

EXCHANGE PROGRAM APPLICATION GUIDE FOR SPRING 2024



KANDA UNIVERSITY OF INTERNATIONAL STUDIES (KUIS)

Global Engagement and Partnership Division

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1. Exchange Program Outline

Programs *The program can be chosen after arrival.

(1)Japanese Language and Culture Program (only)

This option is for students who wish to intensively learn the Japanese language and culture, targeting students with all Japanese levels.

(2)Undergraduate courses (English-conducted)+ Japanese Language and Culture Program

This option is for students who wish to take English-taught undergraduate courses, studying with regular (mainly Japanese) students. In addition, students take courses for improving their Japanese language proficiency. Japanese courses range from basic Japanese necessary for life in Japan to Japanese for smooth communication.

(3)Undergraduate courses (Japanese-conducted) + Japanese Language and Culture Program

This option is for students with an advanced level of Japanese. Students take courses from various study fields such as linguistics, translation & interpretation, area studies, communication, business, and international relations, studying with regular (mainly Japanese) students. In addition, courses for improving Japanese proficiency further are also compulsory.

Details of the programs

(1)Japanese Language and Culture Program (only)

- The first and foremost aim of our program is to foster students' language acquisition and ability to communicate with many types of Japanese speakers in a variety of interactive situations. Japanese speakers are invited to join the classes so that students can use their language skills they have acquired to communicate with them.
- Students are expected to work autonomously and manage their own study schedule. The coursework of the program includes class lessons, homework, project work, and daily quizzes whereby students' Japanese language proficiency is expected to improve significantly through the program.

【Language Requirement】

None but applicants must have a basic knowledge of Japanese language, including hiragana, katakana, basic words, kanji, and expressions. Applicants are recommended to have Japanese language proficiency of JLPT N5 or above.

*Sample questions of the JLPT can be viewed at the following website. Please use it as a reference for your Japanese language proficiency. <https://www.jlpt.jp/samples/forlearners.html>

【Curriculum and Course Descriptions】

Students take compulsory and elective courses of Ryugakusei Bekka. The outline, course descriptions and other details of the Bekka Program can be found on [the Ryugakusei Bekka webpage](#).

The curriculum consists of compulsory courses and elective courses.

(2)Undergraduate courses (English-conducted)+ Japanese Language and Culture Program

-This option is for students who wish to take English-taught undergraduate courses, studying with regular (mainly Japanese) students.

-In addition, students take courses for improving their Japanese language proficiency. Japanese courses range from basic Japanese necessary for life in Japan to Japanese for smooth communication.

【Language Requirement】

○English

No certificate needs to be submitted upon application.

Students may be required to show a certificate to the professor/instructor.

TOEIC L&R 600

TOEFL iBT 54

TOEFL PBT 480

IELTS 4.5

○Japanese

None but applicants must have a basic knowledge of Japanese language, including hiragana, katakana, basic words, kanji, and expressions.

【Number of classes】

Undergraduate courses: more than 3 classes per week

Japanese Language and Culture courses: more than 4 classes per week

*Max: 20 credits/semester (One course is 1 or 2 credits)

【Undergraduate Courses (English-taught)】

The course list below is from the past semester. Courses available vary depending on the year/semester.

JSP

Japanese Literature

Japanese Popular Culture I

Japanese Popular Culture II

Tourism and Local Cultures of Japan

Japanese Language and Culture

Women's Studies in Japan

The History of Modern Japan

The History of Premodern Japan

International Relations: Japan in a Global Context

Japanese Politics

Media and Japanese Society

ELLC

Effective Language Learning Course 1

Effective Language Learning Course 2

【Japanese Language and Culture Courses】

Students take compulsory and elective courses of Ryugakusei Bekka. The outline, course descriptions and other details of the Bekka Program can be found on [the Ryugakusei Bekka webpage](#).

The curriculum consists of compulsory courses and elective courses.

(3) Undergraduate courses (Japanese-conducted) + Japanese Language and Culture Program

This option is for students with an advanced level of Japanese. Students take courses from various study fields such as linguistics, translation & interpretation, area studies, communication, business, and international relations, studying with regular (mainly Japanese) students. In addition, courses for improving Japanese proficiency further are also compulsory.

