

Year 2017

Five-Year Integrated Doctoral Degree in Joint Disaster Nursing
Program, Graduate School of Nursing

Application Guideline

First, Second and Third Entrance Examinations

Japanese Red Cross College of Nursing

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Joint Disaster Nursing Program

The Joint Disaster Nursing program is a joint curriculum of graduate schools of 5 universities, namely, Japanese Red Cross College of Nursing, University of Kochi, University of Hyogo, Chiba University, and Tokyo Medical and Dental University. It corresponds to a five-year integrated doctoral course known as the Disaster Nursing Global Leader (DNGL) Degree Program. This program intends to develop global leaders, who contribute towards the building of a healthy society by ensuring safety, security and self-sufficiency, and demonstrate interdisciplinary and international leadership by possessing both advanced practical skills along with educational and research capabilities, by appropriately handling and resolving the issues related to disaster nursing which is in demand in Japan as well as globally based on the experience of the Great East Japan Earthquake. It is a new type of curriculum in which the five universities that have been leading the disaster nursing education, have united to manage one joint program.

1. Joint curriculum

The joint curriculum has been created by the cooperation of higher education institutions with the objective to further promote the improvement and enhancement of education, research and contribution to the society, by effective and collaborative utilization of educational and research resources by several national, public and private universities.

2. Main features of the joint curriculum

(1) Degree would be awarded by the joint signature of each university that constitutes the joint curriculum (hereinafter referred to as "constituent university").

Degree to be awarded: Doctorate (Nursing) ("Disaster Nursing Global Leader" would be appended to the graduation certificate)

(2) The student would enroll in all the constituent universities, but would be given the permanent residency in the university (school register) in which the Main Supervisor is enrolled (full-time faculty who is mainly the in-charge for research guidance).

(3) Students can utilize the facilities of each constituent university.

(4) Research guidance can also be obtained from sub-supervisor, who belongs to the constituent university other than the university in which the student has permanent residence.

(5) It is possible to attend lectures that are being held in the constituent university at a remote location in the university in which the student has permanent residence by using various media.

3. Three Policies (common for the 5 universities)

(1) Admission Policy

Since the objective of this Joint Disaster Nursing Program is to develop Disaster Nursing Global Leaders, admission policy is as given below.

- ① The student should have the vision as a Disaster Nursing Global Leader.
- ② The students should be able to give their commitment to the activities of disaster nursing global leader and should develop their capabilities.

(2) Curriculum Policy

- ① Curriculum is comprised of 6 groups of courses consisting: "Group of courses related to basic study of nursing" that forms the foundation of disaster nursing, "Group of interdisciplinary courses that are required for disaster nursing global leader", "Group of courses related to disaster nursing" in order to develop abilities to build disaster nursing as a field of study, "Disaster nursing exercise", "Disaster nursing practice" in order to learn technical practice or research related to disaster nursing, as well as the functions and roles as global leaders, and "Group of research support courses related to disaster nursing".
- ② Curriculum of "Independent study" has been placed in the group of courses of "Disaster nursing exercises" and "Disaster nursing practice" so that the students can carry out independent study according to their interests and subjects, and develop their abilities as global leaders.
- ③ Curriculum that allows the student to complete 10 credits or more from each constituent organization is being offered by the graduate schools of the constituent organizations ("University of Kochi Graduate School of Nursing", "University of Hyogo Graduate School of Nursing", "Tokyo Medical and Dental University Graduate School of Health Care Sciences", "Graduate School of Japanese Red Cross College of Nursing").
- ④ Preliminary Examination and Qualifying Examination are held during the study process in order to check the outcome.
- ⑤ The curriculum is composed in such a way that "doctoral thesis" of disaster nursing can be created by integrating theory related to disaster nursing and knowledge related to advanced practice or research under a research guidance system offered by full-time faculty of the constituent university.

(3) Diploma Policy

Degree is awarded to the persons who have enrolled in the university for the term prescribed for the Doctoral Course of the Joint Disaster Nursing Program, passed the final examination and review of doctoral thesis along with obtaining the number of credits required for completion, and fulfilled the following requirements. Name of the degree is Doctorate (nursing) and Disaster Nursing Global Leader is also appended.

- ① Persons having strong belief in the ideology of human security and the capability to support the notion of "living a healthy life worthy of oneself" in any disastrous situation.

- ② Persons having the capability to work on making "policy proposals in order to live healthily" under various situations in the disaster cycle.
- ③ Persons having the capability to transform the system by building industry-academia-government coordination with the aim of creating safe and stable society from a global perspective.
- ④ Persons having the capability of carrying out research and development in disaster nursing by creating disaster nursing education from an interdisciplinary and global perspective.

