

EXCHANGE PROGRAM

(Bekka Program)

APPLICATION GUIDE FOR FALL 2022



N.B

- Due to the ongoing global pandemic of COVID-19, it is highly possible that Fall 2022 intake will be cancelled or the schedule will be drastically changed. We kindly ask for your understanding when applying.
- This application guide does not include additional items arising from the effects of COVID-19. Please also refer to **“Important information on the application procedures regarding COVID-19”**.

KANDA UNIVERSITY OF INTERNATIONAL STUDIES (KUIS)

Global Engagement and Partnership Division

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1. Exchange Program Outline

- Exchange students at KUIS belong to the Japanese Language and Culture Program of *Ryugakusei Bekka*.
- The maximum duration of study is 1 year (2 semesters).
- **Changing the duration of your stay (1 semester to 2, or 2 semesters to 1) cannot be accepted without reasons which KUIS acknowledge as legitimate. Please be careful when you apply.**

Japanese Language and Culture Program (Bekka Program)

<https://www.kandagaigo.ac.jp/kuis/main/faculties/bekka/>

- 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 encouraged to join extracurricular activities such as club activities and chat session program with KUIS students in order to improve their Japanese communication skills.
- 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.
- 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. Please note that documents posted on the webpage may not be up-to-date. The curriculum and courses are subject to change.
- Exchange students will take a Japanese Level Placement before the semester begins and placed in an appropriate class.

Undergraduate Courses of the Faculty of Foreign Languages (Japanese-conducted)

***It is to be decided whether undergraduate courses are available for exchange students in fall 2022.**

- All exchange students belong to the Japanese Language and Culture Program, but students who fulfill the language requirements can also take Japanese taught undergraduate courses of the Faculty of Foreign Languages when there are no Bekka classes on their timetable.
- The language requirements are as follows:
 - a) Japanese Language Proficiency Test (JLPT) N1 and placed in Level 6 (certificate needed), or
 - b) Placed in Level 7
- Some courses, such as compulsory courses for regular students, are not available to exchange students.

Undergraduate Courses of the Faculty of Foreign Languages (English-conducted)

***It is to be decided whether undergraduate courses are available for exchange students in fall 2022.**

- Courses of English-conducted undergraduate program called Certificate Program of Japan Studies (CPJS) and Effective Language Learning Courses (ELLC) are also open to exchange students.
- All exchange students belong to the Japanese Language and Culture Program, but students can also take these courses when there are no Bekka courses on their timetable.
- For CPJS courses, at least the following level of proficiency is recommended (no certificate needed).
 - a) TOEIC L&R 600
 - b) TOEFL iBT 54
 - c) TOEFL PBT 480
 - d) IELTS 4.5
- ELLC is not available for native speakers of English.
- Some courses, such as compulsory courses for regular students, are not available to exchange students.

Kaedemate Program

Students will see KUIS students called Kaedemate once a week for about one hour to interact with each other.

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 who have a history of the Certificate of Eligibility (COE) rejected must notify KUIS prior to nomination.**
- **Students who have a Japanese nationality (including double nationality) and/or whose mother tongue is Japanese must notify KUIS prior to nomination.**
- **Students who withdrew from spring 2022 exchange are not considered “postponed” and must be nominated for fall 2022 again.**

3. Basic Requirements

GPA Requirement

None, but home institution's nomination is needed.

Language Requirement

Due to the border restrictions of Japan, the program structure will be changed, leading to require students to prove that they have the necessary Japanese proficiency by the followings:

(1) Submitting the certificate of N5 or above of the JLPT after July, 2019, or

* It is desirable that students have continued studying Japanese after the test.

(2) Being placed in Level 2 or above on the Level Placement after application

* For reference, students need at least the following Japanese proficiency to be enrolled in Level 2.

- JLPT N5 or

- CEFR A1 or

- Completed "Minna no Nihongo Elementary Japanese I" or "GENKI: An Integrated Course in Elementary Japanese Vol. 1" or equivalent

* Sample questions of the JLPT are available on the website below for reference. Please note that this does not guarantee the result of the Level Placement.

