

# STUDENT EXCHANGE PROGRAM 2019

APPLICATION GUIDE FOR 2019

JAPANESE LANGUAGE and CULTURE PROGRAM  
(Ryugakusei Bekka)



**KANDA UNIVERSITY OF INTERNATIONAL STUDIES (KUIS)**

Japanese Language and Culture Program

〒261-0014 千葉県千葉市美浜区若葉 1-4-1

1-4-1, Wakaba, Mihama-ku, Chiba-shi, Chiba, 261-0014 Japan

TEL: +81-43-273-1615

FAX: +81-43-273-1197

Email: [international@kanda.kuis.ac.jp](mailto:international@kanda.kuis.ac.jp)

<https://www.kandagaigo.ac.jp/kuis/english/students/bekka/>

### 1. Duration of study at the Japanese Language and Culture Program

- Overseas application is only opened to exchange students from affiliated universities.
- Maximum duration of study at the Japanese Language and Culture Program is 1 year (2 semesters).
- Extension of stay that exceeds the maximum duration of 1 year (2 semesters) is not possible.

### 2. Admission Criteria

- 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 Japanese Language and Culture Program (JLCP) 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 affiliated universities must not graduate from their home institution while they are enrolled in JLCP.

### 3. Academic Calendar for 2019 (Tentative)

<b>Spring 2019</b>	Designated Date of Arrival	March 26, 2019
	Orientation Period	March 27, 2019 - April 5, 2019
	Class Period	April 8, 2019 - July 19, 2019

<b>Fall 2019</b>	Designated Date of Arrival	August 29, 2019
	Orientation Period	August 30, 2019 - September 11, 2019
	Class Period	September 12, 2019 - January 10, 2020

### 4. Application Procedure

The following is the application process for admission to the Japanese Language and Culture Program (JLCP). Please review the whole process before you apply.

	<b>Spring 2019</b>	<b>Fall 2019</b>
<b>Nomination Period</b>		
*Home university submits nominations online. <a href="https://www.kandagaigo.ac.jp/kuis/form/nomination.php">https://www.kandagaigo.ac.jp/kuis/form/nomination.php</a> *Upon nomination, KUIS will send an application packet to each student by e-mail.	September 17 - October 19	March 1 - March 30
<b>Application Period</b>		
*Student must submit application forms by the deadline. *Some required documents must be originals and must be mailed by post.	September 17 - November 9	March 1 - April 19
<b>Screening at KUIS / Notification of Result</b>		
*Screening of applicants will be conducted at KUIS based on the application documents. *Acceptance Letters will be e-mailed to successful applicants.	Mid-December	Mid-May
<b>Housing Application / Arrival and Airport Pick-up Form</b>		
*Information about housing and the online housing application URL will be e-mailed to each applicant from the Student Affairs Office. *Each student should apply for housing online within the designated period.	By mid-January	By mid- June
<b>Visa Application</b>		
*KUIS will send a Certificate of Eligibility (COE) along with a Certificate of Admission to either the home university or to the student's indicated address. *Each student must apply for a Student Visa at local Japanese Embassy or Consulate.	Late January	Late July
<b>Notification of Housing Decision</b>		
*Housing decision will be e-mailed by the Student Affairs Office. *Each student needs to submit their housing agreement form and make an initial payment of fees prior to arrival.	Late January	Late June
<b>Arrival in Japan</b>		
*Welcoming Team will meet students at Narita Airport (NRT) and take them to each accommodation. (Only for those who arrive on the designated arrival date.)	March 26, 2019	August 29, 2019

## 5. How to Apply

### 【Step 1: Online Nomination by Home University】

<https://www.kandagaigo.ac.jp/kuis/form/nomination.php>

\*All applicants must be nominated by their home universities by the deadline above.

To students: Please consult with the department handling exchange program at your home university about your university's screening and nomination procedures.

To partners: Please contact us prior to nomination and confirm the number of exchange students. Only agreed numbers of students can be accepted.

### 【Step 2: Submission of Required Documents by E-mail】

After nomination by the home university is completed successfully, each student will receive an application packet by e-mail. Complete the form listed below and submit them **as attachments by e-mail** to the International Affairs Office.

