

Hokkaido International Foundation 2010 Japanese Language and Japanese Culture Program Application

Please type or print. Use ONLY black pen.

Name in Alphabet Letters : _____
 Name in ｶﾀｶﾅ (handwritten) : _____
 Age : _____ Birth Date : Month _____ Day _____ Year _____
 Sex: Female Male Citizenship (written in your passport): _____
 If you are a Chinese citizen, please check which passport you have PRC ROC Hong Kong(BNO/SAR) Macau(SAR)
 Mailing Address (Address to which acceptance letter and other information should be posted): _____

Please attach a
3cm x 4cm
head and shoulders
photograph.
(Taken within the last 6 months)

Note:
Applications without
a photograph will not be
processed.

Tel: _____ Fax: _____ E-mail: _____
 Permanent address: _____

Tel: _____ Fax: _____ E-mail: _____
 *Please provide your e-mail address other than your @ ~ edu. address.

Person to contact in case of emergency Name: _____ Relationship: _____
 Address: _____ Tel: _____ E-mail: _____

University you are CURRENTLY attending: _____ B.A. M.A. PhD

Schools Attended (begin with recent year):

School	Year Attended	Degree

Your current area of study, specialization, or research topic: Please specify major, second major or minor in brackets.

Occupation history: _____

How did you learn about this Program? Please check all that apply.
 Sensei Study abroad information session or exchange program office Former participant(s) Poster Website
 Other

Homestay Information

The information you provide in this section will help us to select an appropriate host family for you. Your background information is NOT used to screen your application. Inaccurate information, however, can lead to problems when you live with your host family. Please be clear about food you cannot eat, your smoking habits and any physical restrictions. Please include all relevant information.

Native Language(s): _____ English proficiency: Native Advanced Daily Conversation
 Your Religion: _____ Please let us know if you have any special needs based on your religion other than food restriction.

Please tell us which foods you do not eat (including food products made from following items). In the brackets beside each item, use one of the letters from the key provided to indicate your reason. A: allergy, M: medical reason, P: preference, R: religious reason, N: never tasted.

I can eat all of the food items listed below.

Beef ()	Pork ()	Lamb ()	Chicken ()	Milk ()	Dairy Products ()
Egg ()	Nuts ()	Squid ()	Fish ()	Shellfish ()	Shrimp/Prawn/Crabs ()
Soy bean (Miso, Shoyu, Tofu, etc.)	Rice ()	Buckwheat ()	Wheat flour ()		
Vegetables: _____ ()	Fruit: _____ ()				
Other: _____ () _____ () _____ () _____ () _____ ()					

**Restaurants with a vegetarian menu are rare in Hakodate. Vegan-friendly restaurants, are even more rare, as Japanese food usually contains fish stock and meat extract. Your host family will try to accommodate your diet as far as possible, but your flexibility will help you to understand Japanese food culture, which is a valuable aspect of your Homestay experience.*

Do you smoke? Yes No
Note: If you are a smoker, do not hesitate to say so. We will try to match you with a family who does not mind if you smoke.

Do you MIND if a member of your host family smokes? Yes No

Do you drink alcoholic beverages? Yes No

Do you MIND if a member of your host family drinks alcoholic beverages? ... Yes No

Do you MIND living with a host family that has small children? Yes No
 If yes, what age would you consider to be too young? Up to _____ years old

Do you MIND if your host family keeps pets? Yes No
 If yes, please check the animals dislike dogs cats birds rabbits others _____

How tall are you? (This information is helpful for your host family to prepare a futon or a bed if you are very tall.) _____ cm _____ feet _____ inch

Do you have any health problems or physical restrictions (including allergies to medicines, animals, smoke)? Yes No
 If yes, please describe any major health problems you have had up until now.

What are your interests and hobbies?

How much time do you spend on the Internet everyday? (at school and in your private time) Please note that not every family has Internet connection in Japan. _____ hour(s)/day at school _____ hour(s)/day in your private time

Any other information you wish to provide

Please list the members of your family, whether or not you live together.

Name	Relationship	Age	Occupation	Live together normally	
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No

Have you ever traveled outside of your home country? If you have been to Japan, please describe your trip in detail.

