

## Application Guidelines

### **-Program B. University of Fukui Exchange Student Program (UFESP) starting in April 2014-**

Last updated on December 3, 2013

#### **1. Outline of the Short-Term Student Exchange Support Program (Inbound)**

This program accepts international students (hereafter the students, or applicants where appropriate) for the period of 12 months or 6 months while they are registered as regular students at one of the universities that have student exchange agreements with the University of Fukui. At the University of Fukui, the students will study and earn credits or will receive instruction and guidance on research in order to pursue their specialized fields and to deepen their understanding about Japan. The students will not earn degrees in this program and will not be able to graduate or earn a degree from the home university while they are enrolled in the program. This particular recruitment dated December 3, 2013 accepts applications for the following program:

#### **Program B. University of Fukui Exchange Student Program (UFESP): Instructions offered in Japanese**

- 1) Time of admission: April, 2014
- 2) Duration: 12 months (two semesters) or 6 months (one semester)
- 3) Japanese proficiency: Level N2 or above of Japanese Language Proficiency Test.

Note: Program A. University of Fukui Student Exchange Program (UFSEP) starts only from October. The application period of Program A. (UFSEP) is from March to April, 2014.

Note: For further information about the Short-Term Student Exchange Support Program, please refer to the web page  
1. UF Short-Term Student Exchange Support Program (Inbound), listed in the attached List of Web Sites.

#### **2. Outline of the Program**

##### 1) Faculty and Graduate School

| Faculty / Graduate School |   | Status at UF                            | Outline  |
|---------------------------|---|---|--|
| 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)* <sup>1</sup> 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)* <sup>1</sup> that are offered to Japanese students, but not receive research instruction.                                    |
|                           |   | Special Research Student with no credit | Receive research instruction without credits given.<br>Note: There are Japanese courses in 4 proficiency levels* <sup>2</sup> available for all international students. No credit given. |
|                           | Graduate School of Engineering            | Special Auditing Student with credit    | Take regular courses (at least 10 hrs/ 7 courses per week)* <sup>1</sup> that are offered to Japanese students, but not receive research instruction.                                    |
|                           |   | Special Research Student with no credit | Receive research instruction without credits given.<br>Note: There are Japanese courses in 4 proficiency levels* <sup>2</sup> available for all international students. No credit given. |

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

\*2 Please refer to the attached Outline of Japanese Language Course: Fall 2013 for details.

## 2) Course syllabus

For course details, please refer to the web page 2. Syllabus Search Page listed in the attached List of Web Sites.

## 3. Qualifications for Application

To apply for the above mentioned program, the applicants must:

- 1) not have Japanese nationality.
- 2) be registered as regular students (undergraduate or graduate students) at one of the universities that has student exchange agreements with the University of Fukui.
- 3) have a good academic standing and personal records at their home university, and have earned a grade point (designated by JASSO) of at least 2.30 in the previous school year. Please see Reference on P.2, Form 1B for the calculation of Grade Point.
- 4) have clear objectives and plans, and good outcome can be expected from their study and research.
- 5) return to their home university after completing the program at the University of Fukui at the end of September 2014 or March 2015, and continue their studies to get a degree at their home university. The students are not able to graduate or to get any degree from their home university while they are enrolled at the University of Fukui. The enrollment period is from April 1 to September 30, 2014 for the spring semester and from October 1, 2014 to March 31, 2015 for the fall semester.
- 6) be recommended by the President or the department head of their home university with a Letter of Recommendation from a professor of his/her major.
- 7) be able to obtain a college student visa to enter Japan.
- 8) not have participated in the same program before.
- 9) not apply for programs in other Japanese universities at the same time.
- 10) not belong to the armed services.
- 11) have sufficient Japanese proficiency to take courses in Japanese (Level N2 or above of the Japanese Language Proficiency Test is the requirement).

## 4. Application Schedule

1) Application Period: December 9, 2013 – January 14, 2014

2) Schedule from application to arrival

|   |   |
|---|---|
| Internal application deadline (set by applicants' home universities to give enough time for nomination) |   |
| Application deadline  | <b>Reach UF by January 14 (Tue), 2014</b> |
| Notification of acceptance  | Beginning to middle of February, 2014     |
| Certificate of Eligibility (COE) sent out   | End of Feb. to Beginning of Mar., 2014    |
| Application of entry visa (each applicant applies by him/herself)                                       | In March, 2014                            |
| Arrival in Japan  | March 31 (Mon), 2014                      |
| Orientation   | April 1 (Tue) to 4 (Fri), 2014            |
| Classes start <sup>*3</sup>   | April 7 (Mon), 2014                       |

<sup>\*3</sup> For other important dates hereafter, please refer to the attached Academic Calendar 2014.

## 5. Application Documents

<For Applicants> Please read the notes to the document No. 1 to 11 carefully and submit the documents to the Officer by the internal deadline.

