

# An Introduction to the Role of the International Admissions Office at Nagoya University (International Admissions and Academic Services in 2013-2014)<sup>1</sup>

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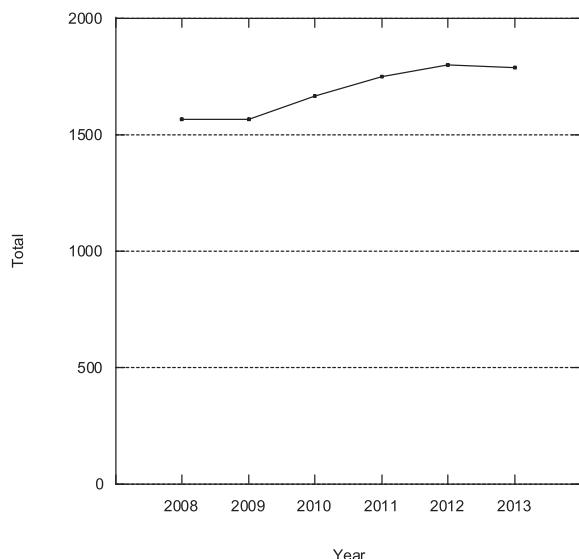
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Nagoya University prioritizes increasing the number of international applicants and improving the process by which they are admitted. Valuing these students means ensuring that the process by which they enter the university is conducted fairly and professionally. The purpose of this report is to summarize the activities of the Department of International Admission and Academic Services (IAAS), International Education and Exchange Center at Nagoya University for the period April 2013 to April 2014. Although other parts of the university recruit and admit students, the focus here is on the Nagoya University Admission Office for the G30 International Program (AO) and its role in the recruitment and admissions process especially as it relates to the Global 30 (G30) program. The report is divided as follows. First, some descriptive statistics showing the current general state of international students at Nagoya University will be provided. Second, the G30 program at Nagoya University is briefly introduced. Finally, the recruiting and admissions activities of the AO between 2013 and 2014 will be summarized. This report should benefit anyone interested in the activities of the AO and the G30 program at Nagoya University.

## A University-Wide Snapshot of International Students at Nagoya University

Nagoya University strives to attract the best and brightest students from abroad. In 2013, the total number of international students was 1791 (about 10.8% of population of total students). Although the total number of international undergraduate and graduate students at Nagoya University rose between 2008 and 2011, it stabilized between 2012 and 2013 (see Figure 1).

**Figure 1: Number of International Students, 2008-2013**



Source: Nagoya University

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During this period, the total number of international students increased by 12.5% (225 students) from 1566 in 2008 to 1791 in 2013.

Where do most of Nagoya University's international students come from? As shown in Figure 2, the make-up of students has a distinctly regional flavour with 84% of international students (1507) originating from Asia.

A small minority of students came from Europe (7.5% of total international students) while the smallest percentages of students were from North America (1.4%) and the Pacific (0.3%). Examining the data at the country-level, the largest number of students originated in China (49%), Korea (10%), Indonesia (3.3%), and Vietnam (3%).

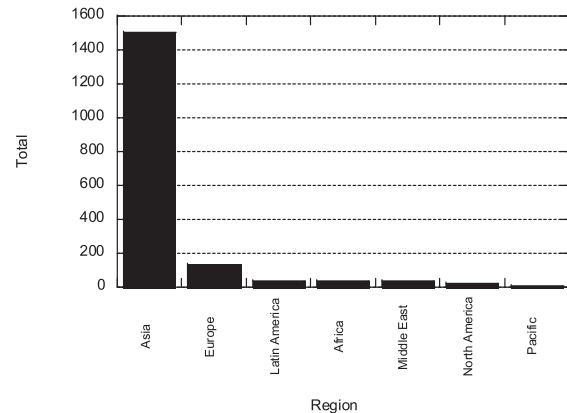
Since the size of Schools and Graduate Schools varies, so does the total number of students they admit. A plurality of international students at Nagoya University studied Engineering. Figure 3 displays the total number of international students by affiliation (figures include numbers of students in both the Undergraduate and Graduate Schools).

The School of Engineering and Graduate School of Engineering house almost 22% of total international students followed by the Graduate School of International Development (11%) and the School and Graduate School of Law (9.7%). The fewest number of international students study the Sciences (1.2%), Mathematics (0.7%), and Pharmaceutical Sciences (0.05%).

The Schools and Graduate Schools of Nagoya University do vary in terms of the level of internationalization of their student populations. The most internationalized of Schools, as measured by the percentage of foreign students relative to total students, is the International Language Center where 91% of total students are from abroad (see Figure 4).