Country	Area	Purpose	Date

I, the undersigned, certify that the information I have provided in this form is true and accurate. I understand the aims of this Program and agree to cooperate fully with the Hokkaido International Foundation (HIF). At the same time, I acknowledge that if I should suffer injury or loss during the HIF Program or related activities, I will in no way hold HIF responsible.

Signature _____ Date _____

Send Application Forms (1 and 2), Personal Statement, Japanese Educational Background Sheet, Grammar Checklist, Sealed References A (1 and 2), Sealed References B (1 and 2), Letter to your host family, Official Transcript of Grades (including last fall semester grade), the US\$50 Application Fee (US\$65 for late applications) TOGETHER to the following address by February 17, 2010 (postmarked).

- Note: 1) The deadline is February 17, 2010 postmarked, but applicants are encouraged to submit applications as early as possible since HIF starts screening from early February 2010.
 2) If you have to send your official transcript directly from your institution, please inform HIF in advance.
 3) We strongly suggest sending materials by express mail to avoid delays and losses.

Mail to: Hokkaido International Foundation, 14-1 Motomachi Hakodate, Hokkaido 040-0054 Japan

Personal Statement

*Please type. If a typewriter is not available, please print.

Name: _____

Please write a personal statement indicating, 1) your purpose for participating in this Program. 2) we would like to know what led you to study Japanese at university. 3) explain how this Program will help you to achieve your future goals. 4) tell us how you have responded to challenges in your interpersonal relationships. 5) please share with us what you normally (or would like to do) when you are not studying or working.

Japanese Educational Background Sheet

Date: _____ Name: _____

a) Please list the Japanese language courses you have taken in the space provided below. (Include high school courses if applicable) Start with your most recent courses of study. The first row is completed as an example.

Year Semester/ Quarter	Institution	Course title/Number	Textbooks & Textbook Publishers	Chapter	
		Hours/Week		Chapters that were/will be completed at the end of the semester	Current Chapter
2010 Spring Semester	XYZ University	JPN 101 5/week	Nakama 2 Houghton Mifflin Company	1 ~ 5	3
		/week			
		/week			
		/week			
		/week			
		/week			
		/week			
		/week			
		/week			
		/week			

b) There is(are) family member(s) who speaks Japanese on a daily basis. Yes No

c) Studied at any Japanese supplementary schools (Saturday school補習校)? Yes No

If yes, please let us know the duration _____

d) How many *Kanji* can you recognize? _____ How many *Kanji* can you reproduce? _____

e) Please rate your Japanese skills using the scale below.

Novice Intermediate Intermediate Intermediate Advanced Advanced
 Low Mid High Low Mid

Reading: _____
 Listening : _____
 Speaking : _____
 Writing : _____

**Please note that depending on the result of the placement tests, you may NOT be placed in your desired class level. Also, level descriptions used at HIF may be different from the ones used at your home institution.*

f) Will you transfer credits from HIF to your home institution? Yes No

If yes, how many credits? _____ credits Equivalent to (how many?) _____ semesters/ quarters

g) Will you take a placement exam after the HIF program at your institution? Yes No

h) Which grade Japanese class will you take after the HIF program? ____年生class take no Japanese class

Course Description and Materials

Regular Japanese courses are divided into the following levels, which are determined in accordance with the ACTFL* Proficiency Guidelines. The usual class composition is as described below, for a total of 6 classes. There might be changes in the class compositions on the results of the placement test.

The Guidelines of each class is described below. Other than main textbooks, supplementary materials will be used in order to provide more advanced study commensurate with participants' level. Our instructors take a holistic approach to participants' education in this course. This approach, including independent study, aims to enhance participants' Japanese *proficiency* according to the level described below. Therefore, the following main textbooks and main materials are one means of attaining higher-level proficiency. They are never the goal of the Japanese course itself.

