

How a Foreign University can obtain the Designation as *the Location in Japan**

*Japan campus of foreign university

Educational institutions applying to be designated first consult with their home country's embassy or other diplomatic representatives (hereinafter referred to as "the embassy") in Japan.



- ◆ The embassy in Japan checks whether the educational institution is eligible for such designation.
- ◆ The educational institution and the embassy in Japan prepare the application documents.
 - The embassy checks, for example, that the educational institution offers (or is planned to start offering within a year) a course of the home university and is recognized under the school education system in their country.
 - See next page for details.
- To the officer at the embassy in Japan:
Please prepare application documents in accordance with Notification No.851 of February 4, 2005, of Ministry of Education, Culture, Sports, Science and Technology (MEXT).



The embassy in Japan submit the application documents to MEXT



MEXT checks the documents.



Designation by MEXT Minister

- The name, address, and the course of a designated *location in Japan* will be made public on the MEXT website.

Prerequisites for Designation

To be designated as a *location in Japan*, applying educational institution should meet all the following conditions:

- ◆ The school education system of the home country allows to establish a location of an educational institution in a foreign country.
- ◆ The main campus recognizes *the location in Japan* as a formal location of the university.
- ◆ The degree awarded at completion of a course at *the location in Japan* is that of the main campus of the foreign country.
- ◆ Credits awarded at *the location in Japan* are those of the main campus of a foreign university.

Required Application Documents

For designation, the following application documents are needed.

Contact the home country's embassy in Japan for details.

- ◆ Description of the *location in Japan*
 - the name of the location in Japan, name of the course offered at the location in Japan, address of the *location in Japan* by offered course, duration of the course and the name and the address of the main campus in the home country should be included, in addition to description of the course, the kinds of awarded degrees, number of faculty and students and other data that indicate the situation of educational activities;
- ◆ Documents which indicate that the course offered and degrees granted at the *location in Japan* are recognized as those of the main campus of the university in the home country;
- ◆ Documents which indicate that the university, including *the location in Japan*, is formally recognized as such in the home country, or that it is authorized to operate as a university.
 - An example of such document is a certificate of license or authorization, by a competent body, to establish or operate a university. Authorization by a competent body to grant degrees is another example.
 - In countries which have an accreditation system, the certificate which proves that the university is duly accredited by a recognized accreditation organization would be necessary;
- ◆ A certified copy of real estate register or a copy of lease contract with which the address of the *location in Japan* can be confirmed;
- ◆ Description of the school education system of your country.
 - Duration of primary and secondary education must be included.