	Document	Submission Data format	Notes
1	Application Form for Exchange Program (Form 1)	Excel(.xlsx)	Must be filled in using Microsoft Excel (.xlsx) by applicant.
2	Japanese Study History (Form 2)	Excel(.xlsx)	Must be filled in using Microsoft Excel (.xlsx) by applicant.
3	Medical Information (Form 3)	PDF (.pdf)	Must be filled in using PDF editing software or print the form, handwrite and scan to PDF format.
4	Application for Certificate of Eligibility	Excel(.xlsx)	Must be typed in the specified subjects following the instructions provided using Microsoft Excel (.xlsx).
5	Certificate of Result and Score of Japanese Proficiency Test	PDF (.pdf)	Only if you have the Certificate and score of the JLPT level you have passed. *Applicants who have passed N1 Japanese Language Proficiency Test (JLPT) are eligible to take undergraduate courses.
6	Scanned copy of Passport	PDF (.pdf)	Submit both a) and b) a) Identification page including name, passport number, photo and date of birth b) All pages that have immigration stamps received in Japan

Submit to:	<a href="mailto:international@kanda.kuis.ac.jp">international@kanda.kuis.ac.jp</a> (International Affairs Office) *send the documents as attachments *In the subject line, include your name and the name of your home university. (e.g."name_university name_Application forms")
Deadline:	November 9, 2018 for Spring 2019 April 19, 2019 for Fall 2019

### 【Step 3: Submission of Required Documents (Original and/or hard copy) by Post】

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

	Document	Notes
1	Letter of Financial support (Form 4)	Print the form and fill in. Must be signed by financial supporter (yourself/family/other)
2	Proof of Financial Resources (must be original in English)	*To meet Immigration Bureau standards, your Proof of Financial Resources must show at least 80,000 JPY per month for the duration of your stay in Japan. (Spring only: 320,000 JPY / Fall only: 400,000 JPY / 2 semesters: 880,000 JPY)  *Please be sure to convert your local currency into Japanese Yen (JPY).

		<p>*Please prepare the one from the among stated below:</p> <p>a) If you are financing yourself, submit <b>Official Bank Balance Certificate</b> 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. (The document could also be a hard copy of a web page.) *Credit card statements are not acceptable.</p> <p>b) If your scholarship is covering your expenses, submit <b>Certificate of Scholarship</b> In case your scholarship is less than 80,000JPY per month, please also submit other statement on source of funds (A or C).</p> <p>c) If someone other than yourself (e.g. parents) is covering your expenses, submit <b>Official Bank Balance Certificate</b> of the person covering your expenses.</p> <p>*Insufficient documents will NOT be accepted by the Immigration Bureau</p>
3	Comments about the applicants (Form 5)	Must be completed by a person who can comment on the applicant's Japanese ability. (e.g. your Japanese Instructor) <u>The original document with a signature</u> must be submitted in a sealed envelope.
4	Original academic transcript	Your most recent transcript, issued by your home University. Copies cannot be accepted.
5	Five ID photos	<p>Your ID photo will be submitted to the Tokyo Immigration Bureau for your Certificate of Eligibility. It is also used to make your student ID card. You need to send <u>5 copies</u>. Please make sure to submit proper photos.</p> <ul style="list-style-type: none"> <li>- Dimensions of photo: 40mm high, 30mm wide</li> <li>- Photo of only the applicant</li> <li>- Dimensions of parts excluding the edges satisfy the dimensions shown in the diagram to the left (Dimensions of the face are from the top of the head [including the hair] to the tip of the chin.)</li> <li>- Front-facing, no hats</li> <li>- Plain white background (no shadows)</li> <li>- Clear, high resolution (no blur)</li> <li>- Taken <b>within 3 months</b> of submission</li> <li>- Applicant name must be written on the back of each photo</li> <li>- <b>Self-printed photos are not acceptable</b></li> </ul>

Submit to: (Mailing Address)	International Affairs Office Kanda University of International Studies 1-4-1, Wakaba, Mihama-ku, Chiba-Shi 261-0014 Japan Tel: +81-43-273-1615 Fax: +81-43-273-1197
Deadline:	Documents must arrive <u>before</u> the deadline <b>November 9, 2018 for Spring 2019</b> <b>April 19, 2019 for Fall 2019</b>
Notes	Please send all documents <u>by tracked international post (e.g. EMS) or courier.</u> Applications that arrive after the deadline may not be processed.

## 6. Screening and Results

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. We do not accept any inquiries regarding the screening results nor the screening criteria.