4. Others (important items)

(1) Communication with the desired university

At the time of applying (including applying for authorization of application qualification), please contact your desired university in advance without fail and confirm regarding the research details, schedule of entrance examination etc.

(2) Desired university, testing university and university granting the permanent residence

Regarding the application and examination, the entrance examination would be taken in the university concerned after applying to the desired university.

University to which the student has applied and underwent the examination would be treated as the university of permanent residency after admission, and the person would be treated as the student of the university concerned with regard to the payment of tuition fee and scholarship application etc.

(3) Application Instructions

Since it is a curriculum in which five universities would jointly manage one program, if a person is carrying out admission procedures of the Joint Disaster Nursing Program in any one of the five universities constituting this disaster nursing program, they are not allowed to undertake the examination of the Joint Disaster Nursing Program in any of the other constituent universities. Admission would not be allowed even if the person passes the examinations.

Year 2017 Entrance Examination Overview

All the details starting from application till the admission procedure have been described in this "Application Guideline." We request you to read it thoroughly. Further, please re-read the required pages and take utmost care so that there are no misunderstandings or writing errors.

Especially, please check the "instructions to fill and examples" while filling the application form and ensure that there are no wrong or missing entries.

Further, "Instructions for the Day of Entrance Examination" is also mentioned. Please bring this "Application Guideline" without fail on the day of examination.

Excluding cases of unavoidable circumstances, the inquiries related to entrance examination should be sent by **the applicants themselves**.

On the day of test, even if there are any persons near station, inside the station or near the test center who provide services of informing test results by sending telegram or fax by charging fees, this university does not have any relation with them at all.

Admission Policy of Graduate School of Japanese Red Cross College of Nursing

Graduate School of Japanese Red Cross College of Nursing seeks for the following students in accordance with the education principles of this institution, objectives and targets of the graduate school of this institution.

- Students who can make the best use of the expertise they gain from personal experiences and can combine it with logical thinking
- Students who have their own opinion and can also carefully listen to other's opinion
- Students who can deepen their awareness of issues and continue to pursue challenges
- Students who understand social concern and have the ability to think by viewing things with a global perspective
- Students who have the intent to earnestly face ethical issues and engage in its resolution

Handling of Personal Information

Name, address and other personal information obtained during application and admission process would be used for, ① carrying out entrance examination (application processing and carrying out test), ② announcement of results and ③ admission procedures and related matters. Further, Japanese Red Cross College of Nursing may provide name and address to the vendor providing shipping services. We appreciate your understanding.

Entrance Examination for the Five-Year Integrated Doctoral Program [Joint Disaster Nursing Program] (First Entrance Examination)

1. Admission Capacity

Joint Disaster Nursing Program: 2 persons

2. Degree to be Awarded

Doctorate (Nursing): "Disaster Nursing Global Leader" would be appended to the graduation certificate

3. Course Term

Five years

4. Application Requirements

Persons who fulfill any of the following

1. Persons who have graduated, or are scheduled to graduate by March 2017
2. Persons to whom a bachelor's degree has been granted under the provisions of Article 104, Paragraph (4) of the School Education Act (Article No. 26 of law of 1947), persons whose application for completion of university evaluation and awarding of degree is in progress or persons who are expected to complete the certification procedures by October 2016
3. Persons who have completed 16 years of schooling in a foreign country or are scheduled to complete in the year before entering into the graduate program
4. Persons who have completed 16 years of school education provided by institutions in another country through correspondence courses, while residing in Japan
5. Persons designated by the Minister of Education, Culture, Sports, Science and Technology (under the Public Notice of the Ministry of Education No. 5 of 1953)
6. Persons who were admitted into a graduate school based on the provisions of Article 102, Paragraph 2 of the School Education Act and whom this institution recognizes as having the adequate academic ability in order to receive education.
7. Persons who have graduated from designated specialized fields of vocational schools after the date decided by the Minister of Education (limited to the schools which require 4 or more years of study for completion, and which simultaneously fulfill the other conditions established by the Minister of Education), according to the Enforcement Regulation of the School Education Law, Article 155, Paragraph 1, Item 5 (Ordinance of the Ministry of Education No. 11 of 1947)
8. Persons who have been individually screened for admission eligibility by this institution and have shown to have an equivalent or greater academic ability to that of a person with a university graduation, and who will have reached the age of 22 by March 31st, 2017.

Applicants who correspond to "8" mentioned above are requested to undergo the individual admission eligibility screening (short essay and document review) to be held in this institution on July 23rd, 2016 (Saturday) after contacting Graduate School Entrance Examination Section of Administration Division.