1. Level: Intermediate-Low or above 2 classes

a. Instructional Goal:

To achieve proficiency of Intermediate-Low or above according to the ACTFL Proficiency Guidelines, equivalent to basic survival skills. Successful completion of courses at this level should make it possible for students to participate in a simple conversations, using linguistic means at the sentence-level, and express and understand communicative needs related to their immediate life. The same degree of proficiency is expected in the reading and writing mode.

b. Students placed in classes at this level:

Those with proficiency of Novice- Mid to High and/or previous study of about 15 weeks (75 hours)

Main Text:	Hatasa, Hatasa, Makino, <u>Nakama 2: Japanese Communication, Culture, Context</u> Miura, McGloin, <u>An Integrated Approach to Intermediate Japanese (revised edition)</u>	Houghton Mifflin Company The Japan Times
Supplements:	Hatasa, Hatasa, Makino, <u>Nakama 2: Workbook/Lab Manual 2</u> Makino & Tsutsui, <u>A Dictionary of Basic Japanese Grammar</u>	Houghton Mifflin Company The Japan Times

2. Level: Intermediate-Mid or above 2 classes

a. Instructional Goal:

To achieve proficiency of Intermediate-Mid or above according to the ACTFL Proficiency Guidelines, equivalent to creative and interactive linguistic skills. Successful completion of courses at this level should make it possible for students to initiate and complete a conversation, using linguistic means at the paragraph level, as well as to describe, report or understand various matters of this nature with reasonable accuracy. The same degree of proficiency is expected in the reading and writing mode.

b. Students placed in classes at this level:

Those with proficiency of Intermediate -Low and/or previous study of about 30 weeks (150 hours)

Main Text:	Miura, McGloin, <u>An Integrated Approach to Intermediate Japanese (revised edition)</u>	The Japan Times
Supplements:	Makino & Tsutsui, <u>A Dictionary of Basic Japanese Grammar</u> Video materials.	The Japan Times

3. Level: Advanced-Low 1 class

a. Instructional Goal:

To achieve proficiency of Advanced-Low according to the ACTFL Proficiency Guidelines, equivalent to negotiation skills in complicated linguistic contexts. Successful completion of courses at this level should make it possible for students to handle complicated contexts at the discourse-level, and to describe, narrate and understand concrete but complicated matters with a relatively high level of accuracy. The same degree of proficiency is expected in the reading and writing mode.

b. Students placed in classes at this level:

Those with proficiency of Intermediate-Mid and/or previous study of about two years (60 weeks, 300 hours).

Main Materials:	Osamu Kamada, et al., <u>Authentic Japanese : Progressing from Intermediate to Advanced</u> TV programs, movies, newspapers, short novels, etc.	The JapanTimes,
Supplements:	Makino & Tsutsui, <u>A Dictionary of Intermediate Japanese Grammar</u> Makino & Tsutsui, <u>A Dictionary of Advanced Japanese Grammar</u>	The Japan Times The Japan Times

4. Level :Advanced-Mid or above 1 class

a. Instructional Goal:

To achieve proficiency of Advanced-Mid or above according to the ACTFL Proficiency Guidelines, equivalent to the Advanced-Low level skills described above. Successful completion of courses at this level should make it possible for students to develop discussions about abstract and complicated ideas and to produce persuasive discourse with a high level of accuracy. The same degree of proficiency is expected in the reading and writing mode.

b. Students placed in classes at this level:

Those with proficiency of Advanced-Low or above and/or previous study of about three years (90 weeks or 450 hours)

Main Materials:	Osamu Kamada, et al., <u>Authentic Japanese : Progressing from Intermediate to Advanced</u> TV programs, movies, newspapers, short novels, etc.	The JapanTimes
Supplements:	Makino & Tsutsui, <u>A Dictionary of Intermediate Japanese Grammar</u> Makino & Tsutsui, <u>A Dictionary of Advanced Japanese Grammar</u>	The Japan Times The Japan Times

**Main texts and supplements may be changed*

Grammar Checklist

Applicant's Name _____

The following section to be filled by your CURRENT Japanese Language Instructor

If you are not taking Japanese language courses this spring semester/winter quarter, please ask your last Japanese instructor to fill it out.