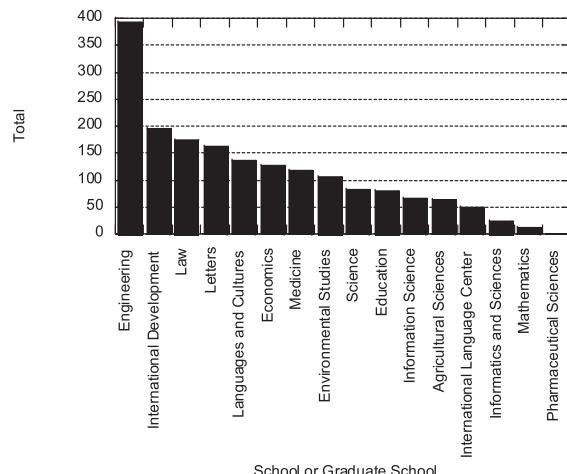
Next, is the Graduate School of International Development (66%) and Languages and Culture (60%). The

**Figure 2: Number of International Students by Region, 2013**



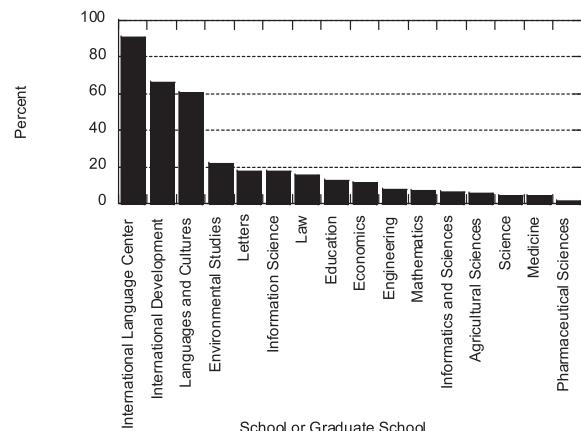
Source: Nagoya University

**Figure 3: Number of International Students by Area of Study, 2013**



Source: Nagoya University

**Figure 4: Percentage of International Students Relative to Total Students by Area of Study, 2013**



Source: Nagoya University

least internationalized Schools in terms of international students include Science (4.5%), Medicine (4.3%) and Pharmaceutical Sciences (1%).

### The G30 Program: Doing a Full Degree in English at Nagoya University

Since October 2011, thirteen Japanese universities have offered under the auspices of the Global 30 (G30) program varying numbers of English-language full-degree programs to international undergraduate and graduate students. The characteristics of the program are as follows:

- No Japanese proficiency is expected;
- Flexible admissions process including document screening and interviews conducted via voice-over-IP service;
- Students can complete full degrees in English as full members of the university community while also living in Japan; and
- Students receive support from their university.

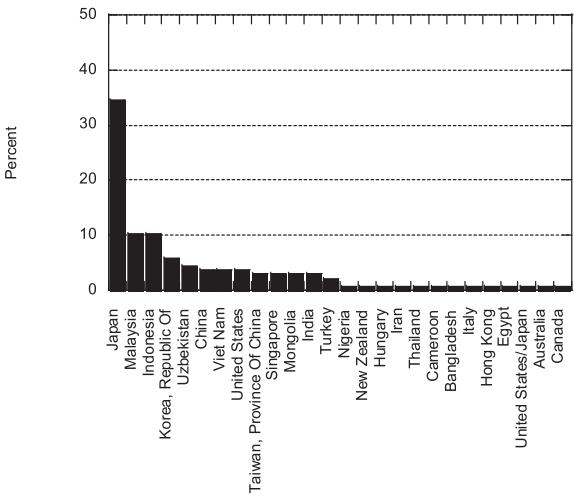
As part of this project, Nagoya University in 2013 offered a total of 5 undergraduate and 7 graduate programs conducted only in English. Table 1 and Table 2 show the programs and the Schools they are affiliated with.

A new program called Japan-in-Asia was added in 2014 and another new graduate program in Automotive Engineering will be added in 2015.

As mentioned in the previous section, almost half of all international students at Nagoya University come from China. Since Nagoya University offers the G30 programs in English, however, enrolled students tend to originate from a wider range of countries (see Figure 5).

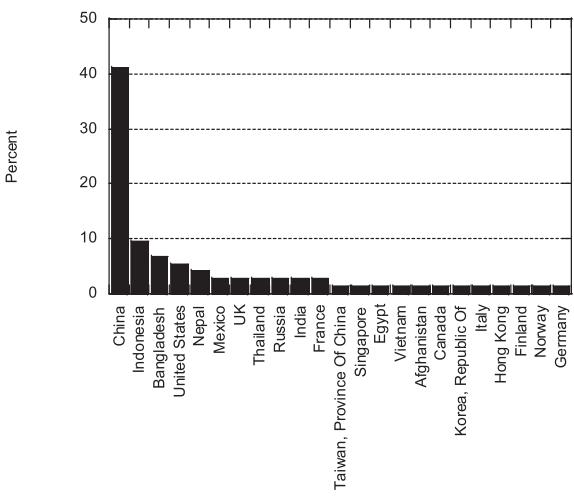
A plurality of undergraduate students (about 35%) enrolled in G30 were Japanese citizens though many were educated abroad or at an international school within Japan. The second largest groups of students were Malaysian and Indonesian (about 10% of each nationality).