※This institution exempts the following persons from the individual screening for admission ability, persons who have graduated from nursing junior college, special vocational school, vocational school, advanced course of upper secondary school, with the qualification of nurse; persons who have graduated from advanced course of upper secondary school, fulfill any one of the following criteria from (a) to (c) and have more than 5 years of experience as nurse. This exemption is given since they are recognized to have similar academic abilities and qualifications as university graduates.

- (a) persons who have completed their training from a training school falling under the Article 2 or Article 3 of the Regulations of Training Schools for Public Health Nurses, Midwives and Nurses
- (b) persons who have completed nursing teacher training course (with training period of 6 months or more from training schools under Ministry of Health, Labour and Welfare, Nursing Associations, prefectural governments or similar institutions)
- (c) persons who have obtained the qualification of certified nurse or certified nursing administrator

5. Entrance Examination Schedule

Application period	Test date	Announcement of Results	Period to complete the procedures
Year 2016 August 1 st (Monday) to August 8 th (Monday)	August 27 th (Saturday)	August 31 st (Wednesday)	September 1 st (Thursday) to September 8 th (Thursday)

All applications should be sent through post (postmarked on or before the application deadline).

6. Test Center

Japanese Red Cross College of Nursing, Hiroo Campus (4-1-3 Hiroo, Shibuya-ku, Tokyo)

7. Screening Procedure

Selection is done based on test of academic abilities, interview and review of the documents submitted.

- (1) Test of academic abilities

Foreign language (English) (it is allowed to use printed and electronic dictionaries)

Short essay
General Nursing

(2) Interview

8. Entrance Examination Timetable

Test date	Course title	Time
August 27 th (Saturday)	Foreign language (English)	9:00 to 10:00hrs
	Short essay	10:30 to 11:30hrs
	General Nursing	12:00 to 13:00hrs
	Interview	14:10 to 16:00hrs (scheduled)

Entrance Examination for the Five-Year Integrated Doctoral Program [Joint Disaster Nursing Program] (Second Entrance Examination)

1. Admission Capacity

Joint Disaster Nursing Program: Limited number

The second examination is held only if the enrollment capacity is not fulfilled in the first entrance examination.

2. Degree to be Awarded

Doctorate (Nursing)

"Disaster Nursing Global Leader" would be appended to the graduation certificate

3. Course Term

Five years

4. Application Requirements

Persons who fulfill any of the following

1. Persons who have graduated, or are scheduled to graduate by March 2017
2. Persons to whom a bachelor's degree has been granted under the provisions of Article 104, Paragraph (4) of the School Education Act (Article No. 26 of law of 1947), persons whose application for completion of university evaluation and awarding of degree is in progress
3. Persons who have completed 16 years of schooling in a foreign country or are scheduled to complete in the year before entering into the graduate program
4. Persons who have completed 16 years of school education provided by institutions in another country through correspondence courses, while residing in Japan.
5. Persons designated by the Minister of Education, Culture, Sports, Science and Technology (under the Public Notice of the Ministry of Education No. 5 of 1953)
6. Persons who were admitted into a graduate school based on the provisions of Article 102, Paragraph 2 of the School Education Act and whom this institution recognizes as having the adequate academic ability in order to receive education.
7. Persons who have graduated from designated specialized fields of vocational schools after the date decided by the Minister of Education (limited to the schools which require 4 or more years of study for completion, and which simultaneously fulfill the other conditions established by the Minister of Education), according to the Enforcement Regulation of the School Education Law, Article 155, Paragraph 1, Item 5 (Ordinance of the Ministry of Education No. 11 of 1947)
8. Persons who have been individually screened for admission eligibility by this institution and have shown to have an equivalent or greater academic ability to that of a person with a university graduation, and who will have reached the age of 22 by March 31st, 2017.

Applicants who correspond to "8" mentioned above are requested to undergo the individual admission eligibility screening (short essay and document review) to be held in this institution on September 21st, 2016 (Wednesday) after contacting Graduate School Entrance Examination Section of Administration Division. Further, please inquire with Graduate School Entrance Examination Section of Administration Division regarding the date of individual admission eligibility screening and application period.

※This institution exempts the following persons from the individual screening for admission ability, persons who have graduated from nursing junior college, special vocational school, vocational school, advanced course of upper secondary school, with the qualification of nurse; persons who have graduated from advanced course of Upper secondary school, fulfill any one of the following criteria from (a) to (c) and have more than 5 years of experience as nurse. This exemption is given since they are recognized to have similar academic abilities and qualifications as university graduates.