## 7. Student Visa

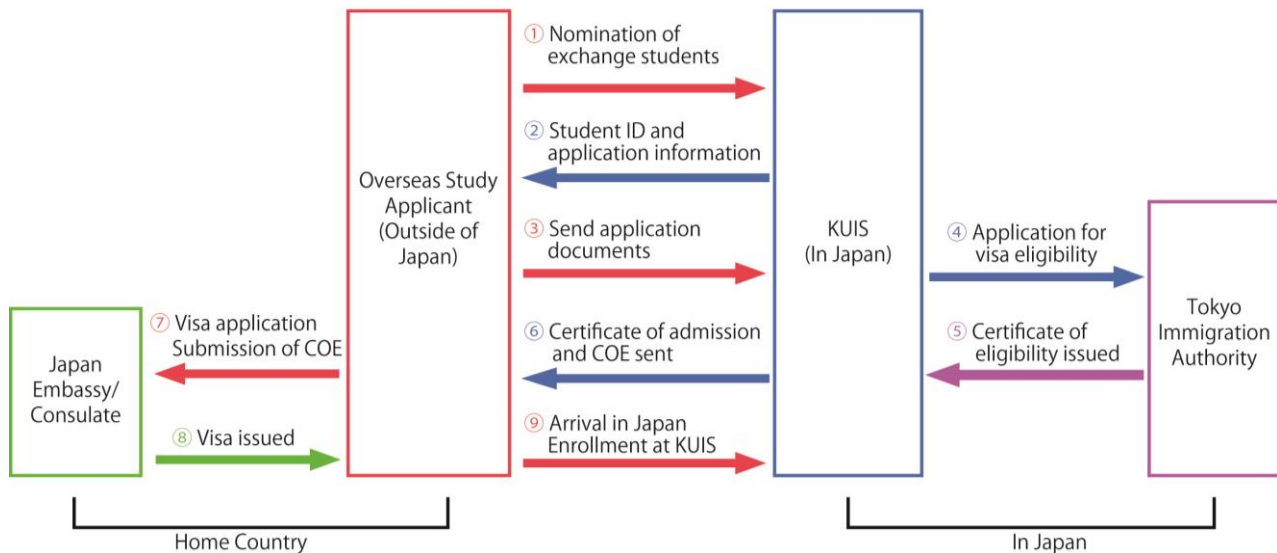
All students must enter Japan with a "Student Visa". Obtaining the visa before traveling to Japan is the student's responsibility.

The Certificate of Eligibility (COE) issued by the Immigration Bureau is indispensable document to obtain a student

visa. KUIS will apply for the COE on behalf of the applicants and we will send the COE along with other important documents to each applicant as soon as it is issued from the Immigration Bureau.

Upon the 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.

Please refer to the chart below to understand general procedure from nomination to visa application.



## 8. Insurance Policy

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

### 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).

However, it does NOT cover the periods of students' traveling between their home country and Japan and rescue expenses. Premiums are charged monthly and expected to total between 12,000 and 17,000 per year.

### b) Inbound Insurance

This insurance covers compensation which students are held legally liable to pay for injuring others or damaging any property belonging to others. It also includes out-of-court settlement negotiation service. Premiums will be 1,100 JPY per semester and you will be introduced to the details of the insurance policy during the orientation period.

\*As the above insurances are minimum coverage, having private overseas travel insurance will protect you in the case of serious illness or injury while in Japan. We highly recommend purchasing overseas travel insurance before departing your home country. The overseas travel insurance should be a comprehensive package which covers: Accidental Death, Accident Disability, Death from Illness, Medical & Rescuer's Expenses, Liability, Household Goods and Personal Belongings, Emergency Travel Expenses, etc.

## 9. Fees and Other Expenses

	Fees (per semester)
Admission Fee	60,000 JPY *Waived for exchange students
Tuition	400,000 JPY /semester *Waived for exchange students
Rooms	Approx. 310,000 – 390,000 JPY
Meals and Utilities	Approx. 250,000 JPY
Textbooks	Approx. 7,000 - 20,000 JPY
Insurance	Approx. 18,000 JPY

\*Paying other private expenses including air ticket, insurance from home country is the student's responsibility.

## 10. 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 evaluating applicants for admission or arranging student accommodation. Information will not be used for any other purpose.

## 11. Inquiry

If you have any questions about application and procedures, please contact the liaison of your university.