<https://www.jlpt.jp/e/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 2022-2023 (Detailed schedule will be announced later)

Fall 2022	Designated Date of Arrival / Dormitory move-in	Late August, 2022
	Orientation Period / Course Registration	Early September, 2022
	Bekka Class Period	Mid-September, 2022 to late January, 2023
	Undergraduate Class Period	Mid-September, 2022 to late January, 2023
	Dormitory Move-out Date	Late January, 2023

Spring 2023	Orientation Period / Course Registration	Early April, 2023
	Bekka Class Period	Mid-April, 2023 to late July, 2023
	Undergraduate Class Period	Mid-April, 2023 to late July, 2023
	Dormitory Move-out Date	Late July, 2023

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-jpn/jp-exchange>

	Fall 2022
STEP 1: Online Nomination	March 1 - March 25, 2022
STEP 2&3: Application & Uploading Required Documents	April 1 – April 20, 2022
STEP 4: Sending Required Documents by Post	Deadline: March 31, 2022
Housing & Airport Pickup Application	June, 2022
Visa Application	July, 2022
Other Miscellaneous Pre-arrival To-dos	July, 2022
Designated Arrival Day in Japan (You must arrive on a designated day)	Late August, 2022

* Designated Arrival Day will be moved to in Mid-August if the current border measures are still undertaken.

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: March 1 - March 25, 2022

Please contact us to confirm the number of students you can send prior to nomination. Only the agreed number of students can be accepted. Before nomination entry, we also like to ask you to confirm that your students had read

"Application Guide (this file)" and "Important information on the application procedures regarding the effects of COVID19" carefully and all points are well-understood.

<https://sites.google.com/kuis.ac.jp/intlstu/home-eng/en-exchange/en-fall2022> "Student Exchange - Fall 2022"

Nominate your candidate students by filling in the form below.

Nomination Form: <https://forms.office.com/r/kxu1MEc8V5>

【Step 2: Application by Nominated Students】 * Step2-3 are for the nominated student

Application Period: March 1 - March 25, 2022

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

【Step 3: Uploading Required Documents】

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

Upload the documents below.

Logging in to a google account is needed. In case you do not have a google account, you should sign up for one. If there is any trouble accessing Google Form or Google Drive, contact international@kanda.kuis.ac.jp.

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

	Document	Submission Data format	Notes
1	Application for Certificate of Eligibility (COE)	Excel(.xlsx)	Must be typed in the specified subjects following the instructions provided using Microsoft Excel (.xlsx).
2	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.
3	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)
4	Applicant's face picture data	JPEG (.jpg) or PNG (.png)	Submit your face picture data. - Photo of only the applicant - Front-facing, no hats - 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 10MB
5	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).

*For details about the COE, go to "8. Student Visa" section below.

[Step 3: Sending Required Documents by Post] Must reach KUIS by April 30, 2022

The following hard copies and original documents must be submitted by post to KUIS.

	Document	Notes
1	Letter of Financial Support	Send your Letter of Financial Support, the original copy of which you submitted in STEP 2.
2	Proof of Financial Resources (must be original in English)	<p>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 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 Official Bank Balance Certificate of your bank. 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.) *Credit card statements are not acceptable.</p> <p>b) If your scholarship is covering your expenses, submit Certificate of Scholarship. 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 Official Bank Balance Certificate of the person covering your expenses. *Please be sure to convert your local currency into Japanese Yen (JPY). *The Immigration Services Agency may request more documents (*in margin) to be submitted. Insufficient or false documents will NOT be accepted by the Agency.</p>
3	Comments about the applicant	Must be completed by a faculty or staff member who knows your academic performance well such as your Japanese language teacher. <u>The original document with a signature</u> must be submitted in a sealed envelope.
4	Original academic transcript	Your most recent transcript in English, issued by your home institution. Photocopies cannot be accepted.
5	Five ID photos	<p>Your ID photo will be submitted to the Tokyo Immigration Services Agency for your Certificate of Eligibility. It is also used to make your student ID card. You need to send 5 copies. Please make sure to submit proper photos.</p> <ul style="list-style-type: none"> - Dimensions of photo: 40mm height, 30mm width - Photo of only the applicant - Dimensions of the face are from the top of the head [including the hair] to the tip of the chin - Front-facing, no hats - Plain white background (no shadows) - Clear, high resolution (no blur) - Taken within 3 months of submission - Applicant name must be written on the back of each photo - Self-printed photos are not acceptable
6	Consent	Read carefully and understand. Sign it and submit it.

