

recommendation to KGU

Process for selection of candidates for admission by KGU

- Submission of Application to KGU* From 15 September (Fri) to 25 September (Mon) 2017
(please refer to the application documents of KGU for details)
- Interview 28 October (Sat) 2017
(please refer to the application documents of KGU for details)
- Final results** 7 November (Tue) 2017
(please refer to the application documents of KGU for details)

*After review, RHEP Secretariat will forward the required application form to KGU within the agreed time-frame

**The program selects candidates for recommendation to KGU, but the final decision as to which candidates are successful is made solely at KGU's discretion.

3. How to Apply

1) Required Documents

A. RHEP Application Form	The link to the application will be available on the webpage of Refugee Higher Education Program (http://rhep.japanforunhcr.org/en) from 28 June 2017 (Wed) . Forms may change each year , so those who have previously applied to RHEP will need to send a new application with updated information using the forms specifically designed for the year of application.
B. Passport Photo	Please affix a passport photo to the first page of the RHEP Application Form.
C. Academic transcript (High School and University)	Official transcript from the formal educational institution of your last enrollment. Please ensure that the official transcript includes the information listed below. If you are unable to submit an official transcript, please submit a statement of facts describing your educational background, including the items listed below (around 1 page A4 size): <ul style="list-style-type: none">• Academic results from the last three years of enrollment, including acquired credits, results, and brief description of the course contents.• Attendance record (indicate any reasons for a long term absence from your classes).• Notable extracurricular activities.• Academic and/or student activity awards and other recognitions. Type of academic institution (Public, private, NGO run institution, etc.), location of the institution, and official language used during the course. Depending on the university of your choice, an official school report (<i>chosasho</i>) may be requested if you have graduated from a Japanese school. Please prepare in advance.
D. Academic transcript of Examination for Japanese University Admission for International Students(EJU)	All applicants must sit the Examination for Japanese University Admission for International Student (EJU) , operated by Japan Student Services Organization (JASSO), and submit a Score Report as follows. One copy of the Score Report for the EJU on the subject of "Japan and the World" is required (essential). <ul style="list-style-type: none">• The date of the examination must be within three years from the date of application.• Applicants must sit the examination in the language in which the applicant aims to complete the degree (English). *The EJU is operated by JASSO.

	Please pay close attention to the dates of the EJU and the application deadline of this program, and take the EJU well in advance. In cases where the applicant has not yet undertaken the EJU examinations and cannot provide the required EJU Score Report with their application materials, the applicant should individually contact RHEP Secretariat prior to submitting their application.
E. Proof of both English and Japanese language proficiency	Official proof of language proficiency (e.g. the results of TOEFL and/or TOEIC scores for English, and the Japanese Language Proficiency Test for Japanese, results from English and Japanese language institute, and others). There are no specified formats for this requirement.
F. Performance report of non-formal education (Vocational training, and others) where applicable	<p>Official transcript of results from non-formal educational/vocational institutions where such studies/training have been undertaken. Please ensure that the official transcript includes the information below</p> <ul style="list-style-type: none"> • Performance results from the last three years of enrollment, including acquired credits, results, and brief description of the course contents. If the course is shorter than three years, the report must cover the entire period from admission to completion. • No submission is required where such report is difficult to obtain. • Attendance record (indicate reasons for any long term absence from classes) • Extracurricular activities and other volunteer activities linked with the objectives of the enrolled educational/vocational program. • Performance and/or student activity awards and other recognitions. <p>There are no specified formats for this requirement.</p>
G. One Letter of Recommendation	The letter should be about 1 to 2 pages (A4 size). Please have the referee enclose the letter in an envelope with his/her signature on the seal of the envelope. On the surface of the envelope, please have the referee write the name of the applicant and "Recommendation Letter for the RHEP Application" and hand it to the refugee applicant. The referee must not be a relative of the applicant.
H. Proof of Legal Status	<p>(Note: Please DO NOT send originals. Send only copies.)</p> <p>Applicants must submit BOTH documents a) and b), as well as ONE of the documents listed below from c) to e).</p> <ul style="list-style-type: none"> a) Documents certifying your residency status (copy of Residency Card); and b) Resident registration form (<i>juminhyo</i>) which indicates the whole family unit; <ul style="list-style-type: none"> and c) Certificate of Refugee Status; or d) Certificate of Resettlement Record issued by the Refugee Assistance Headquarters (for applicants who are Indo-Chinese refugees or resettled refugee applicants); or e) Other documents certifying refugee-like status (for applicants who were granted special permission to stay on the bases of humanitarian considerations, a letter from your lawyer, NGO or other third party who supported you or your family member with the refugee-like status (e.g. your parent) during the time of the refugee application, outlining the application history and describing the reasoning for the result of your/your family's refugee application).
I. Proof of Family's Financial Situation	<p>Applicants must submit documents indicating all the income of members of the family who contribute to the household finances, including his/her father, mother, and him/herself (e.g. tax-income certificate, statement of earnings, etc.). This should be based on earnings from the year before the application.</p> <p>Applicants should indicate the amount of financial support they receive from persons under a duty to support such as relatives (allowance etc.), and if relevant, the amount of scholarship, fellowship, private support, livelihood protection and/or social security payments being received.</p>

- Please send the required documents to the following address by simplified registration (*kanni-kakitome*). On the front of the envelope, please write in red "RHEP Application Enclosed".