【Language Requirement】

Japanese Language Proficiency Test (JLPT) N1 and placed in Level 6 (certificate needed)

Placed in Level 7

【Number of classes】

Japanese Level 6 + JLPT N1

Undergraduate courses: more than 3 classes per week

Japanese Language and Culture courses: more than 4 classes per week

*Max: 20 credits/semester (One course is 1, 2 or 4credits)

Japanese Level 7

Undergraduate courses: more than 5 classes per week

Japanese Language and Culture courses: more than 2 classes per week

*Max: 20 credits/semester (One course is 1, 2 or 4credits)

Japanese Level 8 (2-semester students who are in Level 7 in the first semester)

Undergraduate courses: more than 7 classes per week

*Max: 20 credits/semester (One course is 1, 2 or 4credits)

【List of the Faculty of Foreign Languages courses (Japanese)】

[List of the Faculty of Foreign Languages courses available for exchange students \(2022\)](#)

*This list is from AY2022 and changeable every year. This is just for your reference (available in Japanese).

*Each course may have prerequisites.

*The number of students may be limited when it exceeds the capacity.

【Japanese Language and Culture Courses】

Students take compulsory and elective courses of Ryugakusei Bekka. The outline, course descriptions and other details of the Bekka Program can be found on [the Ryugakusei Bekka webpage](#).

The curriculum consists of compulsory courses and elective courses.

2. Eligibility

- Application is open only to international students from the partner institutions.
- Applicants must be nominated by their home institution.
- Applicants must have completed at least 12 years of formal schooling. If not, applicants must be 18 years old or older at the start of the exchange program and have passed an examination which proves that applicants have attained the same or higher academic level as 12 years of formal schooling.
- Applicants from partner institutions must not graduate from their home institution while they are enrolled in the exchange program.
- Applicants must have completed at least one year of study at their home institution by the time of studying at KUIS.

N.B.

- **Students must notify KUIS prior to nomination if they:**
 - have a history of the Certificate of Eligibility (COE) rejected,**
 - have a Japanese nationality (including double nationality) and/or whose mother tongue is Japanese, or**
 - have studied abroad at a Japanese university (including universities other than KUIS).**
- **Students who withdrew from the previous semester are not considered “postponed” and must be nominated for this semester again.**

3. Basic Requirements

GPA Requirement

None unless stated in the agreement. Home university's nomination is required.

Home university must assure that the student has an excellent academic performance and is of a good character.

Language Requirement

None, but applicants must have a basic knowledge of Japanese language, including hiragana, katakana, basic words, kanji, and expressions. Applicants are recommended to have Japanese language proficiency of JLPT N5 or above.

*Sample questions of the JLPT can be viewed at the following website. Please use it as a reference for your Japanese language proficiency. <https://www.jlpt.jp/samples/forlearners.html>

Language requirement for students willing to take undergraduate courses of the Faculty of Foreign Languages

Refer to “1. Exchange Program Outline”.

4. Schedule 2024 (Detailed schedule will be announced later)

| | | |
|--------------------|---|------------------------------------|
| Spring 2024 | Designated Date of Arrival / Dormitory/Apartment move-in | Early April, 2024 |
| | Orientation Period / Course Registration | Early April, 2024 |
| | Class Period | Mid-April, 2024 to late July, 2024 |
| | Dormitory/Apartment Move-out Date | Late July, 2024 |

| | | |
|------------------|---|---|
| Fall 2024 | Orientation Period / Course Registration | Early September, 2024 |
| | Class Period | Mid-September, 2024 to late January, 2025 |
| | Dormitory Move-out Date | Late January, 2025 |

5. Application Steps

The following are the periods of each enrollment step. Please review the whole process before you apply.

Please note that this is a standard timeline and is subject to change.

Please check the updated information on the application webpage for detailed deadlines etc.

<https://sites.google.com/kuis.ac.jp/intlstu/home-eng/en-exchange>

| | Spring 2024 |
|--|------------------------|
| STEP 1: Online Nomination | 1 – 25 September, 2023 |
| STEP 2: Application & Uploading Required Documents | 1 – 25 October, 2023 |
| Housing Application | January, 2024 |
| Visa Application and Other To-dos | February, 2024 |
| Designated Arrival Day in Japan (You must arrive on a designated day) | Early April, 2024 |

*The schedule may be changed.

6. Application Process

Applicants must be studying at one of our partner institutions and nominated by their home institution by the deadline. Please consult with the department handling exchange programs at your home institution about your institution's screening and nomination procedures. Self-nomination is invalid.

