable to take the English Proficiency Test due to financial or health reasons, a “Certificate of English Proficiency” prepared by a secondary school or other institution may be submitted instead.

Please download the form from the university’s website and submit evidence of English proficiency equivalent to CEFR B2 or above (in any format).

3 The applicants Graduating from Secondary School Fully Taught in English

The applicants who have completed secondary school education in English (all classes) may submit either an official certificate issued by their secondary school or official academic transcripts instead. For details on this submission option, please contact the Admissions Office via e-mail.

4 Graduation Certificates and Official Transcripts

- Documents issued after April 1, 2024, will be considered valid.
- If the applicant was enrolled in more than one school, submit the transcripts of each school.
- In cases where the required documents cannot be issued due to the educational system of the country or region, contact the Admissions Office via e-mail.

Eligibility for Application	Documents to be Submitted
A person who has completed or is expected to complete 12 years of school education outside Japan	<ul style="list-style-type: none"> • Official Transcript • Secondary school diploma or Certificate of Graduation (Completion), or Certificate of Prospect of Graduation (Completion)
A person who has completed a 12 year course at an international school in Japan or overseas that is certified by an international certification organization (e.g., WASC, ACASI, CIS, NEASC , Cognia , or COBIS)	<ul style="list-style-type: none"> • Official Transcript • Secondary school diploma or Certificate of Graduation (Completion), or Certificate of Prospect of Graduation (Completion)
International Baccalaureate Diploma Holder *Both Japanese and English DP are acceptable.	<ul style="list-style-type: none"> • Official Transcript • Secondary school diploma or Certificate of Graduation (Completion), or Certificate of Prospect of Graduation (Completion) • International Baccalaureate Diploma • International Baccalaureate Final Examination Certificate for Six Subjects
Abitur Qualifications acquired Certified Baccalaureate (prospect) GCE A-Levels or International A-Levels Qualifier	<ul style="list-style-type: none"> • Official Transcript • Certificate of Graduation (Completion) or Certificate of Prospect of Graduation (Completion) • A document certifying the acquisition of a qualification
A person who has completed or is expected to complete their course of study at an overseas educational institution recognized by MEXT	<p><u>Must mail original documents.</u></p> <ul style="list-style-type: none"> • Chosa-sho (調査書) Please send it via postal mail in the form designated by MEXT and mail it in a strictly sealed envelope.
Graduates of a Japanese High School	

Notes for the Application

1 Application Procedures

- **Incomplete application documents will not be accepted. Review all documents before submission.**
- Once the application is accepted by the university, changes to the submitted documents will not be allowed. However, if there are any changes due to unavoidable reasons, please contact the Admissions Office via e-mail.
- If application documents and essays are found to be highly unlikely to have been written by the applicants themselves, suspected of plagiarism or other misconduct, or containing false or factually incorrect statements, there will be serious consequences for their scores, and the applicant may be disqualified.
- **Once accepted, documents related to the application procedures and the entrance selection fees already paid will not be refunded.** However, if the applicant submitted original versions of documents such as graduation certificates or English proficiency test scores, the original documents will be returned via postal mail after the selection.

2 Preparing the Application Documents

- **The forms designated by the university need to be downloaded from the university's website and completed using a personal computer (not handwritten). The font size should be 10.5 points or larger.**
- The application documents must be filled in English. If any documents are written in a language other than English, please attach an English translation of the documents verified by a public institution such as the school attended.
- In general, in the application form, only describe the applicant's activities undertaken after entering secondary school.
- As a rule, only PDF files will be accepted for application documents to be submitted. Create a PDF files for each application document and convert the application from Microsoft[®] Word to PDF format (A4-size). Do not set a password or security.
- The file names of the application documents should be "*Name of Document_ Name.*"

Application Procedures

Must have completed application registration and submission of all documents within the application period.

Preparation

STEP 1



■ Application Documents (All in PDF format)

■ The Applicant's Photo Data

- The photo must have been taken within three months before the application (front upper body ((front upper chest)), no hat, no background, and the applicant's face must be clearly identifiable)
- Data sizes and format: 560 px H × 420 px W (4 cm × 3 cm), JPEG up to 4 MB

■ A Printer

This is required to print the examination card.



Apply via Eikei's Online Application System and Submit Application Documents

STEP 2



① Access the Online Application System from the university's website.

② Enter the applicant's information and upload application documents.

Note

- **Be careful to note that uploaded application documents cannot be replaced.**
- For those who have Kanji names, only the set of standard Kanji letters (常用漢字) can be used for registration. If a Kanji cannot be registered, please enter alternative characters.



Payment of Entrance Selection Fee (17,000 JPY)

STEP 3



Payment Method

- Credit Card (preferred)
- Flywire
- Convenience Store (only available in Japan)



Postal Mail

STEP 4



Only those who have graduated from a Japanese high school (other than international schools in Japan).

Mail within Japan

Attach the "Envelope Address Sheet (download it with the application form)" to a commonly available No.2-square envelope (角形2号封筒) and mail it via express registered postal mail (簡易書留速達).

Mail from outside Japan

Submit via DHL, FedEx, etc., that has a tracking option.

Online Examination

The individual interview will be conducted via Zoom (Zoom Video Communications, Inc.). Please prepare your own examination environment and equipment.

1 Preparation

- 1) **Prepare a quiet environment (e.g., a room at home).**
- 2) Print out the “Examination Card.” It will be used for identification at the second-stage selection.
- 3) Prepare a computer or tablet, microphone, and earphones or headphones for a video meeting.
A computer connected to a wired LAN is preferred. **Smartphones are not preferred for taking the exam.**
- 4) Install the Zoom application on the computer. Access the [Join a Test Meeting – Zoom](#) website and check the audio and video settings.
- 5) Edit the display name in Zoom to “Examination ID Number.”