*[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

Submit to: (Mailing Address)	Global Engagement and Partnership Division Kanda University of International Studies 1-4-1, Wakaba, Mihama-ku, Chiba-Shi, Chiba 261-0014 Japan Tel: +81-43-273-1615
Notes	Please send all documents by tracked international mailing service (e.g. EMS, FedEx, DHL) . Documents that arrive after the deadline may not be processed.

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.

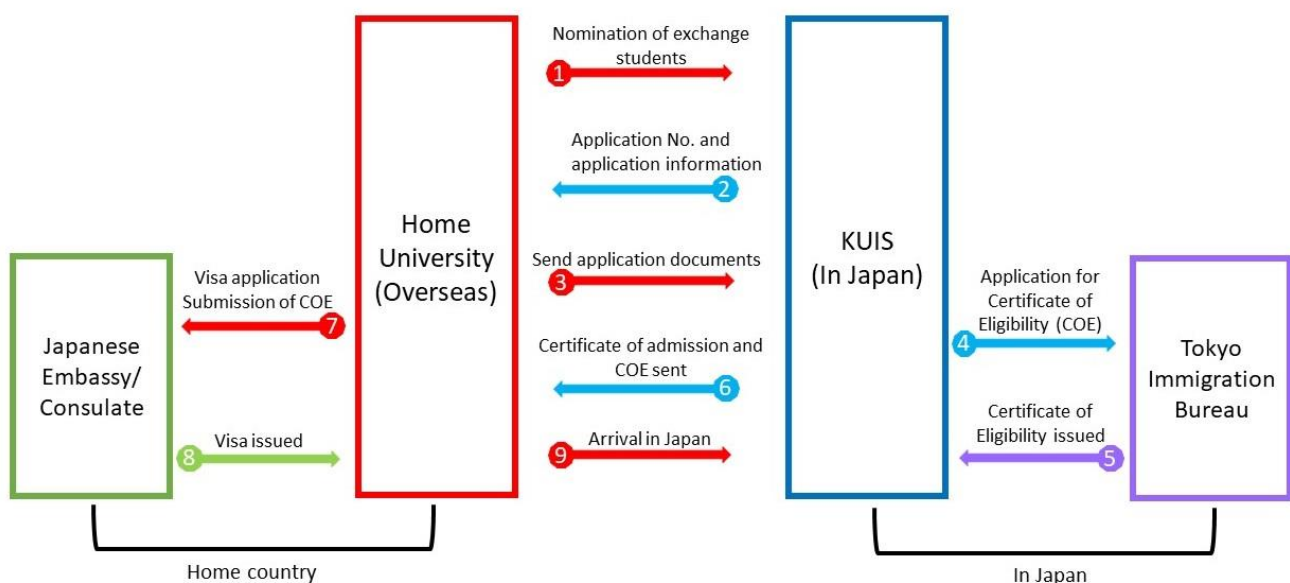
Further procedure for successful candidates will be sent later.

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 to cover the medical fees that will not be covered in a), and if a student is legally liable for damages when others are injured or the possessions of others are damaged. 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.

*As the above insurances 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.

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	
Tuition	*Fees are applied to students under a special agreement (JPY 400,000+ / semester)	
Rent	Approx. JPY 40,000 – 55,000 / 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 to live and study successfully in Japan. The application will be done in the orientation.

13. Student Health

Students who experience persistent emotional or psychological difficulties that affect their ability to participate fully in the program are asked to review the student health policy.

1. School counselors are available in the Medical Center on campus in Japanese and also in English. Students can make an appointment in advance to see the school counselor. How to make an appointment will be announced in the orientation.

2. Students should bring a sufficient amount of medicine from their home country for the duration of their stay in Japan. The same medicine as prescribed in their home country may not be available in Japan. Such students should a) apply for "Yakkan Shoumei" and bring current medications from their own country, or b) bring the document issued by your doctor which explains the components of the medicine so that a Japanese doctor might be able to prescribe a similar type of medication. For more details, please find information from the Ministry of Health, Labour and Welfare:

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

3. In the case of a suicide attempt, suicidal gestures, suicidal behavior, self-injury, or criminal activity, the student must return to their home country immediately. In such cases, medical leave is not applicable.

14. 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.

15. 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.

16. Inquiry

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