

**JAPANESE PROFICIENCY EXAM**  
**PhD FORM DEADLINE: Dec 11, 2015**  
**MA/MS/MBA JD FORM DEADLINE: Dec 11, 2015**



**General Description:**

Exams will be sent to proctors during the first week in January 2016. Testing typically takes place sometime during mid-to-late January, as arranged between you and your proctor. All exams must be completed and returned to the Inter-University Center administrative office at Stanford University for scoring by **January 29, 2016**. If you will not be able to meet this schedule, please call our office immediately to discuss your situation.

**Inter-University Center Member Institution Applicants:**

Students who are currently enrolled at an IUC member institution will take their IUC Japanese Proficiency Exam at that institution. Proctors have been pre-arranged. Proctors will receive your name, telephone number and email from the Stanford office and they will independently arrange for test times/dates. If you have questions regarding your proctor or exam date, please contact the Stanford administrative office <iucjapan@stanford.edu>.

**Non-Member Institution Applicants or Applicants Not Presently Enrolled:**

If you are presently enrolled at a non-member institution or not presently enrolled in school, you will need to obtain a professor or professional willing to proctor your IUC Japanese Proficiency Exam. Materials will be sent to your proctor sometime during early January. All exams must be completed and returned to the IUC administrative office at Stanford University for scoring by January 29, 2016. If you will not be able to meet this schedule, or if you have further questions about obtaining a proctor, please contact the Stanford administrative office immediately <iucjapan@stanford.edu>.

**Students presently living in or applying from Japan:**

If you are presently living in and applying from Japan, or will be in Japan during the exam period (January 2016), you may opt to take the exam at the IUC in Yokohama. The exam will be offered in **Yokohama on Wednesday, January 27 from 1:30-3:30 and again on Sunday, January 31 from 1:30-3:30**. Please circle your date and time preference and someone from the Yokohama will be in touch to finalize arrangements. If you are applying from Japan and unable to take the exam at the IUC Yokohama, please complete the information below with your proctor's contact information. Someone from the Yokohama office will be in touch with your proctor to arrange for the delivery of your exam materials. You are responsible for contacting your proctor to make exam arrangements and to complete the exam in a timely manner.

**STUDENTS COMPLETE THIS SECTION:**

Student Name (please print)

Telephone No. during January/February

College/University affiliation

Email address during January/February

If applying from a non-member institution or not presently enrolled, please provide your proctor information below (in English). Proctors must be someone with whom you have a professional or academic relationship (i.e., we will not send exams to roommates, work colleagues, parents, family, etc.)

**NOTE: NO PO BOXES! Materials will be sent to proctor via Federal Express and must include a street address.**

**PROCTOR NAME AND BUSINESS MAILING ADDRESS:** (including professional title)

**PROCTOR TEL:**

**PROCTOR EMAIL:**

**PROCTOR FAX:**