

**Fall 2024 Admission**

**Kanda University of International Studies**  
Graduate School of Language Sciences  
MA TESOL Program

Online Entrance Exam Application Booklet for  
Fall 2024



**神田外語大学大学院**

東京キャンパス TESOL プログラム

〒101-8525 東京都千代田区内神田 2-13-13 神田外語学院 7号館 4階

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

## **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

8 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 undergo a screening of eligibility. Please contact the Admissions Office at least one month prior to the beginning date of the application period.

**Note:** Certificate and MA program students take the same classes, and the entrance exam procedure is the same for both programs. However, the purposes and demands of these programs are different. Certificate Program students gain a solid foundation in the principles and practices of TESOL, as well as the tools to critically reflect on their teaching and make informed decisions in their classrooms. MA Program students build on this foundation by undertaking a wider variety of courses in specialized areas of TESOL and pursuing specific areas of interest in greater depth. An important aim of the MA TESOL Program is for teachers to become self-directed language professionals and leaders in their teaching communities. Upon completion of the Certificate Program, students may be eligible to transfer credits to the MA Program. **Please note that transfer from the Certificate to the MA Program requires faculty approval.** Transfer decisions will be made based on students' performance in the Certificate Program and their perceived readiness to undertake further studies in the MA Program.

### [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 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 applying.

### III. Application procedures

#### 1. Application fee

The application fee is **30,000 Yen** and is required for ALL applicants for both the Certificate and Master's Program. 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 (Download)	Forms should be downloaded and printed out from the following website: <a href="https://www.kandagaigo.ac.jp/kuis/main/faculties/graduate/tesol/tesol_admissioninformation/">https://www.kandagaigo.ac.jp/kuis/main/faculties/graduate/tesol/tesol_admissioninformation/</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)  (Download)	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/main/faculties/graduate/tesol/tesol_admissioninformation/">https://www.kandagaigo.ac.jp/kuis/main/faculties/graduate/tesol/tesol_admissioninformation/</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) or 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 (Jyuminhyo) *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 proof of the name change.
11	Registration Form (志願票) & Admission Ticket (受験票)  (Download)	Fill in the necessary information and paste your photograph in the designated area.  <a href="https://www.kandagaigo.ac.jp/kuis/main/faculties/graduate/tesol/tesol_admissioninformation/">https://www.kandagaigo.ac.jp/kuis/main/faculties/graduate/tesol/tesol_admissioninformation/</a>

\* 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 when 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 **registered (書留) or simple registered mail (簡易書留)** during the application period. **Only applications postmarked by the application deadline will be considered.** All 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: June 1 (Sat.) ~ June 19 (Wed.), 2024

### 4. Screening procedures and timetable

#### [Screening procedures]

- (1) We will first review the application materials submitted by the applicants. (the first stage of the examination)
- (2) Selected applicants will be invited to the second/final stage of the examination, which includes essay writing, group discussion, and an interview.

**\*The second stage of the examination will be conducted online.**

#### <<Part 1: Essay writing in English >>

- Applicants will write an essay (approximately 300-400 words) in English on a given topic related to English education.
- Use of a dictionary, including an electronic dictionary, is permitted.
- Use of generative AI for the purpose of creating text or translation is strictly prohibited. Candidates may be asked follow-up questions in the interview segment of the exam about the contents of their essays.

#### <<Part 2: Group discussion >>

- Applicants will read a passage on a topic related to language teaching and use the information in it to analyze classroom activities shown in videos.
- Applicants will discuss their analysis of the videos in a small group discussion.

#### <<Part 3: Interview in English>>

An interview will be conducted in English based on the contents of the applicant's Statement of Purpose and other related topics.

## [Timetable for Fall 2024 Matriculation]

<b>June 1 (Sat.)</b> ~ <b>June 19 (Wed.)</b>	<b>Application period</b> Candidates submit all application documents by express registered mail. Candidates are screened based on their application documents.
<b>July 10 (Wed.)</b>	<b>Results of Document Screening</b> Candidates are informed <u>by email</u> about the results of the document screening. An admission ticket for the second/final examination will be sent <u>by email</u> to those who passed the document screening.
<b>July 13 (Sat.)</b>	<b>Internet Connectivity Test Session</b> In order to avoid technological issues on exam day, a Zoom session will be held in advance of the exam to check candidates' internet connectivity.
<b>July 21 (Sun.)</b>	<b>Second/Final Screening Examination</b> Candidates will take an online exam that includes English essay writing, group discussion, and an English interview.
<b>July 26 (Fri.)</b>	<b>Examination Results, Acceptance Letter and Documents for Matriculation</b> The results of the examination will be mailed to all applicants. A letter of acceptance and documents for matriculation will be sent to successful applicants <u>by mail</u> . <b>*No telephone inquiries to the Admissions Office regarding the results will be accepted.</b>
<b>August 1 (Thurs.)</b> ~ <b>August 19 (Mon.)</b>	<b>Matriculation procedure period</b> Submission matriculation materials and admission fee* payment period *Only for MA Program students
<b>September 8 (Sun.)</b> <b>(Tentative)</b>	<b>Orientation</b> Registration for the Fall 2024 semester

### 5. Cancellation of admission

If it is discovered 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

### (MA Students)

1. Admission Fee: 250,000 yen (paid once upon enrollment in the Master's Program)
2. 65,000 yen per credit

3. Based on teaching experience and postgraduate-level education, MA students may be considered for credit exemption. 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 entitled to alumni tuition fees (65,000 yen/per credit→45,000 yen/per credit).

#### **(Certificate Students)**

1. Admission Fee: 0 yen (250,000 yen of the admission fee will be paid upon entry to the MA Program.)
2. 1-Year Flat-Rate Tuition System (650,000 will be paid in two installments of 325,000 yen due in the first semester and the second semester.)

**Note:** Graduates of Kanda University of International Studies are entitled to alumni tuition fees (650,000 yen→450,000 yen).

#### **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. You can complete your matriculation by paying the admission fee and submitting matriculation materials via mail during the following period: **August 1 (Thurs.) ~August 19 (Mon.)**

\*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 September 13 (Fri.), 4:00 p.m.

\*Admission Fee will not be refunded.

#### **VI. 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. 12:30~18:00, Sun. 10:00~17:00

(Closed on Tues., Wed. and National holidays)



## Application checklist

Please submit the following application materials:

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

Please copy and paste the school address below when sending all application documents by registered (書留) or simple registered mail (簡易書留).

**重要：出願書類在中**

〒101-8525

東京都千代田区内神田 2-13-13  
神田外語学院 7 号館 4 階 TESOL 東京オフィス

**神田外語大学大学院 TESOL プログラム行**

**Graduate Admissions**

**Kanda University of International Studies, Graduate School,  
Tokyo Campus, TESOL Program**

Kanda Gaigo Gakuin Bldg. 7, 4F, 2-13-13 Uchikanda,  
Chiyoda-ku, Tokyo, 101-8525