- (a) persons who have completed their training from a training school falling under the Article 2 or Article 3 of the Regulations of Training Schools for Public Health Nurses, Midwives and Nurses
- (b) persons who have completed nursing teacher training course (with training period of 6 months or more from training schools under Ministry of Health, Labour and Welfare, Nursing Associations, prefectural governments or similar institutions)
- (c) persons who have obtained the qualification of certified nurse or certified nursing administrator

5. Entrance Examination Schedule

Application period	Test date	Announcement of Results	Period to complete the procedures
Year 2016 November 1 st (Tuesday) to November 9 th (Wednesday)	November 19 th (Saturday)	November 24 th (Thursday)	November 25 th (Friday) to December 2 nd (Friday)

All applications should be sent through post (postmarked on or before the application deadline).

6. Test Center

Japanese Red Cross College of Nursing
Hiroo Campus (4-1-3 Hiroo, Shibuya-ku, Tokyo)

7. Screening Procedure

Selection is done based on test of academic abilities, interview and review of the documents submitted.

(1) Test of academic abilities

Foreign language (English) (it is allowed to use printed and electronic dictionaries)

Short essay

General Nursing

(2) Interview

8. Entrance Examination Timetable

Test date	Course title	Time
November 19 th (Saturday)	Foreign language (English)	9:00 to 10:00hrs
	Short essay	10:30 to 11:30hrs
	General Nursing	12:00 to 13:00hrs
	Interview	14:10 to 16:00hrs (scheduled)

Entrance Examination for the Five-Year Integrated Doctoral Program [Joint Disaster Nursing Program] (Third Entrance Exam)

1. Admission Capacity

Joint Disaster Nursing Program: Limited number

The third examination is held only if the enrollment capacity is not fulfilled in the first and second entrance examinations.

2. Degree to be Awarded

Doctorate (Nursing)

"Disaster Nursing Global Leader" would be appended to the graduation certificate

3. Course Term

Five years

4. Application Requirements

Persons who fulfill any of the following

1. Persons who have graduated, or are scheduled to graduate by March 2017
2. Persons to whom a bachelor's degree has been granted under the provisions of Article 104, Paragraph (4) of the School Education Act (Article No. 26 of law of 1947), persons whose application for completion of university evaluation and awarding of degree is in progress
3. Persons who have completed 16 years of schooling in a foreign country or are scheduled to complete in the year before entering into the graduate program
4. Persons who have completed 16 years of school education provided by institutions in another country through correspondence courses, while residing in Japan.
5. Persons designated by the Minister of Education, Culture, Sports, Science and Technology (under the Public Notice of the Ministry of Education No. 5 of 1953)
6. Persons who were admitted into a graduate school based on the provisions of Article 102, Paragraph 2 of the School Education Act and whom this institution recognizes as having the adequate academic ability in order to receive education.
7. Persons who have graduated from designated specialized fields of vocational schools after the date decided by the Minister of Education (limited to the schools which require 4 or more years of study for completion, and which simultaneously fulfill the other conditions established by the Minister of Education), according to the Enforcement Regulation of the School Education Law, Article 155, Paragraph 1, Item 5 (Ordinance of the Ministry of Education No. 11 of 1947)
8. Persons who have been individually screened for admission eligibility by this institution and have shown to have an equivalent or greater academic ability to that of a person with a university graduation, and who will have reached the age of 22 by March 31st, 2017.

Applicants who correspond to "8" mentioned above are requested to undergo the individual admission eligibility screening (short essay and document review) to be held in this institution on December 14th, 2016 (Wednesday) after contacting Graduate School Entrance Examination Section of Administration Division. Further, please inquire with Graduate School Entrance Examination Section of Administration Division regarding the date of individual admission eligibility screening and application period.

※This institution exempts the following persons from the individual screening for admission ability, persons who have graduated from nursing junior college, special vocational school, vocational school, advanced course of upper secondary school, with the qualification of nurse; persons who have graduated from advanced course of Upper secondary school, fulfill any one of the following criteria from (a) to (c) and have more than 5 years of experience as nurse. This exemption is given since they are recognized to have similar academic abilities and qualifications as university graduates.

- (a) Persons who have completed their training from a training school falling under the Article 2 or Article 3 of the Regulations of Training Schools for Public Health Nurses, Midwives and Nurses
- (b) Persons who have completed nursing teacher training course (with training period of 6 months or more from training schools under Ministry of Health, Labour and Welfare, Nursing Associations, prefectural governments or similar institutions)
- (c) Persons who have obtained the qualification of certified nurse or certified nursing administrator

5. Entrance Examination Schedule

Application period	Test date	Announcement of Results	Period to complete the procedures
2017 February 6 th (Monday) to February 20 th (Monday)	March 1 st (Wednesday)	March 3 rd (Friday)	March 6 th (Monday) to March 13 th (Monday)

All applications should be sent through post (postmarked on or before the application deadline).