【Step 1: Nomination by Home Institution】 *This is for the coordinators of each partner institution

Nomination Period: 1 – 25 September, 2023

Please contact us to confirm the number of students you can send prior to nomination. Only the agreed number of students can be accepted.

https://sites.google.com/kuis.ac.jp/intlstu/home-eng/en-exchange/en_spring2024

Nomination form: <https://forms.office.com/r/0e7qcqzwNs>

【Step 2: Application & Uploading Required Documents by Nominated Students】

* Step2 are for the nominated student

Application Period: 1 – 25 October, 2023

After the nomination period, an email with their application number and the application process will be sent to each student. Nominated students will be requested to make an application within the Application Period.

Download link to the necessary documents and submission form will be sent to the nominated students.

Upload the documents below.

Change the file name of each file to "Application#_Name". (e.g. "15_Taro_Kanda.pdf")

| | Document | Submission Data format | Notes |
|---|--|------------------------|--|
| 1 | Scanned copy of Certificate of Result and Score of Japanese-Language Proficiency Test (JLPT) | PDF (.pdf) | Submit the certificate of Japanese Language Proficiency Test (JLPT) with the score if you have taken the test (Regardless of "pass" or "fail"). *Applicants who have N1 of JLPT are eligible to take undergraduate courses of Faculty of Foreign Languages. |
| 2 | Scanned copy of the applicant's passport | PDF (.pdf) | Make both a) and b) into ONE pdf file a) Bio-data page (name and picture page) b) All of the stamped page of arrival in and departure from Japan (if you have visited Japan before) |
| 3 | Applicant's face picture data | JPEG (.jpg) | Submit your face picture data. - Photo of only the applicant - Front-facing, no hats, no shadow - No expression and no visible teeth. - No modified. - Dimensions of the face are from the top of the head [including the hair] to the tip of the chin - Plain background (no shadows) - Clear, high resolution (no blur) - Taken within 3 months of submission - Less than 50KB |
| 4 | Letter of Financial Support | PDF (.pdf) | Download the form, fill it in, and submit the scanned copy. Must be signed by the financial supporter (yourself/family/other). |
| 5 | Proof of Financial Resources (must be original in English) | PDF (.pdf) | To meet Immigration Services Agency standards, your Proof of Financial Resources must show at least 80,000+ JPY per month (the more the better) for the duration of your stay in |

| | | | |
|---|------------------------------|------------|---|
| | | | <p>Japan (Spring only: JPY 320,000+ / Fall only: JPY 400,000+ / 2 semesters: JPY 880,000+). Please prepare one of the documents below:</p> <p>a) If you are financing yourself, submit <u>Official Bank Balance Certificate</u> of your bank.</p> <p>If your bank does not issue a balance certificate, please submit a document with which we can confirm the name of the account holder, the name of the bank, the bank account balance, and the date. (A printout of an internet banking web page might be accepted.)</p> <p>*Credit card statements are not acceptable.</p> <p>b) If your scholarship is covering your expenses, submit <u>Certificate of Scholarship</u></p> <p>In case your scholarship is less than JPY 80,000 per month, please also submit other statements on source of funds a) or c). You can still submit a) or c) even if your scholarship is more than JPY 80,000.</p> <p>c) If someone other than yourself (e.g. parents) is covering your expenses, submit <u>Official Bank Balance Certificate</u> of the person covering your expenses.</p> <p>*Please be sure to convert your local currency into Japanese Yen (JPY).</p> <p><u>*The Immigration Services Agency may request more documents (*in margin) to be submitted.</u> Insufficient or false documents will NOT be accepted by the Agency.</p> |
| 6 | Comments about the applicant | PDF (.pdf) | Must be completed by a faculty or staff member who knows your academic performance well such as your Japanese language teacher. |
| 7 | Academic transcript | PDF (.pdf) | Your most recent transcript in English, issued by your home institution. Photocopies cannot be accepted. |
| 8 | Consent | PDF (.pdf) | Read carefully and understand. |

*For details about the COE, go to "8. Student Visa" section below. *[In case of an applicant himself / herself bears the expenses]

- A Certificate of the bank balance of the applicant himself/herself in English
- The copy of the bank book of the applicant's account covering past three years
- Explanation of the background of the fund of the applicant himself/herself

[In case of a person other than himself/herself bears the expenses]

- A Certificate of the bank balance of the financial supporter in English
- The copy of the bank book of the supporter's account covering past three years
- A Certificate of Employment issued by a company at work or Taxation certificate, Tax payment certificate covering past three years in English
- An official document certify the relationship between the supporter and the student (Family related certificate, resident card, family register copy, etc.) in English

7. Screening and Results

Incomplete applications or applications that reach KUIS after the deadline will not be accepted. KUIS may ask questions regarding the application. The screening of applicants will be conducted based on the application documents. The results of the screening will be sent to each applicant by e-mail. Any inquiries regarding the screening results or the screening criteria cannot be accepted.

