

QUICK INSTRUCTIONS

--- 2008-2009---

Please review quick instructions below, followed by 2 pages of detailed instructions.

A.

APPLICATION AND ESSAYS: <<http://www.stanford.edu/dept/IUC>>

Please print a copy of the application, statement of purpose (3 essays), one language reference form, two reference forms, fellowship fund application, and proficiency test request form from the web. Submit these completed forms as described above in "Mailing". **Completed Application:** 3 copies + original. **Essays:** 3 copies + original. When submitting multiple copies, please use paper clips or clamps, **NO staples.**

TRANSCRIPTS: please send OFFICIAL transcripts.

FEE: please send via personal check or international postal money order. We're happy to acknowledge receipt of your check via email as time allows. Checks may be made out to Stanford University or The Inter-University Center.

Please keep a COPY of everything you submit. We may ask for duplicate copies at a later time.

There will be no grace period for late applications. Only complete applications will be considered by the committee.

Resumes and CVs are not included as part of the application. Please do not send or include with your application materials.

B.

COURIER DELIVERY:

We will accept application materials delivered via courier (FedEx, UPS, DHL, etc). These services deliver directly to the IUC office.

US POSTAL SERVICE DELIVERY:

The US Postal Service will deliver Express Mail or Priority Mail directly to the IUC office. However, please be advised that the US Postal Service does not deliver packages that require "certified", "signature confirmation", or "return receipt requested". Most packages sent Express Mail or Priority can be tracked via the Internet in lieu of a signature. Any mail that becomes held at the US post office cannot be retrieved.

INTERNATIONAL DELIVERY:

Courier services are welcome. Overseas mailing services often contract with local US courier services for delivery. If you have questions concerning mailing, please contact the Stanford office <stacey.campbell@stanford.edu>

Mailing Address:

Inter-University Center for Japanese Language Studies
Freeman Spogli Institute for International Studies
Encina Hall, Room E009
Stanford University
Stanford CA 94305-6055 USA

Contact Information:

<http://www.stanford.edu/dept/IUC>
email: stacey.campbell@stanford.edu
tel: 650-725-1490

DETAILED APPLICATION INSTRUCTIONS

Application Deadline: January 15, 2008 (postmark by)

Submission:

COURIER DELIVERY:

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<stacey.campbell@stanford.edu>

Fee:

\$ 60.00 (non-refundable application fee)

Make checks payable to Stanford University. May be submitted via courier (FedEx, UPS, etc.) or via US mail. Checks are acknowledged only if time allows. Other forms of acceptable payment are U.S. dollar traveler's checks, or international postal money orders.

Application:

Print a copy of the 3-Page Application. Send original and 3 copies of the completed form. Paper clips and clamps are okay, NO staples. Keep a **COPY** for your records.

Statement of Purpose:

Print a copy of the Statement of Purpose. Submit each essay on a separate sheet of paper. You must respond to all 3 questions. Include your name and date on each page. The Committee on Selections and Awards is interested in your overall objectives and in your plan to achieve them. The Committee sometimes finds it difficult to evaluate how Center training fits in with a student's short-range and long-range program. A well thought out statement will assist the Committee with its deliberations. Send original and 3 copies. Paper clips and clamps okay, NO staples. Keep an electronic (and paper) **COPY** for your records. Electronic submissions are acceptable.

References:

Print one copy of the Language Reference form. Print two copies of the General Reference form. You will need to submit a total of 3 references (one language and two general). Complete and sign the cover page for each evaluation. Students are urged to solicit letters of reference from at least two instructors who have taught them in non-language courses. Applicants no longer in school may wish to use a business reference. The Committee finds it most useful to have evaluations of the applicant's past work or future promise in his or her own field of academic or professional specialization. This is particularly true for those enrolled in professional or graduate programs.

Evaluations of an applicant's level of language competence are made principally on the basis of screening test scores. However, applicants should also include the language evaluation letter from a language teacher with whom he or she has recently studied. Evaluations may be written in Japanese if necessary. References that arrive after the deadline will not be considered.

Transcripts:

Submit one official transcript from each college, university or post-secondary school attended. Transcripts may be sent via courier or US mail. Some schools will fax transcripts directly from the registrar to the Stanford IUC office.

Fellowship Fund Application:

Print one copy of the Fellowship Fund application. Everyone will be asked to complete this form (including students who may have already obtained scholarship awards from an outside source). Admission decisions do not take financial need into consideration. Fellowship awards are based on need and merit, as well as donor specifications. Awards are not made until after the Selection and Awards Committee has made its admission decisions. Keep a copy for your records.

Information Card:

Print one copy of the Information Card. Print or type all information requested. Keep a copy for your records.

Proficiency Test:

Print one copy of the Proficiency Test Request Form. Please complete the form, including complete contact information for your proctor (unless you are applying from a member institution. If so, we have proctor information on hand). Students with questions concerning proctor selection should contact the Stanford office. Acceptable to submit form via fax. Keep a copy for your records.

Notification:

The Selection and Awards Committee meets mid-March 2008. Applicants will be notified of their admission status via email prior to month's end.

Late or Incomplete Applications:

There will be no grace period for late applications. The committee will consider only complete applications.

Resumes and CVs:

Resumes and/or CVs are not intended to be part of the application packet. These documents are not included with your application or forwarded to the admission's committee. Please do not send.