6. Test Center

Japanese Red Cross College of Nursing
Hiroo Campus (4-1-3 Hiroo, Shibuya-ku, Tokyo)

7. Screening Procedure

Selection is done based on test of academic abilities, interview and review of the documents submitted.

(3) Test of academic abilities

Foreign language (English) (it is allowed to use printed and electronic dictionaries)

Short essay

General Nursing

(4) Interview

8. Entrance Examination Timetable

Test date	Course title	Time
March 1 st (Wednesday)	Foreign language (English)	9:00 to 10:00hrs
	Short essay	10:30 to 11:30hrs
	General Nursing	12:00 to 13:00hrs
	Interview	14:10 to 16:00hrs (scheduled)

Application Procedure for the Entrance Examination

1. Entrance Screening Fee

[Graduates from other universities]

40,000 yen (through bank transfer only.)

As a general rule, the screening fee will not be returned.

[Potential graduates and graduates from Japanese Red Cross College of Nursing]

20,000 yen (through bank transfer only.)

As a general rule, the screening fee will not be returned.

2. Payment of Screening Fee

1. Please fill out all the required fields ('Name of Depositor' is the Name of examinee) on the payment slip and submit all the slips to nearest bank counter without separating them along with the screening fee.
2. In the "Transfer Request Form", please mark '○' on the examination category number you want to take.

Examination Category and Number List

Examination category	Number
Entrance examination for admission to doctoral program (Joint Disaster Nursing Program, Graduates from other universities)	51
Entrance examination for admission to doctoral program (Joint Disaster Nursing Program, Potential graduates and graduates from Japanese Red Cross College of Nursing (JRCCN))	53

Please fill the amount (screening fee) column as well.

3. Please get the bank teller stamp on "Screening fee transfer acceptance certificate (to be attached to the application)", "Screening fee receipt" and "Screening fee transfer notification" without fail. Please separate and keep the "Screening fee receipt" individually after getting the teller stamp.
4. If you are requested at the bank counter to rewrite "Transfer Request Form" provided by the bank, please make sure that you fill the form for "wire transfer". At that time, please get the bank stamp on "Screening fee transfer acceptance certificate (to be attached to the application)" without fail.
5. Payment at the university office, bank ATM (Automatic Teller Machine), post office, convenience store, payment from cell phone and PC etc. will not be accepted.
6. Please attach the "Screening fee transfer acceptance certificate (to be attached to the application)" to screening fee delivery slip and submit it along with the application documents. The application will not be accepted if "Screening fee transfer acceptance certificate (to be attached to the application)" is not attached thereto.

3 Payment Handling Period for Screening Fee

1st Screening Test: August 1, 2016 (Mon) to August 8, 2016 (Mon)

2nd Screening Test: November 1, 2016 (Tue) to November 9, 2016 (Wed)

3rd Screening Test: February 6, 2017 (Mon) to February 20, 2017 (Mon)

4 Bank Details for the Payment of Screening Fee

Bank details for transfer: Mitsubishi Tokyo UFJ Bank, Shibuya Chuo Branch, Account Number: Savings No. 414700

Account Name: Japanese Red Cross College of Nursing (日本赤十字看護大学)

5. Application Documents

The documents to be submitted are given below. Please check the contents of documents and contact Graduate School Entrance Examination Section of Administration Division if you have any questions. **Please consult with research advisor without fail before applying for the admission (See "Prior Consultation with Research Advisor" on P19).**

1	Application form (Form specified by JRCCN)
2	Resume (Form specified by JRCCN)
3	Examination voucher and photograph form (Form specified by JRCCN)
4	Certificates such as graduation (expected) certificate and academic transcript
5	Screening fee delivery slip (with "Screening fee transfer acceptance certificate (to be attached to the application)")
6	Envelope for sending examination voucher
7	Address label (3 copies)

※Medical certificate is not required.

6. Application form

1. Please read "Form Filling Instructions and Examples" carefully before filling the application form and make sure you fill out everything required in the form.
2. Please be careful while filling the form because you will not be able to change the contents in the submitted application form.
3. Please fill the form using black ball pen. In case of correction, erase it properly using correction tape and write down over that tape. Form entries or corrections made using pencil or any other colored ball pen will not be accepted.
4. Please affix the photographs on the application form, examination voucher and photograph form respectively. The photograph must be of size 4cm (height) x 3cm (width) taken within 3 months prior to the examination date; must have no background and include applicant's upper body facing front with bare head. Photograph can be black and white or

colored. (However, any photo with scenic background etc. will not be accepted.) Applicants who will wear glasses during the test must take the photograph with glasses. Please write down your full name and date of birth on back side of the photograph. However, affix the photograph as it is if the back side adhesive.