KUIS will prepare necessary documents for visa applications for successful candidates. They include some documents from the Immigration Services Agency and therefore may take a while. KUIS will not be responsible for any delays or rejections.

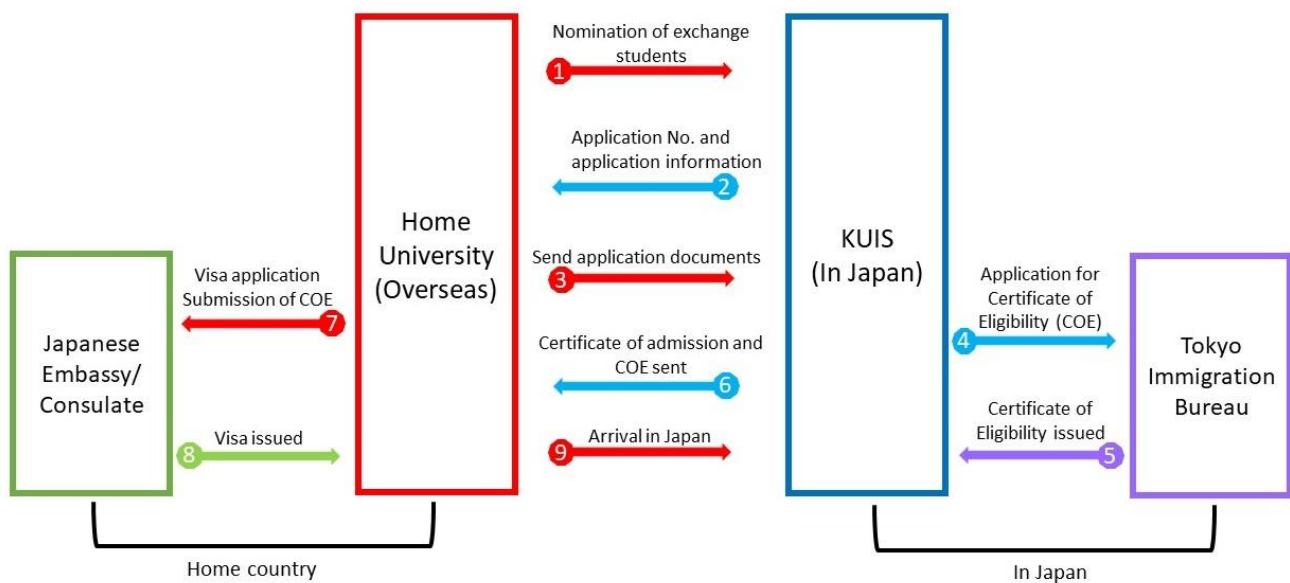
Further procedure for successful candidates will be sent later.

8. Student Visa

Students must enter Japan with a “Student Visa”. Obtaining the visa before traveling to Japan is the student’s responsibility. The Certificate of Eligibility (COE) issued by the Immigration Services Agency is indispensable to obtaining a student visa. KUIS will apply for the COE with the submitted documents on behalf of the applicants. Insufficient or false documents may lead to not only the delay but also rejection by the Agency. Please make sure to submit the correct documents and meet the deadline. Moreover, the issuance of the COE may delay or the Agency may reject it for various reasons other than the above. **KUIS will not be responsible for any delays or rejections.**

After being issued, the COE will be sent along with other documents necessary for visa application such as the Certificate of Admission. Upon receipt of the COE, each applicant is asked to apply for the Student Visa at the nearest Consulate or Embassy of Japan in his or her home country. Please contact the Consulate / Embassy in advance to find out what other documents are required for the application. Necessary documents for each nationality are indicated here: https://www.mofa.go.jp/j_info/visit/visa/long/visa6.html

Please refer to the chart below to understand the general procedure from nomination to visa application. More details about Student Visa application will be sent later.



9. Insurance

The following 2 types of insurance are mandatory for all Exchange students at KUIS.

You will be introduced to the details of the insurances during the orientation period.

a) National Health Insurance (NHI)

All international students staying in Japan for more than 3 months are required to enroll in NHI.

NHI covers 70% of the medical expenses at a clinic or hospital for medical treatment (except cosmetic surgery etc.).