2 Prohibitions and Precautions

The following examination rules must be observed.

If the applicant violates any of the following rules and the university confirms the violation, all examination results will be invalidated, and the applicant’s admission will be revoked.

- No one except the applicant is allowed to be present in or enter the examination room.
- Failure to follow instructions from the university is prohibited.
- Moving to a different room or leaving the online examination room without permission from the university is prohibited.
- The use of devices, materials other than those designated by the university is not permitted.
- Recording of examination and disclosing them to others are not permitted (e.g., posting on websites, social media, etc.).
- The use of virtual backgrounds during the online examination is not allowed.
- During the examination, any means of communication with others who are not taking the examination are not allowed.

In Addition, Please Note the Following.

- **Be sure to connect to Zoom at the time designated by the university and wait for permission to enter the room. In the case that applicants do not connect to Zoom by the designated time, it will be considered as absent, and the examination will not be re-scheduled.**
- The university will not contact applicants individually on the examination day.
- The examination will be conducted in Japan standard time (UTC+9). Those who take the examination from outside Japan should be aware of the time difference.
- **When connecting to Zoom from a public place, please make sure that there will be no noise or other people talking during the examination.**
- **Only one device is allowed to connect to Zoom. If the university permits, connection from more than one device at the same time will be permitted.**
- If the internet connection is lost during the examination, or if the examination is deemed too difficult to continue due to the internet environment, the examination may be stopped. In this case, reexamination or other examination means can be used for evaluation. Failure of connections due to the internet environment will not affect the evaluation of the applicant.
- In addition to the examination ID, the applicant will be required to present identification documents (such as student ID card with a photograph, passport, driver’s license, etc). Furthermore, the university may check the room in which the applicant is taking the examination and the surrounding environment, and may give instructions to move to a different room.
- To ensure that examination is fair, the university will record the entire examination. Recorded data will be strictly managed by the university and will only be used for the purpose of admission selection.

Additionally, if the university instructs the applicants to take certain actions, please follow the instructions.

Enrollment Procedures

1 How to Proceed

Please register for the enrollment procedures (registration of guarantor information, payment of enrollment fee, etc.) on Eikei's Online Application System and submit the necessary documents via e-mail within the enrollment procedures period.

2 Important Notes

- The applicant who do not complete the enrollment procedures within the specified period will be deemed to have declined admission.
- If the applicant wishes to decline the offer of admission after completing the enrollment procedures, please contact the Admissions Office via e-mail before September 30, 2025.
- **Once accepted, documents related to the enrollment procedures and the enrollment fees already paid will not be refunded.**
- If the applicant fails to obtain the qualifications and application requirements by September 30, 2025, or if the facts differ from those stated in the documents related to the admission process, or if fraud or falsehood is found, all examination results will be invalidated, and the applicant will be disqualified.

Fees Necessary from Application to Enrollment

The following fees are required from application to enrollment. These fees must be paid in a single payment on time. It is not possible to pay in installments or extend the due date.

Fees	Amount	Categories	Time	How to Pay
Entrance Selection Fee	17,000 JPY	All applicants	Application	Eikei's Online Application System
Enrollment Fee	394,800 JPY	Students not domiciled in Hiroshima Prefecture of Japan	Enrollment	
	282,000 JPY	Students domiciled in Hiroshima Prefecture of Japan (Applicable to those who have been living in Hiroshima Prefecture between the period of March 1, 2024, and February 28, 2025.)		
Student Insurance Fee	4,660 JPY	All students		

Note: A transfer fee is required at the time of payment.

◆ Purchasing a Personal Computer (A Laptop Computer)

Students are required to bring their own personal computing devices to the university via a method called BYOD (Bring Your Own Device). After completing the enrollment process, students will be informed of the minimum specifications, so please prepare devices before enrollment.

Tuition and Fees

535,800 JPY per year

In principle, a bank transfer (only possible from bank accounts in Japan) shall be made for tuition. Annual tuition will be paid in two installments as follows: The first term is due on the last day of October and the second term is due on the last day of May.

Expenses for textbooks, study abroad, and extracurricular activities (transportation expenses, accommodation expenses, etc.) are required.

Financial Aid

International students may apply for the university's own tuition exemption and deferment programs, or scholarships from the Japan Student Services Organization (JASSO) and foundations off-campus. Each program has its own eligibility requirements for application, and there is a screening process based on criteria such as family finances and academic records.

1 Special Scholarship for International Students

A special scholarship will be introduced. For more information, please refer to the [university's website](#). It is necessary to have a “College Student (留学)” status of residence in Japan to be eligible for this scholarship.

2 Tuition Exemption and Deferment

Students whose families are experiencing financial difficulties paying tuition due to unforeseen disasters or the like may be granted a tuition exemption or deferment.

3 Monbukagakusho (MEXT) Honors Scholarship

Applicants who do not reside in Japan may apply for the Reservation Program for Monbukagakusho (MEXT) Honors Scholarship for Privately-Financed International Students by Pre-arrival Admission through the university.

For details on eligibility and other information, please check the [JASSO website](#).

Admission Month	Monthly Stipend	Scholarship Period
Autumn (September)	48,000 JPY	6 months (From October to next March)

Students with Special Needs

If the applicant wishes to request arrangements for special needs, please contact the Admissions Office via e-mail before the end day of the application period. Please note that not all requests will be taken into consideration.

Getting a Student Visa and Resident Card (Only Applicable Persons)

Students coming from abroad to study at Eikei University of Hiroshima must have student status of residence or any other appropriate status of residence, such as diplomatic, official, or dependent status. It is necessary to apply for a student visa as stipulated in the Immigration Control and Refugee Recognition Act.

Additional information concerning student status of residence will be sent to each student after acceptance.