

Application Guidelines:

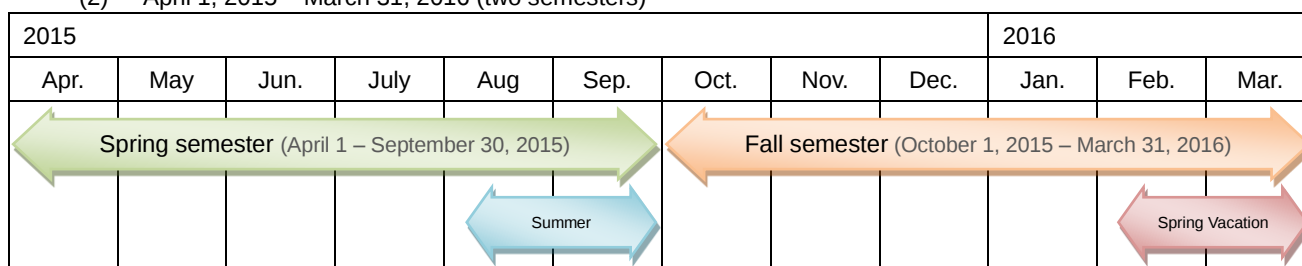
Program B, University of Fukui Exchange Student Program (UFESP) 2015 April Admission

Last updated on September 12, 2014

1. Outline of the program

■ **Program Duration** (Either of the following)

- (1) April 1, 2015 – September 30, 2015 (one semester)
- (2) April 1, 2015 – March 31, 2016 (two semesters)



■ **Program Description**

Eligibility	Faculty / Graduate School	Status at UF	Description
Under-graduate students	Faculty of Education and Regional Studies	Special Auditing Student with credit	Take regular courses (at least 10 hrs/7 courses per week) ^{*1} that are offered to Japanese students.
	Faculty of Engineering		
Graduate students	Graduate School of Education	Special Auditing Student with credit	Take regular courses (at least 10 hrs/7 courses per week) ^{*1} that are offered to Japanese students, but do not receive research instruction.
		Special Research Student with no credit	Receive research instruction without credits given. <i>Note: There are Japanese courses in 4 proficiency levels^{*2} available for all international students. No credit given.</i>
	Graduate School of Engineering	Special Auditing Student with credit	Take regular courses (at least 10 hrs/7 courses per week) ^{*1} that are offered to Japanese students, but do not receive research instruction.
		Special Research Student with no credit	Receive research instruction without credits given. <i>Note: There are Japanese courses in 4 proficiency levels^{*2} available for all international students. No credit given.</i>

^{*1} One course = 90 minutes. Since foreign students studying in Japan with short-term college visas are required to audit classes at least 10 hours per week, the students have to take at least 7 courses (10 hours/week). 7 courses are equivalent to 14 credits.

^{*2} Please refer to http://ryugaku.isc.u-fukui.ac.jp/english/kyoiku/j_all_cource.html for details.

■ **Courses**

Refer to "Syllabus Search Page" at UF webpage (<https://nsyllabus1.sao.u-fukui.ac.jp/>) for course details.

2. Qualifications for Application

To apply for the above-mentioned program, the applicant must:

- 1) not have Japanese nationality.
- 2) be registered as a regular student (undergraduate or graduate) at one of the universities that has a student exchange agreement with the University of Fukui.
- 3) have a good academic standing and personal records at their home university, and have earned a grade point average (designated by JASSO) of at least 2.30 in the previous school year.
Please see Reference on P.3, Form 1B for the calculation of Grade Point.
- 4) have clear objectives and plans so that a good outcome can be expected from study and research.

- 5) return to one's home university after completing the program at the University of Fukui at the end of September 2015 or March 2016, and continue studies to get a degree at that home university.
Applicant (exchange student) is not able to graduate or to receive any degree from his/her home university while enrolled at the University of Fukui. The enrollment period is from April 1 to September 30, 2015 for the Spring semester, and from September 1, 2015 to March 31, 2016, for the Fall semester.
- 6) be recommended by the President or the department head of one's home university with a Letter of Recommendation from a professor in his/her major.
- 7) be able to obtain a college student visa to enter Japan.
- 8) not apply for programs in other Japanese universities at the same time.
- 9) not belong to the armed services.
- 10) have sufficient Japanese proficiency to take courses in Japanese (Level N2 or above of the Japanese Language Proficiency Test is required).

3. Application Schedule

■ **Application Period: September 12 (Fri) – November 7 (Fri), 2014**

■ **Schedule from application to arrival**

Internal application deadline (set by applicants' home universities to give enough time for nomination)	
Application deadline (Data submission by email)	November 7 (Fri), 2014
Application deadline (Original copies sent by mail)	Reach UF by November 14 (Fri), 2014
Notification of acceptance	End of December, 2014 to Early January, 2015
Certificate of Eligibility (COE) sent out	Middle to End of February, 2015
Application of entry visa (each applicant applies by him/herself)	End of February to Early March, 2015
Arrival in Japan (Dormitory move-in day)	March 30 (Mon), 2015
Orientation	4 days from March 31 (Tue) to April 3 (Fri), 2015
Classes start ^{*3}	April 7 (Tue), 2015

^{*3} For other important dates hereafter, please refer to the "University of Fukui Academic Calendar 2015 (International Student)" in **Guidebook to UNIVERSITY OF FUKUI Short-Term Student Exchange Support Program 2015 April**.

4. Application Documents

For Applicants

- Please read the notes to documents 1-11 carefully and submit the documents to the international office of your home institution by the internal deadline.
- Documents 1-5 are downloadable from UF International Center Website on http://ryugaku.isc.u-fukui.ac.jp/english/kokan/boshu_annai.html.

For Officer of Applicants' Home Institution

- Please check documents 1-11 submitted by each applicant, then fill in the **Nomination Sheet** (12) with information of all the applicants. **Nomination Sheet** is downloadable from UF International Center Website on http://ryugaku.isc.u-fukui.ac.jp/english/kokan/boshu_annai.html.
- Please pay special attention to **Application for Certificate of Eligibility (CoE) for Applicants of UF Exchange Programs** (4). Refer to its instructions (downloadable from the above website) as you check the form.
- When checking Application for CoE, use the **Check List for "Application for CoE"** (5) and sign it.
- Put all documents (1-12) together and 1) send all the data by email and 2) send the original copies by mail. Please ensure that each submission is made by the deadlines given in the above schedule.
- When submitting the data by email, use the data format specified in the list below and set a password to secure personal information. The password should be delivered to UF in a separate email message.

No.	Document	Note	Data Format
1	Form 1B: B. UFESP Application Form and Resume	- Each applicant him/herself must fill in the form in Japanese, except wherever indicated. - This form should be directly typed on through a computer.	 (MS Word)
2	Form 2: Letter of Recommendation	- A professor of the applicant's major at his/her home university must fill in the letter either in English or Japanese. - Please state reasons for recommendation clearly in the letter. - This form should be directly typed on through a computer. - After filling out the form, print it out and sign by hand where indicated.	 (PDF)
3	Form 3: Certificate of Health	Please ask a medical institution to fill in the form.	 (PDF)
4	Application for Certificate of Eligibility (CoE) for Applicants of UF Exchange Programs	- This form is to apply for CoE. CoE is an official document necessary for the visa application. - This Excel form should be directly typed into through a computer. - Please refer to Instructions for Filling in "Application for Certificate of Eligibility" when filling out the form. - Do not put your photograph on this form! UF will attach one of your photographs listed in No.9 after completing a final check.	 (MS Excel)
5	Check List for "Application for CoE"	- After completing Application for CoE (4), use this list to check if all items are correct and complete. - The office of your home university will also use this check list.	 (PDF)
6	Bank Statement	- Prepare your financial supporter's bank statement issued within the last 2 months. - Note the name mentioned in this bank statement must be identical to the one you indicate in 26-3 in the above Application for CoE. - It is advised that the balance be higher than the amount equivalent to 600,000JPY for 6-month students and 1,100,000JPY for 12-month students.	 (PDF)
7	Certificate of Enrollment	- Prepare an original copy currently issued by the applicant's home university, attached with a statement of estimated month and year of graduation (written in either Japanese or English). - If the statement is on a separate sheet, make sure to have it signed by an authorized person of the applicant's home university.	 (PDF)
8	Academic Transcript	- Prepare a transcript currently issued by applicants' home university. - The transcript should include a list of courses taken, grades and credit of each course with semester/year indicated. - If not mentioned in the transcript, attach a grading system or a table of criteria (written in Japanese or English) in order to convert the grades into the UF grading system for evaluation. - Example of grading system: A = 100-80, B = 79-70, etc.	 (PDF)
9	Evidence of proficiency of Japanese Language	- Include a copy of a certificate of the Japanese Language Proficiency Test (level N2 or above). - In case you cannot submit a copy of the above certificate for relevant reasons, there is another document to substitute. Please consult with your home university exchange program officer.	 (PDF)
10	3 photographs (4cm x 3cm) of applicant	- Should be with a plain background and taken within the last 6 months. - Write applicant's name on the back of each photo. - Do not put this photo on the Application for CoE (4).	N/A (submit only by mail)
11	Copy of applicants' passport	- Include a copy if the applicant already has his/her passport. - For those who do not have their passport at the time of application, please submit a copy as soon as it is ready, or by December 1 (Mon), 2014, at the latest.	 (PDF)
12	<For Officer's Use Only> Nomination Sheet	- Include information for all nominees with the Officer's signature. - Application will not be accepted without Nomination Sheet.	 or 

Note: Please make sure to have all the necessary forms and documents (at least 1-10, and 12) reach us by the specified deadlines.

5. Points of Attention upon Application

Before applying for this program, please pay attention to the points below. There is a section in Form 1B (p. 8) to ask if you confirmed the following points.

- 1) Read "Immigration Control and Refugee Recognition Act," especially Article 3 and 5, before application.
<http://www.japaneselawtranslation.go.jp/law/detail/?id=1934&vm=04&re=02>
- 2) UF Exchange students are not allowed to do a part-time job for the first 3 months. In addition, it is very difficult to find a job if you are not fluent in Japanese. Therefore, please prepare enough financial resources to support your stay and study in Japan. Please refer to **Guidebook to UNIVERSITY OF FUKUI Short-Term Student Exchange Support Program 2015 April** for necessary costs and financial planning.
- 3) In case you bring your spouse or any family members after you come to Japan, the University of Fukui will not guarantee your spouse or family members against any kind of loss or trouble.

6. Contact Information

The application documents must be submitted to the University of Fukui through the officers of the applicant's home university who are responsible for student exchange programs. No application will be accepted when directly submitted by an applicant. When an applicant has any questions, please make inquiries through the above mentioned officers.

[Dear Officers in charge of student exchange programs at Applicant's Home University]

- Please send application forms and documents submitted by the nominee(s) to the contact below. If you have any questions, contact us via e-mail.
- Put all documents (1-12) together and 1) send all the data by email and 2) send the original copies by mail. Submitting the data in advance will allow us to move to the initial stage of selection in case your package does not arrive at the University of Fukui by the deadline, due to postal delays, etc.
- For details of application submission, refer to Section 4 "For Officer of Applicants' Home Institution" on p. 2. Also make sure that the **Nomination Sheet** (12) listed in the same section has been completed and attached.

Application deadline:	<u>Data submission by email</u>	<u>November 7 (fri), 2014</u>
	<u>Original copies by mail</u>	<u>November 14 (Fri), 2014</u>

Contact to:

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