The premium can be paid in cash at a local convenience store. The premium is charged monthly and is expected to be JPY 18,000 per year in total.

b) Inbound Insurance (Liability insurance)

Insurance payments will be made and if a student is legally liable for damages when others are injured or the possessions of others are damaged or if a student receive medical care. It also includes out-of-court settlement negotiation service. The premium will be approx. JPY 10,000 for one semester and approx. 14,000 for two semesters.

c) Private overseas travel insurance

As the above insurances (a,b) do NOT cover the periods of traveling between their home country and Japan or rescue expenses, having private overseas travel insurance will protect you in the case of serious illness or injury while in Japan. Please purchase overseas travel insurance before departing from your home country. The travel insurance should be a comprehensive package that covers: accidental death, accident disability, death from illness, medical & rescuer's expenses, liability, household goods and personal belongings, repatriation of remains, emergency travel expenses, etc. **You will be required to submit a certificate of insurance.**

10. Housing

Exchange students can stay in a dormitory or an apartment. Student Services Division will assist the accepted students.

- In principle, the rent for the whole semester and the initial fee have to be paid in a lump before arrival in Japan. Monthly payment is also available upon advance consultation.

- Method of payment (credit card/bank transfer) cannot be changed in the middle of the stay.

11. Fees and Miscellaneous Expenses

| | Fees and expenses | Remark |
|---------------------------|--|--|
| Admission fee etc. | Not applicable to students on a bilateral agreement *Fees are applied to students under a special agreement (JPY 400,000+ / semester) | |
| Tuition | | |
| Rent | Approx. JPY 40,000 – 75,000 / month | +initial fee (approx. ¥70,000-150,000) |
| Meals and utility charges | Approx. JPY 50,000 / month | *Dormitories and apartments are self-catering |
| Textbooks | Approx. JPY 20,000 / semester | |
| Insurance | Approx. JPY 20,000 / semester | *National Health Insurance and Inbound Insurance |

*Note that other private expenses, including the air ticket, insurance from home country, food etc. will occur.

12. Scholarship

KUIS offers scholarships to support exchange students who pass the selection to live and study successfully in Japan. The application and the selection will be done in the orientation.

13. Bank Account / Working Part-time

Currently, it is extremely difficult for newly arrived foreigners to open a bank account in Japan. Please consider that it is not possible to open a bank account. In addition, in many cases, a bank account is required for a part-time job in Japan. Please consider that it is difficult to cover living expenses with a part-time job.

14. Student Health

1. If you have a chronic disease/an injury/a mental disease/a history of a chronic disease/a history of being hospitalized that require medical treatment, make sure to inform us in advance.

In some cases, it may be difficult to have appropriate medical treatment in Japan. Also, please be sure to bring a doctor's medical certificate.

2. If you are taking any medications, please bring sufficient quantities from your home country. Also, be sure to check in advance whether the medication is available in Japan. In many cases, however, you will not be able to obtain the exact same medication in Japan that is prescribed in your home country.

If you regularly take medicine, make sure to bring the sufficient amount from your country.

Please also check it is available in Japan. In many cases, it may be difficult to purchase exactly the same medicine in Japan. In order to bring medicine (especially prescription medicine) into Japan, you may have to make an application in advance.

For details, please visit the Ministry of Health, Labor and Welfare below.

<https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

3. If the physical or mental symptom(s) gets worse and KUIS decides that you are not able to live in Japan due to the symptom(s), you must return to your home country immediately.

4. KUIS has counselors available for counseling in Japanese or English.

15. Academic accommodations

1. Professional support for learning disabilities, including ADHD, is not available on campus. For those who need academic accommodations, certain documents along with an official document from the home university must be submitted to international@kanda.kuis.ac.jp to explain the student's academic accommodation circumstances. Students in need of academic accommodations should send an email to international@kanda.kuis.ac.jp in advance. Please note that submission of the document will not affect the acceptance but does not mean that any kind of support will be prepared.

Please also note that, depending on the course (Bekka, Undergraduate), the support may be different or may not be available.

2. KUIS may not be able to provide the same level of learning support; the support is in accordance with KUIS's policy.

16. Privacy Policy

In accordance with the guidelines for the protection of personal information set forth by KUIS, all information collected will be used solely for its intended purpose of admissions, arranging student accommodation and administrative uses. In principle, information will not be used for any other purpose. However, students may be informed if KUIS uses such information for PR or other purposes.

17. Inquiry

If you have any questions about application procedures, please contact the person/department in charge at your

home institution.