

Application Procedures and Instruction

Budo Specialization Program 2025

The following original documents and materials must be sent to the university's International Office within the prescribed period by EMS, DHL or FedEx. Failure to meet the application deadline; false or incorrect information; or incomplete filling will result in out of the selection. If a false declaration is found in your application documents after you have matriculated, your matriculation status will be revoked and you will be asked to return to your home country.

1. Payment of Application Fee (JP¥10,000)

Payment must be made by A or B by the application deadline. **Application fees will not be refunded under any circumstances.**

A : Flywire

You can pay with local currency through your local bank, credit card, online payment, etc. easily and safely by Flywire. Please go to budo.flywire.com, or scan the QR code to make a payment.



B : Bank-to-Bank Telegraphic Transfer

When making international wire transfers, charges are incurred on both ends of the transaction. Therefore, **please designate that all charges will be at the sender's expense and 10,000 yen should be in the bank account of IBU when you make a remittance.** Please check with your bank.

International Budo University	
Name	International Office International Budo University
Address	841 Shinkan, Katsuura City, Chiba Prefecture 299-5295 JAPAN
Phone	+ 81-470-73-4212

Bank Information	
Name	Chiba Bank, Katsuura Branch
Address	725-3 Tona, Katsuura City Chiba Prefecture 299-5225 JAPAN
Phone	+ 81-470-73-1121
Account No.	0134-242-3142887
Account Type	Ordinary Deposit
Account Name	International Budo University Corporation
Swift Code	CHBAJPJT

※A copy of the bank transfer receipt must be sent to the International office with the application documents.

2. Application Documents

Documents required for application are A and B. Please read the following notes carefully and prepare them accordingly.

A : Application Forms A-F

All forms should be completed by the applicant in either Japanese or English.

FORM A Application for Admission (with attached photo)

Please write your name, address (including zip code), telephone number and email address clearly and legibly, as this is important information for the International Office to send you documents and contact you in the future.

FORM B Personal History (with attached photo)

Please provide details of your period of study clearly, especially if you have completed your post-high school education. If you have tournament results, submit copies of diploma of merits with other documents.

FORM C Letter of Recommendation

The recommending person must fill out the form by handwriting. It is desirable that the recommending party is the president or chief officer of Budo Federation, organization, or association with which the applicant has had a relationship.

FORM D Letter of Guarantee

The guarantor must be a person in parental authority or a person to be treated in the same way as the abovementioned person. The guarantor must agree to all the legal, financial and actional responsibilities for the applicant throughout the period of the applicant's attendance at the Budo Specialization Program. **The guarantor should provide details of their occupation, work address and telephone number as it is required for the application for a Certificate of Eligibility.**

FORM E Promissory Note of Financial Responsibility

The person assuming responsibility must fill out by handwriting. Please ensure that you complete the form in detail such as annual income as it is essential for the application for a Certificate of eligibility. If the applicant is responsible for his or her own expenses, please provide his or her own information.

FORM F Certificate of Health

The examination must be conducted within three months before submission and must be signed by a licensed physician. **The person who has no history of and no antibodies against measles and rubella should get vaccinated and submit the certificate of immunization.** In case you become infected with measles in Japan, you will have to be out of school and stay indoors on the basis of School Health Law in Japan.

B : Required Documents and Videos

1. Videos

Please send videos of yourself practising or competing to the International Office email address (kokusai@budo-u.ac.jp). Links to Youtube, Facebook, Instagram, etc. are also acceptable.

2. Original Graduation Certificate or Diploma

An original graduation certificate issued from the last graduated school must be submitted. For countries in which certification is not issued, the actual diploma must be submitted. The diploma will be returned after the application process is concluded. Applicants who are expected to graduate after the deadline of application should submit "Certificate of Expected Graduation". Documents in languages other than Japanese or English must be accompanied by a translation to Japanese or English. Applicants who belong to other educational institute (especially, university, graduate school, etc.) must submit "certificate of expected absence" in order to prevent double registration in Japan. Furthermore, as soon as announced as accepted candidates, "Certificate of Absence" must be also submitted by the current educational institute. Without the certificate, admission is not approved.

3. Original Transcript (Official Academic Record)

Original transcripts corresponding to the last attended school must be also submitted. If an applicant is in school, school records and evaluation standards of the previous year must be included. Copies will not be accepted. Documents certifying qualification for admission to university which was obtained in home country are to be submitted, if any. Besides, submission of some certification might be required as information for judging whether qualified or not for entering university. Documents in languages other than Japanese or English must be accompanied by a translation to Japanese or English.

4. Original Bank Account Balance Certificate

The certificate must be issued by the defrayer's (Person filing the Form E) bank in Japanese or English, or accompanied by a translation to Japanese or English. If the currencies are listed other than Japanese Yen (JP¥) or American Dollars (US\$) a certificate covering the figures to JPY or USD must be attached.

5. Passport Copy

Copies of all pages including the blank ones are required.

6. Photographs

5 color photographs, 4 cm in length and 3 cm in width, in color, frontal view, head and shoulders without hat or sunglasses, must be submitted. They must be taken within three months. All photographs must include full name written on the reverseside.

All personal information is to be used within the range of the purpose.

International Budo University International Office

kokusai@budo-u.ac.jp

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