The Japanese-Language Proficiency Test (JLPT) in December, 2012
Special Arrangements Request Instructions for People with Disabilities

The Japan Foundation
Center for Japanese-Language Testing

Special arrangements may be provided for examinees with disabilities. Those who wish to apply for special arrangements (hereafter referred to as *applicants*) should apply after reading this document in full.

1. Documents to be submitted:

a. Special Arrangements Request Form
b. Any necessary supporting documents
c. 2012 JLPT Application Form (If you choose to register for the test ONLINE, you MUST send a copy of your registration confirmation email)

Applicants should fill out all 4 pages of the *Special Arrangement Request Form* and send it with their Application Form and other required documents to the Japan Foundation, Los Angeles. It is also possible for a representative to apply on behalf of the applicant.

2. Application period:

September 4, 2012 through October 2, 2012
The application must arrive at the Japan Foundation, Los Angeles by October 2, 2012. Postmark is not accepted and no special arrangement will be considered for requests submitted after the deadline.

3. Decision process regarding the implementation of special arrangements:

(1) The Japan Foundation, which organizes the test, in consultation with the Committee for Special Testing Arrangements (CSTA), will decide what arrangements should be put in place based on the contents of the request form.
(2) If the information provided on the request form is not sufficient, The Japan Foundation may contact the applicant or their representative to request further information.
(3) The applicant or their representative will be notified of the final decision regarding the special arrangements before the beginning of November.
(4) All communication between applicant or their representative and The Japan Foundation will be conducted by way of the host institution (Japan Foundation, Los Angeles).

4. Notification of results:

The notification of test results will not make any mention of the special arrangements, unless applicant requests to the contrary: however, the notification will record listening test exemptions, if any.