<For Officers> Please check the document No. 1 to 11 submitted by each applicant, then fill in the Nomination Sheet (No. 12). Make sure to put all the document (No. 1 to 12) together and that the package must arrive at University of Fukui by January 14, 2014.

| No. | Documents  | Note   |
|-----|--|--|
| 1   | Form 1B: Application for Program B. University of Fukui Exchange Student Program (UFESP) | Each applicant him/herself must fill in the form in Japanese, except where indicated.  |
| 2   | Form 2: Letter of Recommendation   | <u>This form should be filled in and signed by a professor of the applicant's major at his/her home university.</u><br>- Please state reasons for recommendation clearly in the letter either in English or Japanese.<br>- Please write the cumulative grade point of the applicant, <u>identical to that in Question 10 on P.4, Form 1B</u> |
| 3   | Form 3: Resume   | Write applicant's educational background starting from elementary school.<br>Please be sure and write the emergency contact info.  |
| 4   | Form 4: Certificate of Health  | Please ask a medical institution to fill in the form.  |
| 5   | Form 5: Declaration Form for Certificate of Eligibility                                  | This form will help students obtain an entry visa (college student visa) to Japan. This form should be either in English or Japanese.<br>*Write applicant's name in alphabet.  |
| 6   | Bank Statement   | Prepare an original copy issued within the last 2 months.<br>*It is recommended that the balance be higher than 600,000JPY for 6-month students and 1,100,000JPY for 12-month.   |
| 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 Japanese or English)</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).                 |
| 8   | Academic Transcript  | Prepare an original copy currently issued by the applicants' home university, <u>attached with a grading system or a table of criteria (written in Japanese or English)</u> in order to convert the grades into the UF grading system for evaluation.  |
| 9   | 3 photographs (4cm x 3cm) of applicant   | Photos should be with a plain background and taken within the last 6 months.<br>Write applicant's name on the back of each photo.  |
| 10  | Evidence of proficiency of Japanese Language   | Include a copy of a certificate of the Japanese Language Proficiency Test (level N2 or above).   |
| 11  | Copy of applicants' passport   | Include a copy if the applicant already has his/her passport.<br>(For those who do not have their passport at the time of application, please submit a copy as soon as it is ready, or <u>by the end of January at the latest.</u> )   |
| 12  | <u>&lt;For Officer's Use Only&gt;</u><br>Nomination Sheet                                | Please fill in information of all the nominees on the attached Nomination Sheet with the Officer's signature.  |

Note: Please make sure to have all the necessary forms and documents (at least from No.1 to 10) reach us by the deadline, or otherwise the application will not be accepted.

## 6. Scholarship from the Japan Student Services Organization (JASSO)

Scholarships under the JASSO Student Exchange Support Program may be available for selected students. However, it is currently in the process of program selection at JASSO. Once the details are announced by JASSO and scholarship candidates are selected, the University of Fukui will contact scholarship candidates through officers of their home university.

To apply for the scholarship, students need to have earned a grade point (designated by JASSO, refer to Reference on page 2, Form 1B) of at least 2.30 in the previous school year.

For further information, please see the web page 3. JASSO HP listed in the attached List of Web Sites.

## 7. Tuition

The students from the partner universities will be exempted from a matriculation fee and tuition at the University of Fukui, under the students exchange agreement. The exemption is, however, limited to the number of students stated in the agreement. Students who are accepted outside of the agreement will be exempted from a matriculation fee but have to pay tuition (14,800JPY per credit) to the University of Fukui.

Tuition = 14,800JPY x total credits registered (paid on a semester basis)

Example: Tuition of a student who registered 7 courses with 2 credits in one semester

14,800JPY x 14 credits = 207,200 / semester

## 8. Accommodation

University of Fukui has two student dormitories as below. Since the number of dormitory rooms is limited, there is no guarantee that a room will be provided for all students wishing to reside in a dormitory. The applicants will be notified whether they will be provided with a dormitory room or not at the beginning or in the middle of February, at the same time as the notification of acceptance.

For the students who are not provided with a dormitory room, the University of Fukui will introduce private real estate agents near campus to the students after they arrive in Japan.

If the students wish to use the Internet in their own room, either residing in a dormitory or private apartment, the students have to make a contract by themselves.

| No. | Dormitory / Apartment   | Room Outlines   | Cost   |
|-----|---|---|--|
| 1   | UF Overseas Students House* <sup>4</sup><br>(for international students only)   | Single rooms are available.<br>Mini-kitchen, unit-bath and toilet are in the room (washing machine for common use)      | <b>8,900JPY/month</b><br>(Communal charge included)<br>*The actual cost of utility (electricity, gas, and water) will be charged separately.<br>*Washing machine: 100JPY/use   |
| 2   | UF Student Dormitory* <sup>4</sup><br>(for Japanese and international students) | Single rooms are available.<br>Mini-kitchen and toilet are in the room (shower room and washing machine for common use) | <b>5,700JPY/month</b><br>(Communal charge included)<br>*The actual cost of utility (electricity and water) will be charged separately.<br>*Shower room: 100JPY/use<br>*Washing machine: 100JPY/use<br>*Dryer: 100JPY/use |

|   |                   |  |  |
|---|-------------------|--|--|
| 3 | Private apartment | The University of Fukui will give as much support as possible for those wishing to reside in an apartment. | <b>(Approx.) 25,000JPY/moth</b><br>*A total of two to three-month rent will be additionally needed at the time of signing a contract |
|---|-------------------|--|--|

\*4 There are some photos of the dormitories (No.1, 2) available online. Please refer to the web page 4. University Dormitory listed in the attached List of Web Sites.

## 9. Other necessary costs

### 1) Overseas Travel Insurance

Before arriving in Japan, the students have to join an overseas travel insurance that covers the entire stay period. The attached Notice of Overseas Travel Insurance is to show what level of coverage University of Fukui recommends its students to have when they study abroad. Please use the document as a reference and join an overseas travel insurance with the same level of coverage as listed in the document.

### 2) National Health Insurance

Every person living in Japan including foreign nationals must have health insurance. National Health Insurance (one of the government health insurance plans that international students in Japan are required to have) covers 70% of medical fees when getting medical treatment at a hospital. The premium is approximately 18,000JPY per year. For detailed information, please refer to the web page 5. National Health Insurance (Information offered by Fukui-City) listed in the attached List of Web Sites.

### 3) Personal Accident Insurance for Students Pursuing Education and Research (PAS) [coupling Liability Insurance]

PAS gives the insured students compensation for physical injuries as a result of unexpected accidents during their educational and research activities, including commuting time, while enrolled in University of Fukui.

**All the international students are required to sign PAS.** The premium is 650JPY per year.

The Liability Insurance coupled with PAS covers against damages for which the insured students may be held legally liable to pay for injuring a third party or damaging any property during their educational and research activities, including commuting time, while enrolled in University of Fukui. **All the international students are required to sign the Liability Insurance coupled with PAS.** The premium is 340JPY per year.

Please be reminded that all the students under the exchange student program are required to join both of the above insurances after arriving in Japan.

### 4) Comprehensive Renters' Insurance for Foreign Students Studying in Japan (Overseas Travel Insurance + Guarantors' Protection Fund) (CRI)

CRI is a combination of overseas travel insurance (protects the insured students against liability and injuries) and guarantors' protection fund (protection of guarantors acting as joint sureties for rental contracts). All the students who reside in a private apartment are required to join this insurance. The premium is 4,000JPY per year.

### 5) Textbooks

The students may have to purchase textbooks or other materials when required by course instructors. The total expense differs according to the students' major and which courses to take, but it could be around 30,000 to 50,000JPY per semester.

## 6) Living expense

The total amount of living expense (food, transportation, other daily necessity) is about 30,000 to 50,000JPY per month. If the students wish to use a cellular phone by signing a contract with a Japanese carrier, another monthly payment of 6,000 to 7,000JPY at a minimum is needed.

### <Financial simulation: In case of residing in the UF Overseas Student House for 12 months>

|  |          |   |               |   |            |
|--|----------|---|---------------|---|------------|
| Air fare (round ticket)                | ¥150,000 | × | 1             | = | ¥150,000   |
| Rent                                   | ¥8,900   | × | 12 (months)   | = | ¥106,800   |
| Utility                                | ¥10,000  | × | 12 (months)   | = | ¥120,000   |
| Insurance                              | ¥18,000  | + | ¥3,000        | = | ¥21,000    |
| Textbooks                              | ¥30,000  | × | 2 (semesters) | = | ¥60,000    |
| Living expense (incl. food)            | ¥30,000  | × | 12 (months)   | = | ¥360,000   |
| Communication (Phone & Internet)       | ¥10,000  | × | 12 (months)   | = | ¥120,000   |
| Other necessity (incl. transportation) | ¥3,000   | × | 12 (months)   | = | ¥36,000    |
| Other initial cost                     | ¥50,000  | × | 1             | = | ¥50,000    |
|  |          |   |               |   | ¥1,023,800 |

(excluding overseas travel insurance)

This simulation, calculated based on the minimum expenses provided above, shows that the total cost for enrollment duration of 12 months requires at least 1,100,000JPY when included with an overseas travel insurance. If the student resides in a private apartment, the total cost would be much higher. Please understand that this simulation is just an example since living expenses vary according to each individual's lifestyle.

## 10. Contact Information

The application documents must be submitted to University of Fukui through the officers of the applicants' home universities who are in charge of student exchange programs. No application will be accepted when directly submitted by applicants. When applicants have any questions, please make inquiries through the above mentioned officers.

### [Dear Officers of Applicants' Home University]

Please send application forms and documents submitted by the nominee(s) to the mailing address on the next page. If you have any questions, contact us via e-mail.

Before sending the package, please make PDF files for each application document and send the files to us via e-mail; this allows us to move on to the initial stage of selection in case the package does not arrive at the University of Fukui by the deadline due to postal delays, etc.

Also before sending the application documents, please do a final check and be sure that the Nomination Sheet has been completed and attached. Application documents must include the Nomination Sheet.

**Application deadline: (reach University of Fukui by) January 14, 2014**

**Contact to:**

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