(財)北海道国際交流センター(HIF)主催の日本語・日本文化夏期セミナーに上記学生が申込みます。出願者の日本語レベル・学習進捗状況をプレースメントの参考にさせていただきますので、お手数ですが以下ご記入下さいますようお願いいたします。このGrammar Checklistは出願者を現在担当されている先生に(もし学生が現在日本語クラスを履修していない場合は前学期ご担当いただいた先生に)ご記入をお願いしております。

1. 出願者名 _____ 2. 出願者を担当されている期間 _____
2. 教科書名(出願者がクラスで現在使用している教材名) _____
3. HIFプログラム開始時(2010/6/9) までの履修済み文法事項をチェック願います。

<p>Comparison (AよりBの方が~) ~ほうがいい (e.g. 食べた方がいい、来ない方がいい)</p> <p>Nominalization (こと and の)</p> <p>Hearsay そうだ (e.g. 来ないそうです)</p> <p>Experience (e.g. 日本に行ったことがある)</p> <p>Potential forms (e.g. 日本語が話せる)</p> <p>Resultant state (e.g. 東京にきています)</p> <p>Continuation of action (e.g. 勉強しています) だろう/でしょう/かもしれない そうだ (looks; e.g. おいしいそうだ)</p> <p>Volitional forms (e.g. しようと思う)</p> <p>Question word+か (~か聞く、~か分からない、etc.)</p> <p>Direct quote (~と言う、聞く、思う)</p> <p>Conditional なら</p> <p>Conditional たら</p> <p>Transitive/Intransitive verbs (e.g. けす、きえる)</p> <p>Conditional と ~はず</p> <p>Conditional ば</p> <p>Giving/Receiving (あげる、くれる、もらう)</p> <p>Giving/Receiving with verbs (e.g. 教えてあげる)</p> <p>敬語 (Honorific, Humble, etc.)</p> <p>Causative forms (e.g. そうじをさせる)</p>	<p>Passive forms (e.g. 日記を読まれる)</p> <p>Causative-passive forms (e.g. 宿題をさせられる) のに</p> <p>Indirect quote (~ように言う/頼む) ようだ/みたいだ らしい ~ても ~わけだ ~べきだ さえ ~ために(目的) せっかく/わざわざ ~前(に)/後(で)/時(に) のではないか V+始める/終わる ように(so that) Adj+見える (元気にみえる) ~まま ~うちに (熱いうちに) ~せい/おかげ ~たびに Vづらい</p>
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4. HIFプログラム開始時(2010/6/10)までの既習漢字数 For Production _____ 字 For Recognition _____ 字
 出席率____% 宿題提出率____% 遅刻: 無 時々 頻繁 語学センス: 高 中 低
 授業への態度: かなり優れている 優れている 普通 劣っている

5. この出願者が当夏期セミナーに参加する場合に適切と思われるレベルをチェック願います。(コース概要:別紙参照)
 Intermediate-Low or above Intermediate-Mid or above Advanced-Low Advanced-Mid or above

ご署名 _____ 日付 _____

ふりがな _____ 大学名 _____ 役職名 _____

ご住所 _____

Tel (Office) _____ Tel (Home) _____

E-mail _____ (1:イチ, 1:エル, 0:ゼロ, 0:アルファベット, アンダーバー-or/ハイフンが判るようご記入下さい)

ご記入後、出願者にご返却下さい。(HIFへの申込締切りは2010年2月17日(消印有効)となっております)
 問合せ先: 恐れ入りますがHIFウェブサイトからお問合せください。 <http://www.hif.or.jp/en/contact/jj.html>

日本語・日本文化講座夏期セミナー コース概要および教材

*Please hand in this sheet to the Japanese instructor with Grammar Checklist *

レベル分けとクラス分けについて

当日本語コースは米国外国語教育協会 (American Council on the Teaching of Foreign Languages, 以下, ACTFL) の外国語能力基準 (Proficiency Guidelines) に基づいた習熟度 (Proficiency) に応じ、以下のレベルを編成します。クラス数は合計6クラスになりますが、プレイメントテストの結果、クラス数編成に変更が生じることもあります。

記載教材の学習範囲を指針として示しましたが、参加学生の学力に応じた副教材などを用い、より高いレベルの学習も射程に入れています。本コースは大学レベルの知的関心を踏まえた実践的習熟度の向上を目指し、インデペンデントスタディも行う総合的学習と教育を図ります。従ってここに掲示する教材も、あくまで、より高い習熟度を獲得するための手段であり、それが各レベルの絶対的な到達目標を示すものではありません。

