

**Fall 2020 Admission**

**Kanda University of International Studies**

Graduate School of Language Sciences

MA TESOL Program

Application Booklet



**神田外語大学大学院**

東京キャンパス TESOL プログラム

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MA TESOL Program

Graduate School of Language Sciences (Tokyo Campus),

Kanda University of International Studies

4F, Building 7, 2-13-13 Uchikanda, Chiyoda-ku, Tokyo 101-8525, JAPAN

(2020/4/26 更新)

## **Mission Statement**

The Master's Program in Teaching English to Speakers of Other Languages (TESOL) has as its mission helping teachers, both in-service and pre-service, to become reflective practitioners who can make pedagogically sound and informed decisions about their classroom practices based on a well-articulated understanding of current theories of language and second language learning and teaching. Recognizing the diversity and complexity of today's classrooms, this degree program aims to help teachers develop an extensive repertoire of instructional methods and strategies as well as the professional knowledge and skills to enable them to take appropriate action to address the learning needs of their students. Furthermore, the program aims to provide a solid foundation for long term teacher development by cultivating the habit of self-observation and self-evaluation. Graduates of this program will be self-directed language professionals well-prepared to take a leadership role in the community of ESOL teachers.

## **プログラム理念**

神田外語大学大学院英語教育学(TESOL)修士課程は、主に現職教員を対象とし、外国語学習・教育の最新理論を明確に理解した上で、自らの教室実践に関して確固たる教育学的知見に基づいた意思決定のできる教育者の養成を使命とする。教室現場の多様性と複雑性を認識し、教師が学習者のニーズに適切に対応するのに必要な幅広い専門知識・指導法を習得するための支援を行う。さらに、自己観察と自己評価の習慣を身に付けることで、教師としての長期的な成長を図るための基盤を提供する。本課程修了者は、英語教育において先導的な役割を果たすことができる英語教育の専門家となることが期待できる。

## **Admissions Policy**

Our program actively seeks to admit students who:

- want to develop an extensive repertoire of instructional methods and strategies as well as the professional knowledge and skills to enable them to take appropriate action to address the learning needs of their students.
- wish to cultivate the habit of self-observation and self-evaluation for long term teacher development and expect to be self-directed language professionals well-prepared to take a leadership role in the community of ESOL teachers.

## **アドミッションズポリシー**

本課程は以下のような人材を求めている。

- 学習者のニーズに適切に対応するのに必要な幅広い専門知識・指導法を習得する意欲のある人
- 自己観察と自己評価の習慣を身に付けることで、教師としての長期的な成長を希求する人、そして英語教育において先導的な役割を果たすことができる英語教育の専門家をめざす人

# MA TESOL Program Application Information

## I. Number of students to be admitted

16 students per year

Students are accepted to the program twice a year, in September and April.

## II. Eligibility

Those who meet one of the following eligibility criteria and the following English proficiency requirement (in the case of non-native speakers of English) can apply to the TESOL Program:

### [Eligibility criteria]

(1) Applicants who have graduated, or are expected to graduate from a university before entering the Master's program.

(2) Applicants who have completed, or are expected to complete 16 years of school education in countries other than Japan before entering the Master's program.

(3) Applicants whose eligibility has been approved by the Minister of Education, Culture, Sports, Science and Technology.

(4) Applicants aged 22 or over whose academic ability has been judged by Kanda University of International Studies Graduate School preliminary qualification screening as equivalent to that of a student who has graduated from a university.

Applicants who fall under (4) of the above are required to go through a screening of eligibility. Please contact the Admissions Office at least one month prior to the beginning date of the application period.

### [English proficiency requirement] (For non-native speakers of English only)

Applicants who are non-native speakers of English must have one of the following:

- TOEFL ITP 550 or above
- TOEFL iBT 80 or above
- TOEIC 800 or above
- IELTS 6.5 or above
- EIKEN Grade Pre-1 or above.

The applicants should submit an official score report issued within the last two years from one of these test(s) or the proof of EIKEN certification. A photocopy is acceptable.

For those applicants who have completed an English-medium degree (undergraduate or graduate), the English language requirement may be waived. Please notify us of your intention before application.

## III. Application procedures

### 1. Application fee

The application fee is **30,000 Yen**. The payment should be made to the following bank account.

Please enclose proof of payment in your application.

\* The application fee is non-refundable.

