

Recommender: Please email this form to [programs@kccjee.org](mailto:programs@kccjee.org)



***Institutional Certification Form***

This is to certify that \_\_\_\_\_  
(Name of Applicant)

is a graduate student enrolled in good standing at

\_\_\_\_\_  
(Name of Institution)

Degree Expected \_\_\_\_\_ Expected Date of Receipt \_\_\_\_\_

Name (printed or typed) \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

E-mail address \_\_\_\_\_

Phone number \_\_\_\_\_

Date \_\_\_\_\_

**Important: A candidate's application will be considered incomplete, and therefore ineligible for consideration, without completion of this form by a university representative (department chair, graduate dean, or dissertation director). Applicants must be currently enrolled in a graduate program. Return this form with the completed application.**

## Language Competency Evaluation Form

Name of applicant \_\_\_\_\_

### To Be Completed By The Applicant *(please use a separate sheet to type your answers)*

1. List courses taken in college and graduate school in Japanese language and/or literature, including those now in progress. Give name of course and brief description where necessary. Do not list course catalogue number. Provide course grade if available.
2. You may need to follow university lectures, participate in seminar discussions, and understand written materials that are in Japanese. Specifically, what are you doing now and what are you planning to do to bring your language facility to this point?

### To Be Completed By A Professional Language Teacher *(preferably a college or university faculty member)*

1. Please comment on the applicant's present language ability in each of the following:

#### **Aural Comprehension:**

- None
- Limited to slow, uncomplicated sentences
- Understands simple conversation
- Understands conversation on simple academic topics
- Understands sophisticated discussion of academic topics

#### **Speaking Ability**

- None
- Can only form structurally simple, short utterances
- Uses basic grammatical structure, speaking with limited vocabulary
- Uses structural patterns, but not with consistent accuracy; adequate to handle conversational subjects
- Has control over structural patterns; can handle a wide range of conversational situations

#### **Reading Ability**

- None
- Limited to simple vocabulary and sentence structure
- Understands conventional topics and non-technical subjects
- Understands materials whose content contains idioms and specialized terminology
- Understands sophisticated materials including field of proposed study literature

#### **Writing Ability**

- None
- Writes simple sentences on conventional topics, with some errors in spelling and structure
- Writes on academic topics with few errors in structure and spelling
- Writes with idiomatic ease of expression and feeling for the style of the language

2. Please select one of the following to indicate your general opinion of this applicant's ability in Japanese

- Will require considerable training before necessary competence can be attained
- Should be able to manage adequately after some additional formal training
- Should be able to manage adequately after a short period of adjustment abroad
- Should have no difficulty

3. Is the applicant's present language competence adequate to carry out the proposed study? **No** **Yes**

Name of language reviewer (printed) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Position or Title \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Address or affiliation \_\_\_\_\_



## ***Application Checklist***

**RECEIPT DEADLINE: March 14, 2022**

*Applications received after this deadline are not eligible and therefore will not be forwarded for review.*

Name of Applicant \_\_\_\_\_  
(Last) (First) (M.I.)

Check items enclosed (all pieces are required). All materials should be sent by email unless it is not possible to do so. If not possible, please explain the circumstances.

- Application Form**
- Statement of Project**
- Resume / Curriculum Vita**
- Autobiographical Statement**
- Three Letters of Recommendations**
- Institution Certification Form**
- Language Competency Evaluation Form**
- University Transcripts**