Intermediate Low or above : 2クラス編成

到達目標 : ACTFL外国語能力基準におけるIntermediate-Low or above (基本的なサバイバル能力を意味し、文レベルの言語的手段を用いて単純な会話に参加でき、日常生活に直結した活動に関わる表現とその理解が可能になるレベルを示す。読み書きにおける能力もそれに準じる。)

対象となる学習者 : Novice-Mid to Highの能力か日本語学習経験歴が15週 (75時間) 程度の学習者

主教材 :	畑佐・畑佐・牧野 三浦・マクローイン	<u>Nakama 2 : Japanese Communication, Culture, Context</u> <u>中級の日本語(改訂版)</u>	Houghton Mifflin Company Japan Times
副教材 :	畑佐・畑佐・牧野 牧野・筒井	<u>Nakama 2 : ワークブック/ラボマニュアル 2</u> <u>日本語基本文法辞典</u>	Houghton Mifflin Company Japan Times

Intermediate Mid or above : 2クラス編成

到達目標 : ACTFL外国語能力基準におけるIntermediate-Mid or above(創造的かつ交渉的能力を意味し、文章レベルの文法的手段を用いて自ら会話が進められ、様々な事柄の記述・報告・理解がかなり可能になるレベルを示す。読み書きにおける能力もそれに準じる。)

対象となる学習者 : Intermediate-Low の能力か日本語学習経験歴が30週 (150時間) 程度の学習者

主教材 :	三浦・マクローイン	<u>中級の日本語(改訂版)</u>	Japan Times
副教材 :	畑佐・畑佐・牧野 牧野・筒井 ビデオ教材	<u>Nakama 2 : Japanese Communication, Culture, Context</u> <u>日本語基本文法辞典</u>	Houghton Mifflin Company Japan Times

Advanced-Low : 1クラス編成

到達目標 : ACTFL外国語能力基準におけるAdvanced-Low (談話レベルの文法的手段を用いて複雑な物事についても会話が進められる。様々な事柄の記述・報告・理解が可能になり、且つ言語生活のなかで具体的な自己表現・言語交渉を巧みに行うレベルを示す。読み書きにおける能力もそれに準じる)

対象となる学習者 : Intermediate-Midの能力か日本語学習経験歴が2年 (60週、300時間) 程度と判断された学習者

教材 :	鎌田、他	<u>中級から上級への日本語</u>	Japan Times、映画・テレビドラマ・新聞記事・短編小説他
副教材 :	牧野・筒井 牧野・筒井	<u>日本語文法辞典 中級編</u> <u>日本語文法辞典 上級編</u>	Japan Times Japan Times

Advanced-Mid or above : 1クラス編成

到達目標 : ACTFL外国語能力基準におけるAdvanced-Mid or above (Advanced-Lowレベルで目的とした能力が問題なく維持できる。さらに抽象的かつ複雑な事柄について議論が展開でき、また、説得力ある話題展開を行う能力レベルを示す。読み書きにおける能力もそれに準じる。)

対象となる学習者 : Advanced-Low or above の能力か日本語学習経験歴が3年 (90週、450時間) 程度と判断された学習者

教材 :	鎌田、他	<u>中級から上級への日本語</u>	Japan Times、映画・テレビドラマ・新聞記事・短編小説他
副教材 :	牧野・筒井 牧野・筒井	<u>日本語文法辞典 中級編</u> <u>日本語文法辞典 上級編</u>	Japan Times Japan Times

教科書や副教材が変更になることもございますのでご了承ください。

レベルについてご質問がある場合は、HIFウェブサイトからお問合わせください。 <http://www.hif.or.jp/en/contact/jj.html>

Hokkaido International Foundation 2010 Japanese Language and Japanese Culture Program

【Confidential Japanese Language Evaluation Form】

*To be filled out by a Japanese language instructor who has taught you for AT LEAST one semester/quarter *

To be signed by the applicant:

I hereby **WAIVE** my right to inspect and review the reference forms which will be entered into my file at Hokkaido International Foundation. I understand that these reference forms will be used solely for the purpose of evaluating my qualifications for study at Hokkaido International Foundation and for class placement purposes and will not be shared with other institutions, organizations or private parties. I will submit these Reference forms A (1 and 2) in the sealed envelope received from my Japanese language instructor.