7. Examination Voucher and Photograph Form

1. Please write down your full name with Furigana without fail in the examination voucher and photograph form.
2. Affix the photograph same as that on the application form.
3. We will send the examination voucher immediately after application deadline. If you do not receive the examination voucher 2 days prior to the examination date, please contact Graduate School Entrance Examination Section on +81(0)3-3409-0950.
4. Please verify "Examinee Number", "Full Name" and "Examination Date" on the examination voucher that you have received.
5. We will re-issue the examination voucher if it is lost or not received. Please contact Graduate School Entrance Examination Section on +81(0)3-3409-0950.
6. We will keep the photograph form to verify the identity of examinee on the day of examination.

※We will verify the identity of examinee with affixed photograph at the examination venue. Please be careful as the blur photograph may create problem in taking the examination.

8. Resume and Certificates to be Submitted

Please submit the required certificates.

Resume	<p>Please write down academic record from high school (including faculty and department) onwards under ‘Academic background’.(including current school)</p> <p>Please write down job title also under ‘Professional background’.(including current job)</p> <p>Please write down license number, year and month of acquisition under ‘Acquired licenses’.</p> <p>※Please write down Western calendar year.</p> <p>※If the ‘Resume’ column is not sufficient, please attach separate sheet.</p>
Certificates	<p>① Graduation certificate of university (including expected graduation certificate) and academic transcript (invalid if opened)</p> <p>② Completion certificate and academic transcript for the students who have completed 16-year curriculum of the school education at overseas (invalid if opened)</p> <p>③ Applicants falling under 2 of "4 Application Requirements" must submit</p>

	<p>following certificates. (invalid if opened)</p> <p>a. Those who have been already granted a degree by National Institution for Academic Degrees must submit degree certificate and credit acquisition certificate from the institution that has approved credits for major subjects</p> <p>b. Those who have already applied to National Institution for Academic Degrees for completion certificate must submit application acceptance certificate from National Institution for Academic Degrees and credit acquisition certificate from the institution that has approved credits for major subjects</p> <p>④ Applicants falling under 8 of "4 Application Requirements" who are exempted from the screening for admission requirements and recognized to have academic achievements same as that of the students graduating from the university must submit "Qualification certificate".</p> <p>※The graduates (expected) of JRCCN need not submit graduation certificate or certificate of expected graduation and academic transcript as those will be arranged by JRCNN.</p>
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※Please submit the certificates created within 3 months prior to the examination date as a general rule.

※The applicants who have enrolled in the educational institutions for nursing (Junior college or vocational school of nursing, school for public health nurses and midwives, nursing teacher's training program, Japanese Red Cross Society Executive Nurse Training Centre etc.) must submit their graduation (expected) certificate (or certificate of enrollment) and credit acquisition certificate as well as academic transcript. However, certificate of school for assistance nurses is not required. The graduates (expected) from JRCCN need not submit any certificate from educational institutions for nursing for the enrollment prior to admission in JRCCN.

※ If the names in the certificates and application form are different, please attach the proof of identity (Abstract of family register etc.). However, difference between kanji in old form and the commonly used simplified kanji is acceptable. (Example) 澤 ⇔ 沢

※If submitted documents are in the language other than Japanese or English, please translate those into Japanese and attach the certificate received from the embassy showing that the translated and original contents are same.

※Foreign applicants must submit following documents in addition to the above-mentioned documents.

- ① Photocopy of residence certificate showing the status of residence and period of stay (issued by the mayor of municipality)
- ② Identification card of applicant by Japanese national living in Japan (The guarantor must be an economically independent citizen of Japan and must be able to continue as a

guarantor even after the admission.) Please affix a seal in the signature column without fail and attach the seal registration thereof.

9. Other Documents to be Submitted

1. Please write down postal code (7 digits), address (Write down from the prefecture name. Also, write down the condominium/apartment name etc.) and full name in the address label. Correction from "様" (sama) to "行" (To) is not required in the addressee column.
2. Please affix a postage stamp of **362 yen** (280 yen stamp + 82 yen stamp) on the envelop for sending examination voucher and write down postal code (7 digits), address (Write down from the prefecture name. Also, write down the condominium/apartment name etc.) and full name. Correction from "様" (sama) to "行" (To) is not required in the addressee column.

