

**APPLICATION INSTRUCTIONS****DEADLINE: March 11, 2016**

Please keep a COPY of everything that you submit. We may need to ask for a duplicate copy at a later time.

**Application Deadline:** March 11, 2016

**Submission:****Address/Contact:****DELIVERY ADDRESS:****IUC Summer Program**

Inter-University Center for Japanese Language Studies  
Pacifco Yokohama, 5F  
1-1-1 Minato Mirai, Nishi-ku  
Yokohama, Japan 220-0012

**CONTACT INFORMATION:**

Email: [summer@iucjapan.org](mailto:summer@iucjapan.org)  
Tel: (045) 223-2002  
Fax: (045) 223-2060

**Fee:****\$ 80.00 (non-refundable application fee)**

Make checks payable to Stanford University. Please enclose with your application materials that you will send to the Yokohama office. Cash is not accepted.

If making an overseas application with no access to either a check book or on-line banking/bill pay app, US checks or international postal money orders, please contact [iucjapan@stanford.edu](mailto:iucjapan@stanford.edu) for assistance. Cash is not accepted.

1. Application forms for the summer program are available online

<https://web.stanford.edu/dept/IUC/cgi-bin/resources/applications.php>

Download, print and complete the **Summer Application** form, the **Language Evaluation** form and the **Summer Essay** form. The language evaluation form must be filled out by someone (preferably a Japanese language teacher) qualified to judge your proficiency in Japanese.

Transcripts should be included as part of the application packet. Submit one official transcript from each college, university, or post-secondary school attended.

2. Send the completed three forms and \$80 (US) application fee along with the transcripts to:

IUC Summer Program  
Inter-University Center for Japanese Language Studies  
Pacifco Yokohama, 5F  
1-1-1 Minato Mirai, Nishi-ku  
Yokohama 220-0012 Japan

The three forms, your application fee, and your transcripts must reach the Center by March 11, 2016. Early submission is encouraged. We accept personal checks, international postal money orders, or a payment from your on-line bill pay account. We do not accept cash, debit cards, or wire transfers. For questions concerning payment, please contact the Stanford administrative office [iucjapan@stanford.edu](mailto:iucjapan@stanford.edu)

3. Admission decisions will be announced by e-mail not later than April 1, 2016. Students selected as alternates for admission will be notified whether they will be admitted by May 1, 2016. If an alternate student has not heard from the Yokohama office by May 1, it will mean that he or she has not been admitted.
4. A signed letter of agreement to attend must be returned to the Yokohama office by April 15, 2016.
5. The tuition fee is payable by check directly to the IUC Stanford administrative office in US dollars no later than June 23, 2016. Checks should be made payable to Stanford University. Those paying with FLAS funds may direct questions to the Stanford Administrative Office ([iucjapan@stanford.edu](mailto:iucjapan@stanford.edu)). Students who wish to make credit card payments for summer tuition should email [iucjapan@stanford.edu](mailto:iucjapan@stanford.edu) for instructions.
6. Any admitted applicant who decides not to enroll in the program should immediately notify the Yokohama office.
7. After the application period, any questions regarding attendance should be sent to the Yokohama office via email at [summer@iucjapan.org](mailto:summer@iucjapan.org).
8. Students who require a visa to enter Japan should contact a Japanese Embassy or Consulate directly. If proof of admission to the IUC is required, please contact the Yokohama office by e-mail.

**NOTE:**

Please be aware that housing arrangements are the personal responsibility of each student. Information about how to locate and reserve housing is provided upon request upon acceptance to the program.