Applicant's Signature _____

Date _____

The following sections to be filled out by applicant's Japanese language instructor

出願者氏名: _____

お手数ですが、以下ご記入下さいませよう宜しくお願いいたします。

このReference Form Aは、出願者を最低1学期以上担当されている先生にご記入をお願いしております。

(財)北海道国際交流センター(HIF)主催の日本語・日本文化夏期セミナーは、ホームステイを伴う8週間の集中講座です。よってこの講座参加者には、HIFの日本語クラスに適切な日本語能力を有していること以外に、適応性・遂行能力・協調性等の人間性についても、通常の学校生活より更なる成熟度が要求されます。是非、出願者について忌憚のない評価をお書き下さいませようお願い致します。学生に渡される際は、封筒に入れ、閉じ口に書名もしくは捺印をしたうえでお渡し下さい。

1) この出願者をご担当されたコースを、現在教えているものも含めて全てお書きください。
コース名/レベル・期間・クラスサイズ・クラス頻度/週何コマを含めお書きください。

2) 日本語クラスにおける状況

出席率 _____ % 宿題提出率 _____ % 遅刻: 無 時々 頻繁 語学センス: 高 中 低
授業への態度: かなり優れている 優れている 普通 劣っている

3) 四技能到達度 10段階(1-10)で評価願います(ボックス: のチェック必須)

先学期に当学生を担当された場合: クラス終了時に要求されていた基準における達成度

現在も当学生を担当している場合: そのクラスで要求されている基準における達成度

読む能力 () 聞く能力 () 話す能力 () 書く能力 ()

4) 人物評価: 下記の各項目について、出願者の年齢において要求されるレベルを基準に クラスでの様子を参考に評価願います。
10段階評価()と判断された根拠も併せてお書きください。

積極性: 率先して事にあたらうとする姿勢・考え方の前向きと向上心
():

社会性: 異なる価値観への理解・集団への適応と人間関係の構築・適切な礼儀
():

責任感: 誠実に且つ最後まで物事に対処しようとする姿勢・自らの行動や決定に責任を持つ姿勢・まじめさと信頼性
():

情緒安定性: 落ち着きと安定感・伸び伸びとしたおおらかさ・場に応じた自己統制
():

コミュニケーション能力: 相手の話を聞く姿勢及び理解度・話し方の分かりやすさと簡潔さ
():

協調性: 他者の感情や意見への理解と配慮・思いやりと他者への気遣い
():

自己管理能力: 健康管理・ハンドアウト等の整理整頓能力など
():

分析的思考力: 物事を客観的に吟味・分析し、論理的に思考する能力(Advance レベル以上の場合は、詳細をご記入ください。
():

この出願者の学力、言語習得能力、任務遂行能力、人物、適応性等について、忌憚のない意見をお書き下さい。
 当プログラムが8週間の集中コースであり、且つホームステイにおいて優れた対人関係能力が要求されることを念頭に、出願者が参加に適している又は困難が予想されるなど、具体的に日本語でお書きください。（貴大学のレターヘッドをご使用になられても結構です）

学力に関して、この出願者を 強く推薦します	推薦します	あまり推薦しません	推薦しません
人物考課に関して、この出願者を 強く推薦します	推薦します	あまり推薦しません	推薦しません

ご署名 _____ 日付 _____

Grammar Checklist をお書きになった方は、署名のみで結構です。

ふりがな _____ 学校名 _____ 役職名 _____
 ご氏名

ご住所 _____

Tel (Office) _____ Tel (Home) _____

E-mail _____ (1:イチ, 1:エル, 0:ゼロ, 0:アルファベット、アンダーバー-orハイフンが判るようご記入下さい)

