

St. Luke's International University Graduate School of Public Health Admission Guide for Non-degree Students (2022-2023)

1. Eligibility for Application

1) MPH Course

- (1) Those who have a bachelor's degree (including those who will graduate by the time of enrollment)
- (2) Those who have obtained a bachelor's degree or equivalent in another country
- (3) Those who are recognized by the St. Luke's Graduate School of Public Health to possess an academic ability equivalent to a bachelor's degree holder.

2) Doctoral Course

Those who have a master's degree (Public Health) or Public Health master's (professional degree) (including those who will graduate by the time of enrollment)

2. Application Documents

(1) Application Form (including CV information)

Complete the required application form in English, attaching a recent photo taken within the last 3 months (face from the shoulders up).

(2) Certificate of Completion/Graduation (issued by the institution where the applicant obtained their highest diploma or degree)

(3) Academic Transcript (issued by the institution where the applicant obtained their highest diploma or degree)

(4) Proof of English Proficiency

Submit the results of any English proficiency tests or the document which indicates that English is the medium of instruction for the degree program.

Any type of examination, such as TOEFL, TOEIC, IELTS, Eiken, GTEC, Cambridge English, is acceptable.

[For Applicant's Reference] The following scores are suggested as the standard.

| TOEFL (iBT) | TOEFL (PBT) | TOEIC | IELTS |
|-------------|-------------|-------|-------|
| ≥80 | ≥550 | ≥800 | ≥6.0 |

(5) Application Fee*

Purchase a postal money order of 20,000 JPY at Japan Post Office.

3. Submission of Application Documents

(1) Submission

Only applications sent by registered postal mail will be accepted

(2) Mailing Address

GSPH Academic and Student Affairs Office
St. Luke's International University
10-1, Akashi-cho, Chuo-ku, Tokyo, 104-0044 Japan

(3) Application Period

Application documents must arrive no later than the last day of the application period.

(Spring/Full Year) February 21 (Mon) – March 4, 2022 (Fri)

(Fall) July 1 (Fri) – July 11, 2022 (Mon)

The documents have to arrive at least on the last day of the application period.

4. Screening Methods

Document review (interview will be conducted as necessary)

5. Results Notification

Result notifications are scheduled as below. Results will not be provided by telephone.

(Spring) March 9, 2022 (Wed)

(Fall) July 13, 2022 (Fri)

6. Registration Procedure and Tuition

- (1) Registration Procedure The applicant should complete the payment of the Registration Fee and Course Tuition by the designated date. After confirmation of the payment, the Admission Certificate will be sent.
- (2) Registration Fee* 60,000 JPY/academic year
- (3) Course Tuition* 60,000 JPY/credit

*St. Luke's International University alumni are eligible for a waiver equivalent to half of the application fee, registration fee, and course tuition expenses.

7. Period of Registration

The semester(s) in which the courses the applicant is permitted to take are conducted.

8. Semester Duration for Courses

Spring semester: April 1, 2022 – August 31, 2022

Fall semester: September 1, 2022 – March 31, 2023

The number of classes varies depending on the course.

9. Courses Offered by the GSPH See Appendix.

Notes about MPH Courses:

- Decision to allow enrollment into a course is at the discretion of the instructor; class capacity, fulfillment of prerequisites (at St. Luke's or elsewhere), and other possible circumstances will be considered.
- There is no upper limit to the number of credits that can be earned as a non-degree student.
- If a student enrolls in the MPH program of St. Luke's International University, up to 15 credits previously earned as a non-degree student may be counted towards MPH degree requirements.
- If three years or longer have passed since the above credits were earned, the instructor in charge of the course will determine whether the credits can be recognized.

Notes about Doctoral Courses:

- Decision to allow enrollment into a course is at the discretion of the instructor; class capacity, fulfillment of prerequisites (at St. Luke's or elsewhere), and other possible circumstances will be considered.
- There is no upper limit to the number of credits that can be earned as a non-degree student.

10. Others

- (1) Incomplete application documents may not be accepted.
- (2) The Application Fee and the Registration Fee are non-refundable.
- (3) Contact the GSPH Academic and Student Affairs Office regarding inquiries.
- (4) A student ID number is given to non-degree students, and a security ID card is issued.
- (5) Non-degree students are allowed to use the following university facilities and services:

| | |
|----------------------------------|-------------------------------------|
| Student ID card | Not available (security card only) |
| Use of JR student discount | Not available |
| Purchase a commuter pass | Not available |
| University email address | Available |
| Campus intranet | Available |
| LMS Service | Available |
| Off-hours admission | Not Available |
| Library | Available |
| Media Room | Available |
| Parking area for bicycles | Available |
| Student Health Management Office | Available only in case of emergency |
| PC rental | Not available |
| Student Lounge in Bldg. No. 2 | Not available |

[Contact Information]

GSPH Academic and Student Affairs Office, St. Luke's International University
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