Bank Name: Mizuho Bank, Kanda Branch (振込先：みずほ銀行神田支店)  
 SWIFT code: MHCBJPJT  
 Savings Account: **1758583** (普通口座 1758583)  
 Account Holder: Gakko Hojin Sano-Gakuen (「学校法人 佐野学園」)  
 Reference number: **502** (整理番号 502)

## 2. Application documents

1	Application Form	Forms should be downloaded and printed out from the following website: <a href="https://www.kandagaigo.ac.jp/kuis/grad/applicant/tesol/">https://www.kandagaigo.ac.jp/kuis/grad/applicant/tesol/</a>
2	Statement of Purpose	An English essay of approximately 500 words, answering the question “How would this program help you accomplish your professional goals?”
3	Certificate of (Expected) Graduation	Issued by the university the applicant graduated or is graduating from. The certificate can be written either in Japanese or in English.
4	Official Transcript of Records	Issued by universities and must show all courses taken and grades received for undergraduate and graduate (if applicable) work.
5	Letters of Recommendation (Optional)	If you wish to submit a letter of recommendation, it should be written by the applicant’s instructor at university or a supervisor at work. Use the form (Japanese or English) provided on the website: <a href="https://www.kandagaigo.ac.jp/kuis/grad/applicant/tesol/">https://www.kandagaigo.ac.jp/kuis/grad/applicant/tesol/</a> The letter must be sealed in a separate envelope.
6	Certificate of English Language Proficiency * Only for non-native speakers of English	The applicant should submit an official score report issued within the last two years from one of the aforementioned test(s) (in Section II) or the proof of EIKEN certification. A photocopy is acceptable.
7	Proof of Payment of the Application Fee	Please attach a copy of the bank receipt with a stamp or an ATM receipt at the right hand corner of the application form with a clip.
8	Certificate of Residence (Juminhyo) *Only for non-Japanese applicants residing in Japan	The Certificate can be issued at the municipal office of the place where the applicant lives.
9	Photocopy of Passport *Only for applicants of non-Japanese nationality	A photocopy of the pages in the passport with the holder’s name, passport number, photo, and birthday should be submitted. For applicants who reside in Japan, a photocopy of the page with a stamp of residence status should be included.
10	Koseki-Tohon or other relevant documents *Only for applicants who have had a name change.	The applicant who has had a name change, for example due to marriage, should submit any documents as a proof of the name change.
11	Registration Form (志願票) & Admission Ticket (受験票)	Fill in the necessary information and paste your photograph in the designated area. Attach a postage stamp of <u>384 yen</u> with the form and the ticket with a clip.

\* Applicant's photographs (Two identical photographs): Attach one of them in the designated area of the application form, and the other in the designated area of the Registration ticket.

(1) 4 cm × 3 cm in size

(2) color

(3) a front-facing, upper body photograph with no hat and no background scenery

(4) taken within three months before the time of application

(5) paste it in the designated area after writing your name on the reverse side of the photograph

\* Please note the following points in sending your application:

(1) If your application documents are incomplete, we cannot accept your application.

(2) The application deadline must be strictly adhered to. We will not accept late applications for any reason.

(3) The application documents, letters of recommendation, and application fee are not returnable for any reason.

(4) No change in the information provided in the application documents can be accepted once they are submitted.

### 3. Mailing the application documents

Send the Application Form and the other required documents by **express registered mail** during the application period. **Only applications postmarked by the application deadline will be considered.**

All the documents should be mailed to:

Graduate Admissions

Graduate School of Language Sciences (Tokyo Campus), TESOL Program

Kanda University of International Studies

4F, Building 7, 2-13-13 Uchikanda, Chiyoda-ku, Tokyo 101-8525, JAPAN

Hand-delivered applications will not be accepted.

The application period is as follows: July 1 (Wed.), 2020 ~ August 26 (Wed.), 2020

### 4. Screening procedures and timetable

#### [Screening procedures]

(1) We will first review the application materials submitted by the applicants. (the first stage in the examination)

(2) Selected applicants will be invited to the second/final stage in the examination: Essay writing, group discussion, and interview.

(The venue for the examination will be announced.)

<<Part 1: Essay writing in English >>

- Applicants will write an essay in English about a given topic on English education.

- The essay should be approximately 400-word long.
- They are allowed to use a dictionary, including an electronic dictionary. No mobile devices are allowed.

<<**Part 2:** Group discussion and interview in English >>

(1) Group discussion

Applicants will have a group discussion on a given topic about English education.

(2) Interview

Interview will be conducted in English about the contents provided in the Statement of Purpose.

