

**APPLICATION INSTRUCTIONS****DEADLINE: January 15, 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:** January 15, 2016

**Submission:****US POSTAL SERVICE DELIVERY:**

The US Postal Service will deliver Express Mail or Priority Mail directly to the IUC office. Any mail held at the US post office for signature cannot be retrieved by IUC staff.

**COURIER DELIVERY:**

We accept application materials delivered via courier (FedEx, UPS, DHL, etc). These services deliver directly to the IUC office.

**INTERNATIONAL DELIVERY:**

Courier services are welcome. Overseas mailing services often contract with local US courier services for delivery. EMS service from Japan has worked well in the past.

**Address/Contact:****DELIVERY ADDRESS:**

Inter-University Center for Japanese Language Studies  
Freeman Spogli Institute for International Studies  
Encina Hall, Room C334 (MC 6055)  
616 Serra Street  
Stanford University  
Stanford CA 94305 USA

**CONTACT INFORMATION:**

<http://www.stanford.edu/dept/IUC>

Email: [iucjapan@stanford.edu](mailto:iucjapan@stanford.edu)

Tel: 650-725-1490

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

Make checks payable to Stanford University. Please enclose with your application materials. Checks are acknowledged only if time allows. Other forms of acceptable payment are one-time payments made from your on-line banking/bill pay app, U.S. dollar traveler's checks and international postal money orders. Cash is not accepted.

If making an overseas application with no access to 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.

**Application:**

**Print and send one original copy of the completed 3-Page Application.** Paper clips and clamps are acceptable. No staples.

- Statement of Purpose:** **Print and send one original copy of your Statement of Purpose (3 questions total).** Submit your statement on **single-sided** paper. Include your name and date on each page. Paper clips and clamps are acceptable. No staples. The Committee on Selections and Awards is interested in your overall objectives and in your plan to achieve them. The Committee sometimes finds it difficult to evaluate how Center training fits in with a student's short-range and long-range program. A well thought out statement will assist the Committee with its deliberations.
- References:** **You will need to submit a total of 3 references (one language and two general).** Evaluations may be written in English or Japanese and may be submitted electronically to [iucjapan@stanford.edu](mailto:iucjapan@stanford.edu) by your referee. Each submitted reference must be accompanied by a signed waiver.
- General References:** Students are urged to solicit letters of reference from at least two instructors who have taught them in non-language courses. The Committee finds it most useful to have evaluations of the applicant's past work or future promise in his or her own field of academic or professional specialization. Each reference must be accompanied by a signed waiver.
- Language Reference:** Evaluations of an applicant's level of language competence are made principally on the basis of screening test scores. However, applicants should also include the language evaluation letter from a language teacher with whom he or she has recently studied. The reference must be accompanied by a signed waiver.
- Transcripts:** **Submit one official transcript from each college, university or post-secondary school attended as well as from relevant study abroad programs.** Transcripts should be included with your application when possible, or, they may be sent under separate cover or electronically if your university offers this service. If transfer credits appear on your undergraduate transcript then in this case, it is not necessary to include the original transcript.
- Scholarship Application:** **Print and send one copy of the completed Scholarship Application form.** Everyone will be asked to complete this form (including students who may have already obtained scholarship awards from an outside source).
- Information Card:** **Print and send one copy of the completed Information Card form.** Print or type all information requested.
- Proficiency Exam:** **Print and send one copy of the completed Proficiency Exam Request form.** Include complete contact information for your proctor IF APPLYING FROM A NON-MEMBER INSTITUTION. Students with questions concerning proctor selection should email [iucjapan@stanford.edu](mailto:iucjapan@stanford.edu).
- Notification:** The Selection and Awards Committee meets in very late March 2016. Applicants will be notified of their admission status via email near month end or shortly thereafter.
- Late or Incomplete Applications:** There will be no grace period for late applications. The committee will consider only complete applications.
- Resumes and CVs:** Please include a brief (2 page maximum) resume or CV.