当Reference を記入された方がTAの場合は、恐れ入りますが日本語学科の責任者若しくは担当日本語教官の署名・連絡先をお願いいたします。

ご署名 _____ 日付 _____

ふりがな _____ 学校名 _____ 役職名 _____
 ご氏名

ご住所 _____

E-mail _____ (1:イチ, 1:エル, 0:ゼロ, 0:アルファベット、アンダーバー-orハイフンが判るようご記入下さい)

ご協力有難うございました。

Reference A-1&2 ご記入後、封筒に入れ 封の上に署名/捺印をした状態で出願者にご返却下さい。

HIFへの申込締切りは2010年2月17日(消印有効)となっておりますので、ご配慮のほど宜しくお願い致します。

問合せ先：恐れ入りますがHIFウェブサイトからお問合せ下さい。 <http://www.hif.or.jp/en/contact/jj.html>

4) Please give your candid opinion about the applicant in terms of academic/professional performance, academic future promise, character, adaptability, responsibility, independence and thoughtfulness. (*Please type. You may append your statement to this form on your university's or institution's letterhead.*) 日本語が母語の方は日本語でお願い致します。

Signature	Name (in print)	Date
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Institute	Title or Position	Department
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Address		
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Tel (Office)	Tel (Home)	E-mail
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Note:

- ◇ After completing Reference forms B 1 and 2, please place it in an envelope, seal it and sign across the flap , and return it to the applicant.
- ◇ The deadline of application forms to the HIF office is by February 17, 2010 postmarked.
- ◇ Incomplete recommendation forms and letters may cause delays in screening .
- ◇ HIF contact: <http://www.hif.or.jp/en/contact/jj.html>

Letter to your Japanese Host Family

Please write a letter to your host family, in Japanese and in your **own** handwriting.

Please include the following information:

- 1) Your self-introduction
- 2) Any information about yourself that you would like to provide in advance
- 3) Details about what you plan to do while your staying in Hakodate

Note: If you are accepted into the Program, HIF will post this letter to your host family before you arrive in Japan.

Name _____

Checklist and Payment Information Sheet

Checklist (Important Deadlines)

HIF will not send out payment notices. Please check the deadlines and payment information below and make payments accordingly. If HIF does not receive your payments by the deadlines, you may be dropped from the Program.

Due by February 17, 2010 (Postmarked) *Screening will start from early February 2010. Applicants are encouraged to apply as early as possible.

Send in a completed application packet including the following:

Application Forms (1 and 2)
Personal Statement
Japanese Educational Background Sheet
Grammar Checklist
References A (1 and 2) ----- SEALED
References B (1 and 2) ----- SEALED
Letter to Your Host Family
Official Transcript of Grades

*If you have to send your official transcript directly from your institution, please inform HIF in advance.

US\$50 Application Fee (Non-refundable)

(US\$65 for late applications postmarked after February 17)

**Mail to: Hokkaido International Foundation
14-1 Motomachi, Hakodate, Hokkaido 040-0054 Japan**

Mail by Express to avoid mail loss and delay

*HIF will inform you by e-mail upon receiving your application packet

Mid-late March
Within 5 days of the announcement Announcement of the result by e-mail from HIF as soon as the screening has finished.
Successful applicants should send an e-mail to the HIF office whether you confirm or decline participation in the program.

Due by April 6, 2010(JST*) US \$4,600 Tuition
Group Travel Plan Fee (if applicable) *Price and detailed information of HIF group travel plan will be informed to successful applicants after the screening.

Due by May 11, 2010(JST*) Travel Plan Form
Medical Report
Certification of Medical Insurance which covers overseas travel.

*JST=Japan standard time

Payment details

Application Fee Payments

Currency: US dollars

Method: INTERNATIONAL Postal Money Order issued at a post office * **available only in the US.**
Bank Money Order

Note: *Personal checks, Traveler's checks will not be accepted.*

< How to make a payment by INTERNATIONAL Postal Money Order issued at your post office >

Please make an INTERNATIONAL Postal Money Order payable to the Hokkaido International Foundation and send it with the other application materials to the address above.

< Tuition payment >

As for the HIF bank account information for tuition (and group travel plan fee if applicable) payment, successful applicants will receive the information after the screening.

Please check your e-mail frequently because the HIF office sometimes needs to contact you.