**[Timetable for Fall 2020 Matriculation]**

<b>July 1 (Wed.)</b> ~ <b>August 26 (Wed.)</b>	<b>Application period</b>
	Submission of application documents by mail: Submit all the application documents by express registered mail. Upon receiving them, we will screen candidates based on the documents.
<b>September 3</b> <b>(Thurs.)</b>	<b>Results of the document screening to be mailed on</b>
	Sending the results of the document screening: We will send the admission ticket for the second/final examination to those who passed the document screening by mail.
<b>September 6 (Sun.)</b>	<b>Second/Final Screening Examination Dates</b>
	Second/Final Screening Examination: Essay writing in English and English interview including a group discussion.
<b>September 10</b> <b>(Thurs.)</b>	<b>Sending the results on the second screening examination</b> <b>Acceptance letter and documents for matriculation to be mailed on</b>
	Sending the results of the second screening examination: The results of the examination will be mailed to all applicants. A letter of acceptance and documents for matriculation will be sent out to successful applicants by express mail. * No telephone inquiries to the Admissions Office regarding the results will be accepted.
<b>September 11 (Fri.)</b> ~ <b>September 18 (Fri.)</b>	<b>Accepting the payment of the admission fee</b>
	Admission fee payment period or tuition deposit period

## **5. Cancellation of admission**

If it is found at any stage during the entire period of the program that applicants have furnished any false or incorrect information in their application or other materials/documents, their admission will be cancelled.

## **IV. Tuition and fees**

1. Admission Fee: 250,000 yen (paid once to enroll in the program)
2. 65,000 yen per credit
3. Based on their teaching experience and postgraduate-level education, MA students will be considered for exemption from up to 3 credits out of the 37 credits required for graduation. Decisions will be made on an individual basis at the time of admission.

Note: Graduates of Kanda University of International Studies are exempted from paying the admission fee and are entitled to alumni tuition fees. For further information, contact the Admissions Office.

## **V. Matriculation procedures**

To confirm your intention to enroll, please pay the admission fee (250,000 yen) and mail your registration materials during the period specified above. If you graduated from KUIS or are expected to graduate, please submit a tuition deposit of 125,000 yen. You can complete your matriculation by paying your admission fee or, in the case of KUIS graduates, tuition deposit, and submitting your matriculation materials via mail during the following period: September 11 (Fri.) ~September 18 (Fri.).

\* Your admission will be cancelled if you fail to complete all the necessary matriculation procedures as scheduled above.

## **Declining offer of admission**

If you wish to withdraw your application and decline our offer of admission, please inform the Graduate Admissions Office of your decision by completing and submitting our Admission Cancellation Form by October 30 (Fri.), 4:00 p.m. If you complete this cancellation process, you will receive a refund of the amount you paid minus the admission fee (in case of KUIS graduates, minus a cancellation fee 125,000 yen). Your money will be refunded after the middle of December, 2020.

\* No refunds will be made after the above date.

## **VI. Student loan**

Information sessions about student loan programs are offered by Japan Students Service Organization (JASSO) during the academic year. For details, contact the TESOL office.

## **VII. Contact information**

Inquiries regarding the application process should be directed to:

Graduate Admissions

Graduate School of Language Sciences (Tokyo Campus), TESOL Program

Kanda University of International Studies

Email: [tesol@ml.kuis.ac.jp](mailto:tesol@ml.kuis.ac.jp) Phone: 03-3254-3586 FAX: 03-3254-3585

Office Hours : Mon, Thurs. and Fri. 10:00~18:00, Sat. 12:30~20:00, Sun. 9:30~17:00 (Closed on Tues., Wed. and National holidays)

### **Application checklist**

Please submit the following application materials:

- Application Fee
- Application Form (with Identical photograph attached)
- Statement of Purpose
- Certificate of (Expected) Graduation
- Official Transcript of Records: From your undergraduate college or university
- Letters of Recommendation (Optional): From professional or academic references.
- Certificate of English Language Proficiency (For non-native speakers of English only)
- Proof of Payment of the Application Fee
- Certificate of Residence (Jyuminhyo) \*Only for non-Japanese applicants residing in Japan
- Photocopy of passport \*Only for applicants of non-Japanese nationality
- Koseki-Tohon or other relevant documents \*Only for applicants who have had a name change
- Registration Form (志願票) (with Identical photograph attached) & Admission Ticket (受験票), with a postage stamp of 384 yen

Please send all application materials by express registered mail to:

Graduate Admissions

Graduate School of Language Sciences (Tokyo Campus), TESOL Program

Kanda University of International Studies

4F, Building 7, 2-13-13 Uchikanda, Chiyoda-ku, Tokyo 101-8525, JAPAN