

- 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: March 17 (Thu) – May 6 (Fri), 2016**

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

Internal application deadline (set by applicants' home universities to give enough time for nomination)	
Application deadline (Data submission by email)	May 6 (Fri), 2016
Application deadline (Original copies sent by mail)	Reach UF by May 13 (Fri), 2016
Notification of acceptance	Mid June, 2016
Certificate of Eligibility (COE) sent out	August, 2016
Application of entry visa (each applicant applies by him/herself)	August – September, 2016
Arrival in Japan (Dormitory move-in day)	September 26 (Mon) and 27 (Tue), 2016
Orientation	September 28(Wed) – October 1 (Sat), 2016
Classes start* ¹	October 3 (Mon), 2016

*³ For other important dates hereafter, please refer to the "University of Fukui Academic Calendar 2016" in *Guidebook to UNIVERSITY OF FUKUI Short-Term Student Exchange Support Program 2016 October*.

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 International Center Website on http://ryugaku.isc.u-fukui.ac.jp/english/kokan/boshu_annai.html.
- Fill in **Form 1B** (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.
- Scan all documents (1-11, except 4) of each applicant as well as a **Nomination Sheet** (12), and send the PDF files to UF International Affairs Division via email. Submit **Form 1B** (1) and **Application for CoE** (4) in the specified data format as well.
- When submitting the data by email, set a password to secure student's personal information. The password should be delivered to UF International Affairs Division in a separate email message.
- Also mail the original copy of the documents with ○ in the "Original Copy" column in the next page.
- Please ensure that each submission is made by the deadlines given in the above schedule.

No.	Document	Note	Data Format	Original Copy
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)	☐ 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. - 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.	—	☐ Printed out and signed by professor
3	Form 3: Certificate of Health	Please ask a medical institution to fill in the form.	—	☐ 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 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!	 (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.	—	☐ 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. - 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.	—	☐
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.	—	☐
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.	—	☐
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.	—	☐ Copy of original
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).	—	☐
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 May 31 (Tue), 2016, at the latest.	—	☐ Copy of original
12	<For Officer> Nomination Sheet	- Please fill in information of all nominees (including those applying for Program A, UFSEP) with the Officer's signature. - Application will not be accepted without Nomination Sheet.	 (PDF)	☐ Printed out and signed by applicant (Page 2)
	<For Officer>	- Scan all documents (1-11, except 4) of each applicant to make PDF file(s) - Send the PDF file(s) along with Form 1B (1), Application for CoE (4), and Nomination Sheet (12) via email.	 (PDF)	—

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 2016 October** 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: **Data submission by email** **May 6 (Fri), 2016**
 Original copies by mail **May 13 (Fri), 2016**

Contact to:

MALCOLM Eiko (Ms.) or KASATANI Hideka (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