10. Application Procedure

1. Enclose all the application documents in the application envelope (specific to JRCCN) and send it by registered express mail.
Address to send the application: Graduate School Entrance Examination Section, Japanese Red Cross College of Nursing
4-1-3 Hiroo, Shibuya, Tokyo 150-0012
2. Applications will be accepted through mail only. Applications will not be accepted at the counter.
3. Application acceptance certificate will not be issued.

11 Application Instructions

1. Please prepare and post the application documents early as it takes several days for processing of the documents.
2. Application will not be accepted if the documents are insufficient. The change or replacement of contents of the received application documents is not permitted. However, if there is any change in the full name, address or telephone number, please contact Graduate School Entrance Examination Section.
3. If there is any false description in the application documents, admission will be cancelled.
4. The application documents that have been submitted will not be returned for any reason.

Instructions for the Day of Entrance Examination

[Opening hours and test time]

1. Please go to the test room specified 15 minutes prior to start of test and sit on the seat number same as that of your examinee number. Please try to reach the examination venue early because there may be disruption in the transportation on the day of screening test. Directions to test room will be posted at the university entrance on the day of screening test.
2. If you are late, you will be allowed to take the test only if you reach within 30 minutes from the screening test start time. After that, you will not be able to take the screening test. As you may be allowed to take the screening test in the event of delay caused by special circumstances such as delay in transportation facilities due to accident, please report the attendant with your certificates and follow the instructions.
3. The order of interview will be announced by interview guidance on the day of screening test. As it may not always be according to the examinee number order, please pay enough attention to the return schedule of transportation facilities.

[Things to carry]

1. Please bring the examination voucher on the day of screening test without fail. If you have lost or forgotten to bring the examination voucher by any chance, please report it to the attendant at the entrance of examination venue and follow the instructions.
2. Please bring writing material such as black pencil (HB), mechanical pencil (HB), plastic eraser etc. Use of colored pencil, pen, scale, compass, desk pad etc. is not permitted.
3. You can only keep writing material, watch, glasses and dictionary (including electronic dictionary; please ensure to turn off the electronic sound) to be used in foreign language test on the desk during the screening test hours. Watch should have only the time display function. Use of watch having other functions and time display function in the cell phone etc. is not permitted.
4. Borrowing or lending of writing materials and watches is not permitted at all.
5. Please bring your own lunch without fail. You will not be able to buy lunch within the campus. Also, you will not be allowed to go outside to buy lunch.

[Permitted and prohibited items]

1. Please switch off mobile phone or personal handy-phone system (PHS) etc. and keep it in the bag. **Use of mobile phone or PHS etc. is strictly prohibited until test is finished.** If the mobile phone or watch etc. vibrates or makes sound during the test and its source could be identified, test supervisor may keep that bag without the consent of owner.
2. If you wish to use tissue paper for cold etc., you must remove tissue paper from the packet and keep only the tissue paper on the desk. If you wish to use handkerchief, eye drops, nose drops etc., you must take the permission from test supervisor prior to its use.
3. Use of ear plug is not permitted as the instructions from the test supervisor may not be heard.

4. Please wear clothes that can be easily put on and taken off as there is a temperature difference at the test venue.

[Other information]

1. You are not permitted to leave the seat during test hours even if you have completed the test paper. Please do not leave the seat until instructed by the test supervisor after test is finished. However, if you are not feeling well or want to go to the washroom, please inform the test supervisor by raising your hand quietly.
2. You will be asked to leave the room in case of any misconduct.
3. You are not permitted to go outside the school building during the break.
4. You can get a preview inside the school building during office window service hours (Weekdays: 9 AM to 5 PM, Closed on Saturday, Sunday and public holidays), but entry inside the school is prohibited from previous day of the test for preparation etc.
5. Access to the test venue by car is prohibited. Please also refrain from pick-up and drop-off to avoid any obstruction to the traffic around test venue.
6. Smoking is prohibited inside the test venue (school building and campus).

Announcement of Results

Announcement of results can be checked by following methods. Please note that any queries related to result will not be answered.

1. Checking Results on the Notice Board

"Examinee numbers of successful applicants" will be posted on the specific notice wall in the campus at 15:00 on the date of result announcement.

2. Checking Results on the Website

You can check "Examinee numbers of successful applicants" on the internet. Examinee numbers of successful applicants will be posted on the internet after 15:00 on the date of result announcement.

Website address: <http://www.redcross.ac.jp>

3. Issuance of Admission Procedure Documents

1. We will send the admission procedure documents along with the notification of success to successful candidates by simple registered mail [express mail]. We will not issue those documents directly at JRCCN.
2. As we will send the admission procedure documents on the date of result announcement, it may take 2 to 3 days for the delivery depending on the area. **Please contact Graduate School Entrance Examination Section of Administration Division if you do not receive the documents within 3 days from result announcement.**

3. Please note that the admission procedure is not at all permitted after expiry of enrollment period for the reasons such as non-delivery and delayed delivery of admission procedure documents.