**Figure 5: Percentage of G30 Undergraduate Students by Country, 2013**



Source: International Admissions Office, Nagoya University

**Figure 6: Percentage of G30 Graduate Students by Country, 2013**



Source: International Admissions Office, Nagoya University

The total number of polities represented was 26.

Consistent with the broader pattern of international students, a plurality of graduate students was from China (over 40%) and approximately 8% were from Indonesia (see Figure 6).

Graduate students originated from 23 different countries. As shown here, the G30 program contributes to increasing the diversity of international students on campus, at least in terms of nationality.

**Table 1: G30 Undergraduate Programs at Nagoya University**

<b>Program</b>	<b>Affiliated Schools</b>	<b>Majors</b>
<b>Automotive Engineering</b>	Engineering	Mechanical Engineering
		Electrical and Electronic Engineering and Information Engineering
<b>Biological Sciences</b>	Science	Biological Science
	Agricultural Science	Applied Biosciences
<b>Chemistry</b>	Science	Chemistry
	Engineering	Chemical and Biological Engineering
<b>Fundamental and Applied Physics</b>	Science	Physics
	Engineering	Physical Science and Engineering
<b>Social Sciences</b>	Law	Law and Political Science
	Economics	Economics and Business Administration
<b>Japan-in-Asia Cultural Studies Program (from 2014)</b>	Letters	Japan-in-Asia Cultural Studies

Source: Nagoya University

**Table 2: G30 Graduate Programs at Nagoya University**

<b>Graduate Program</b>	<b>Affiliated Graduate Schools</b>	<b>Master's</b>	<b>Doctoral</b>
<b>Automotive Engineering (from 2015)</b>	Engineering	yes	no
<b>Biological and Bioagricultural Sciences</b>	Science, Bioagricultural Sciences, Medicine	yes	no
<b>Biological and Bioagricultural Sciences</b>	Science, Bioagricultural Sciences	no	yes
<b>Chemistry</b>	Science, Engineering	yes	yes
<b>Comparative Studies of Language and Culture</b>	Languages and Culture	yes	no
<b>Economics and Business Administration</b>	Economics	yes	no
<b>Medical Science</b>	Medicine	no	yes
<b>Physics and Mathematics</b>	Science, Mathematics	yes	yes
<b>Japan-in-Asia Cultural Studies (from 2014)</b>	Letters	yes	no

Source: Nagoya University

## The Role of the International Admissions Office (AO)

Given the wider range of choices available to potential students today both domestically and internationally, encouraging a person to leave their home country and study in Japan poses a great challenge. The same strategies used to attract domestic students cannot, of course, be applied abroad. Recruiting and admitting international students to the international programs, while following the admission requirements that Nagoya University applies to its domestic students, requires a specialized office and staff. At Nagoya University the key office in international recruiting and admissions for the G30 program is the AO.

## Communicating with Potential Applicants

The AO is responsible for the majority of communications between Nagoya University and the schools, guidance counsellors, parents, teachers and potential students interested in the G30 program. Since these are all done in English, this requires a specially trained staff that is not only proficient in more than one language, but who are also comfortable speaking and writing to people from unfamiliar educational systems, cultures and settings. They must also be up-to-date on the latest innovations in the field of international admissions (a highly specialized one) as well as be aware of how changes in the international situation or in particular countries may affect the flow of international students. Staff must also be familiar with new technologies such

as databases for credential checks and online application systems. Putting together such a team and keeping them functioning in a rapidly changing environment is a challenge.

To increase awareness of the international programs, the AO staff use promotional materials such as:

- Posters, pamphlets, brochures, and flyers
- G30 Newsletter
- Homepage
- Social media

Despite the dominance of the Internet, posters and pamphlets remain useful today, especially when a large amount of information has to be summarized in a short period of time at a particular meeting or event. The G30 newsletter is a monthly publication in which a selected student can write approximately one page about anything related to their studies or life in Nagoya. Credibility is important so although the newsletter is edited for readability, students are able to write about whatever they wish including criticism of the university. The homepage is regularly updated to provide general information about Nagoya University and the G30 programs, as well as inform prospective candidates about upcoming country and school visits. Most importantly, staff can announce information related to the admissions process such as program requirements and application deadlines. As is the growing trend in higher education, the AO also uses social media to communicate with both potential applicants and current students. A designated member of the team posts recruiting and admissions information regularly on Facebook, as well as general information and stories that may be of interest to potential applicants. In a period of just under four years between July 2010 and March 2014, the AO posted information on Facebook a total of 382 times.