- Applications are required to arrive on/by the due date below. Application forms that arrive after the due date will in principle not be accepted. Interested candidates are advised to send the package well in advance to avoid late applications.
- Note that application packages will not be returned.
- Please refrain from sending numerous applications.

2) **Application Deadline: 4 August (Fri) 2017 (Must arrive at RHEP Secretariat no later than this date)**

3) Please submit applications by simplified registration (*kanni-kakitome*) to:

c/o Japan for UNHCR

Secretariat of UNHCR Refugee Higher Education Program

3F Wesley Center, 6-10-11 Minami Aoyama, Minato-ku,

Tokyo 107-0062

4. Selection of candidates to be recommended to KGU

The process for the selection of candidates to be recommended will include screening of application materials, examination, and interview.

1) Application Screening:

Applications will be accepted between:

28 June (Wed) and 4 August (Fri) 2017

Please note that applications that arrive after the due date will in principle not be accepted.

A notification letter, indicating whether or not they have been short listed, will be sent by RHEP Secretariat by the middle of August via mail.

2) Examination:

Date and time: **19 August (Sat) and 20 August (Sun) 2017, starting 10:00 am** (TBC)

Location: Depending on the residence of short-listed candidates, the writing test will be conducted in two locations – Kanto (East-Japan) and Kansai (West-Japan).

I. Kanto (East-Japan): at the Office of UNHCR Representation in Japan/
Japan for UNHCR

II. Kansai (West-Japan): TBC (short-listed candidates will receive details along with the convocation letter)

The test date stated above is yet to be confirmed. Please refer to the convocation letter for the exact date.

What to expect in the examination: English proficiency test and essay writing

3) Interview:

Date and Time: **26 August (Sat) 2017, starting 10:00 am** (TBC)

Location: the Office of UNHCR Representation in Japan/Japan for UNHCR

The interview date stated above is yet to be confirmed. Please refer to the convocation letter for the exact date.

The final results are scheduled to be available at the beginning of September via mail.

- Inquiries as to the result will not be accepted under any circumstances.

- The final decision as to the candidate who is to be recommended to KGU will be made by the selection committee, consisting of UNHCR and Japan for UNHCR staff, individuals with educational backgrounds/NGO staff and affiliates from language schools. (TBC)
- Based on the discretion of the selection committee, regardless of the number of applicants, not all places may be filled.

5. Recommendation to KGU and selection by KGU

Information regarding the selection process by KGU will be provided to the selected candidate of RHEP at a later date. The final decision as to which candidate is successful is solely at KGU's discretion.

Accepted students will be asked to fulfill their commitment and responsibilities set by UNHCR as RHEP scholarship students. The students will be required:

- ① to submit progress reports to RHEP Secretariat twice a year;
- ② to regularly participate in follow-up meetings and interviews after graduating from the university; and
- ③ to undertake at least one RHEP project (e.g. participate in a seminar as a speaker) during the time of their studies.

*Details of the abovementioned-reports/assignments will be provided by RHEP Secretariat after students are accepted by the university.

6. Notice and Disclaimer

For the purposes of equity, UNHCR/ Japan for UNHCR and the selection committee will not respond to inquiries about the application screening process, the content of the examination, and matters relating directly to the result. Furthermore, as the RHEP selection is undertaken by UNHCR and Japan for UNHCR, please do not contact Kwansei Gakuin University regarding the program and selection process.

For candidates who have applied for a university located far from your residence, you may need to move at your own cost from your current place of residence at the time of application. In addition, depending on the academic year and desired school or faculty, the location of your campus may change. Please consult carefully with your family (especially if you are a minor) and/or employer when choosing a university and academic program before applying to this program.

UNHCR and Japan for UNHCR will protect personal information in conformity with the relevant confidentiality policies. UNHCR and Japan for UNHCR will only refer to the applicants' personal information when it is necessary for carrying out operations, including reviewing the program and its outcomes, and gathering statistical data for conducting publicity activities. Applicants' personal information will only be shared with partner universities as and when it is necessary, in order for candidates' recommendation to the relevant university.

*From 2016, the program is coordinated by UNHCR Representation in Japan and Japan Association for UNHCR.