4. Candidates in Waiting List

1. We will send notification to the candidates in waiting list if there is any vacancy. Hence, there will be no announcement on Website and on-campus notice board. Candidates in the waiting list are not the successful candidates. If any vacancy is created in the enrollment capacity, candidates may be moved up in the waiting list and may get admission.
2. Please note that any queries related to candidates placed or moved up on the waiting list will not be answered.

Admission Procedure

1. Admission Procedure

1. Successful candidates are requested to read the admission procedure guidelines enclosed with the success notification documents carefully and start the admission procedure. If specified procedure such as submission of procedure documents and payment delivery is not completed within the enrollment period, enrollment will be cancelled considering that the candidate is not willing to get enrolled.
2. The admission procedure documents must be postmarked on or before the enrollment deadline.
3. We will not individually send the notification to candidates who have not completed the above-mentioned admission procedure. Individual candidate is responsible for completing the procedure.
4. Submitted documents will not be returned for any reason.
5. Enrollment will be cancelled if candidate who is expecting to receive degree has not received the degree until the time of enrollment. Enrollment fee will not be returned even if the enrollment is cancelled.

2. Enrollment Period

1st Screening Test: September 1, 2016 (Thu) to September 8, 2016 (Thu)

2nd Screening Test: November 25, 2016 (Fri) to December 2, 2016 (Fri)

3rd Screening Test: March 6, 2017 (Mon) to March 13, 2017 (Mon)

3. Payment of Tuition Fee

<Year 2016 Amounts Payable List> (scheduled)

Type	Amount payable		Payment period
	1 st year	2 nd to 5 th year	
1. Entrance fee	400,000 yen		At the time of enrollment
2. Tuition fee	1,200,000 yen	1,200,000 yen	First semester (600,000 yen): By end of April Second semester (600,000 yen): By end of October
3. Experiment and practical training cost	150,000 yen	150,000 yen	First semester (75,000 yen): By end of April Second semester (75,000 yen): By end of October
4. Maintenance and management cost	150,000 yen	150,000 yen	First semester (75,000 yen): By end of April Second semester (75,000 yen): By end of October
Total	1,900,000 yen	1,500,000 yen	

※ Enrollment fee will not be returned even if the enrollment is terminated.

※ Disaster and Accident Insurance for Student Education and Research (around 5,000 yen for 5 years) needs to be paid separately in addition to above-mentioned payments.

4. Incentive System

This program offers a system that makes payment of incentives through Leading Program in Doctoral Education to students who meet certain selection criteria, so that they can focus on academics and research.

5. Special Scholarship Program of Japanese Red Cross College of Nursing

This program offers special scholarship of 200,000 yen after the enrollment to those students, who continue from Faculty of Nursing to 5-year doctoral program offered by Graduate School of Nursing of JRCCN, with an aim to provide financial assistance in education. Please note that the students, who receive the payment of above-mentioned incentive system, are not eligible for this special scholarship.

Prior Consultation with the Research Advisor

Prior Consultation with the Research Advisor

Please have prior consultation with research advisor before applying for the admission.

<Research Advisor>

Research advisor is a faculty member, who provides guidance on thesis and the students have to take the courses according to their instructions and get their guidance on the research.

[Prior consultation procedure and main consultation contents]

- ① First, please contact the Graduate School Entrance Examination Section. Entrance Examination Section will connect you to the research advisor.
- ② You can discuss research subject or important points related to the courses, things that you want to confirm etc. with the research advisor.

<Example of prior consultation contents>

- Research guidance policy and method of research advisor
- An overview of the course, including classes of other faculty members
- Feasibility of attending work as well as lectures if the candidate is currently working
- Other items related to Japanese Red Cross College of Nursing

[Contact details]

Graduate School Entrance Examination Section, Administration Division, Japanese Red Cross College of Nursing

TEL: +81(0)3-3409-0950

(Weekdays: 9 AM to 5 PM, except university holidays and entrance examination day etc.)

E-MAIL: nyushi@redcross.ac.jp

If you have any questions related to these guidelines for applicants, please contact:

Graduate School Entrance Examination Section of Administration Division

Japanese Red Cross College of Nursing

4-1-3 Hiroo, Shibuya, 150-0012 Tokyo

TEL: +81(0)3-3409-0950

<http://www.redcross.ac.jp> nyushi@redcross.ac.jp