CHUO UNIVERSITY
— Knowledge into Action —

FACT SHEET FOR STUDENT EXCHANGE PROGRAM 2018
(As of August 2017)

1. General Information

Name of the University	Chuo University
Contact Office	International Center Address: 742-1 Higashinakano, Hachioji-shi, Tokyo, Japan, 192-0393 Tel: +81-42-674-2211 Fax: +81-42-674-2214 E-mail: exchange@tamajs.chuo-u.ac.jp
Official website	http://www.chuo-u.ac.jp/chuo-u/index_j.html http://global.chuo-u.ac.jp/english/

Coordinators
(Both Incoming & Outgoing)
	Ms. Sato (Email: rumikosm@tamajs.chuo-u.ac.jp) Korea
	
	Mr. FUJISAWA (Email: international@tamajs.chuo-u.ac.jp)
	    Europe (except for Belgium, France, Switzerland). Mexico, Australia
	
	Ms. Kurita (Email: kurita@tamajs.chuo-u.ac.jp)
	    China, Taiwan, South East Asia
	
	Ms. Watanabe (Email: yumiko@tamajs.chuo-u.ac.jp)
	    U.S.A., Canada, Europe (Belgium, France, Switzerland), Turkey
	
	Ms. Inobe (E-mail: exchange@tamajs.chuo-u.ac.jp)
	    Incoming Exchange Coordinator (overall)

Language in Use	Japanese (Partially English)
Number of Exchange students	Based on our student exchange agreement. Please contact with area coordinator before your selection procedure.

2. Application

Levels of study of exchange students	Undergraduate/Graduate Law / Economics / Commerce / