

- 5) be recommended by the President or the department head of one's home university along with a Letter of Recommendation written by a professor in his/her major.
- 6) not belong to the armed services.
- 7) have sufficient English proficiency to take courses in English.

Note: Applicants are required to submit a language proficiency certificate which is equivalent to at least TOEFL PBT/ITP 500 or iBT 61.

3. Application Schedule

■ **Application Period: August 31 (Fri) – November 2 (Fri), 2018**

■ **Schedule from application to arrival** (the schedule after December is subject to change.)

Internal application deadline (set by applicants' home universities to give enough time for nomination)	
Application deadline (Data submission by email)	November 2 (Fri), 2018
Application deadline (Original copies sent by mail)	After checking all the required documents are complete, UF will ask each partner to send the original copy by post. Please wait for our confirmation.
Notification of acceptance	End-December, 2018
Certificate of Eligibility (COE) sent out	Mid-February, 2019
Application of entry visa (each applicant applies by him/herself)	February – March, 2019
Arrival in Japan (Dormitory move-in day)	March 29 (Fri) & 30 (Sat), 2019
Orientation	April 1 (Mon) – 5 (Fri), 2019
Classes start	April 8 (Mon), 2019

4. Application Documents

For Applicants

- Please read the notes to documents 1-11 listed in the next page and prepare for the documents.
Documents 1-5 are downloadable from UF Website at:
<https://www.u-fukui.ac.jp/eng/international/study-at-fukui/programs/exchange-programs/application/>
- Fill in **Form 1A** (1) and **Application for CoE** (4) on computer (no handwriting) and submit them in each data format as well.
- **Form 2** (2) should be filled in on computer by the professor who recommends you for this program.
- All documents should be submitted to the international office of your home institution by the internal deadline.

For Officer of Applicants' Home Institution

- Please check documents 1-11 submitted by each applicant.
- Please pay special attention to **Application for CoE** (4). Refer to the instructions and use **Check List** (5) as you check the form. There is a space for the officer to fill in on the **Check List** (5).
- After deciding the nominees, fill in the **Nomination Sheet** (12) with information of all the applicants. **Nomination Sheet** (12) should be filled in on computer by the officer. After completing, print the sheet out and sign the officer's name.
- Please first submit all the data via email. Each data should be in the format specified in the list shown in the next page. The submission deadline is Friday, November 2, 2018.
- Please send one email to attach documents for each applicant. When submitting the data by email, set a password to secure personal information. The password should be delivered to UF International Affairs Division in a separate email message.
- After checking all the required documents are complete, UF will ask you to send the original documents by post.
- Submit the data of application documents as soon as possible because we cannot accept application if there is any default upon the above deadline.

5. Points of Attention upon Application				
1	Form 1A: Program A Application Form and Resume	- This form should be directly typed on a computer. - Graduate students or undergraduate students who wish to take “Special Research” course must complete “Plan for Research” on P 10.	 MS Word	 Printed out and signed by applicant (Page 9)
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. - This form should be directly typed on through a computer. After filling out the form, print it out and sign by hand where indicated.	 (Scanned data)	 Printed out and signed by professor
3	Form 3: Certificate of Health	Please ask a medical institution to fill in the form.	 (Scanned data)	 Filled out and signed by physician
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 on a computer. <u>Please refer to Instructions for Filling in “Application for Certificate of Eligibility” when filling out the form.</u> <u>Do not put your photograph on this form!</u>	 MS Excel	— No need to submit in paper-base
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 to check and sign.	 (Scanned data)	 Filled out and signed by applicant and officer (Page 2)
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. <u>It is required that the balance be higher than the amount equivalent to 600,000JPY for 6-month and 1,100,000JPY for 12-month students.</u> <u>When calculating the balance into Japanese yen, UF uses “cash buying rate”. Please consider that and prepare a bank statement with a balance which is higher than the amount in regular foreign exchange rate.</u>	 (Scanned data)	 Original (Original copy will be returned later)
7	Certificate of Enrollment	- Prepare an original copy currently issued by the applicant’s home university, <u>attached with a statement of estimated month and year of graduation (written in either Japanese or English).</u> <u>If the statement is on a separate sheet, make sure to have it signed by an authorized person of the applicant’s home university.</u> <u>Exchange students must not graduate or earn a degree from his/her home university while enrolled at UF.</u>	 (Scanned data)	 Original
8	Academic Transcript	- Prepare a transcript currently issued by applicants’ home university, including a list of courses taken, grades and credit of each course with semester/year indicated. <u>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.</u> Example of grading system: A = 100-80, B = 79-70, etc.	 (Scanned data)	 Original
9	Evidence of language proficiency	<u>Submit a copy of an English test certificate equivalent to at least TOEFL PBT/ITP 500 or iBT 61.</u> - 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. - If you wish to take courses offered in Japanese at UF, also submit a certificate of JLPT N2.	 (Scanned data)	 Copy of original
10	2 photographs (4cm x 3cm) of applicant	- Should be with a plain background and taken within the last 6 months. <u>Write applicant’s name and University name on the back of each photo.</u> - Do not put this photo on the Application for CoE (4).	 (Image data)	 Original
11	Copy of applicants’ passport	- Include a copy of the passport page with your photo. - For those who do not have their passport at the time of application, please submit a copy as soon as it is issued, or <u>by November 30 (Fri), 2018 at the latest.</u>	 (Scanned data)	 Copy of original
12	<For Officer> Nomination Sheet	- Please fill in information of all nominees (including those applying for Program B) with the Officer’s signature. - Application will not be accepted without Nomination Sheet.	 (Scanned data)	 Printed out and signed by officer (Page 2)

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

- 1) Before application, all international students must read “Immigration Control and Refugee Recognition Act,” especially Article 3 and 5, and confirm the requirement for entry and landing of a foreign national.
<http://www.japaneselawtranslation.go.jp/law/detail/?id=1934&vm=04&re=02>
- 2) Applicants must confirm and meet all the application requirements (No. 1 to 7) listed in 2. Qualifications for Application in this guidelines.
- 3) Make sure to prepare enough financial resources to support your stay and study in Japan. Please refer to **Guidebook to UNIVERSITY OF FUKUI Student Exchange Program 2019 April** for necessary costs and financial planning. It is very difficult to find a job if you are not fluent in Japanese.
- 4) 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]

- For inquiry or submission of application documents, contact the inbound coordinator mentioned below.
- Submission of application documents shall be done first in data format via email by the deadline mentioned below. The inbound coordinators will check all the necessary documents are submitted and ask the office to send the original after the confirmation. Please do not mail the original documents without our confirmation.
- 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: **Data submission by email November 2 (Fri), 2018**

Contact to:

MATSUO Azusa (Ms.) or UMEDA Noriko (Ms.)
International Affairs Division, University of Fukui

Address : 3-9-1, Bunkyo, Fukui 910-8507, Japan

TEL: (+81)-776-27-8406

FAX: (+81)-776-27-9715

E-mail: inbound@ml.u-fukui.ac.jp