### **Meeting Potential Applicants**

While communications materials are important, nothing is more effective for promoting Nagoya University than

face-to-face meetings with university representatives. The AO acts as a window providing the opportunity for anyone interested in Nagoya University to meet with representatives both within Japan and abroad.

Visitors to the Nagoya University campus are always welcome and can be divided into two categories - individuals and groups. AO staff and faculty introduce campus visitors to the academic programs on offer, take them on a campus tour and accompany them on class visits.

As shown in Table 3, on average, the AO received a group of visitors 1.25 times per month over a period of one year (15 groups for April 2013 to March 2014).

Consistent with Nagoya University's regional focus, most of the visits were by groups in the Asia-Pacific region including Australia, Indonesia, Korea, Malaysia, Singapore, and Thailand. Other visits included one group from Saudi Arabia, one from Denmark and three from the United States.

In addition to the group visits, the AO also received an average of 3 individual visitors per month (total 37). This included both prospective applicants and/or their family members, usually parents.

Off campus recruiting included visiting international schools in Japan and schools abroad. Although the data is not provided here, the number of visits to schools both within Japan and abroad is increasing. Since students who complete a non-Japanese curriculum, such as the International Baccalaureate, are eligible to apply for the G30 program, AO staff visited a number of International Schools in Japan, mainly in the Kanto and Kansai regions, to explain the program to interested students. The AO also coordinates trips to schools outside of Japan in which a combination of admissions staff and faculty members contact local high schools and, after gaining permission, meet with counsellors, teachers and potential students.

**Table 3: Group Visits to AO, April 2013-March 2014**

<b>Year</b>	<b>Month</b>	<b>Description of Visitors</b>
<b>2013</b>	April	South Denmark University
<b>2013</b>	April	Various ASEAN countries
<b>2013</b>	April	Lindbergh High School (US)
<b>2013</b>	April	Various high schools from Bangkok
<b>2013</b>	May	JENESYS2.0 (Various students from Asia/Oceania)
<b>2013</b>	May	JENESYS2.0
<b>2013</b>	June	Saudi Arabia University
<b>2013</b>	June	Students from Indonesia
<b>2013</b>	June	High school students from Singapore
<b>2013</b>	July	Various high schools from North Carolina
<b>2013</b>	August	Raffles Institution (Singapore)
<b>2013</b>	December	AFS : Australia/Malaysia
<b>2014</b>	January	Soongsil University (Korea)
<b>2014</b>	February	Silpakorn University (Thailand)
<b>2014</b>	March	Bard High School Early College (USA)

Source: International Admissions Office, Nagoya University

Another means to promote Nagoya University is through international study fairs. Some of these are hosted by the Japanese Government in target countries while others are hosted by local groups or agencies. AO staff and other Nagoya University faculty visit the fairs and explain the benefits of the international programs to interested students.

### **Working Towards an Effective Admissions Process**

In addition to its role in recruiting new students, the AO is also the first point of contact for international admissions. In fact, contact with the AO is usually the first interaction that a student has with Nagoya University. Reputation is important for attracting good students so providing a high level of service for both applicants and accepted students is essential. Some of the services provided by the AO for the G30 programs include:

- Answering inquiries;
- Announcing deadlines for applications and other relevant information;
- Conducting initial screening of all applications including verifying authenticity of documents and determining English proficiency;

- Coordinating the admissions process with the various Schools and Graduate Schools;
- Cooperating with the Schools and Graduate Schools in applicant interviews;
- Issuing notices of admission and sending visa documents;
- Coordinating arrival of students, including pick up of new students by current students;
- Conducting orientation events for new students;
- Organizing welcome party for new students; and
- Initiating student activities such as the G30 lunch for students in the program to get to know one another.

Overall, the AO tries to make the process of admissions as simple and understandable as possible for new students.

### **Conclusion**

This brief report has provided a snapshot of international students at Nagoya University and an outline of the activities of the Admissions Office (AO) focusing mainly on the G30 International Program. At the time of writing, the AO has begun various activities for the FY2014-2015 including updating admission requirements and finalizing the deadlines for all admissions

procedures. International recruiting and admissions remain an important part of Nagoya University, not only as a means of attracting high quality students to apply to

the international programs but also in its overall mission of developing future graduates who can contribute not only to Japan but to the wider world as well.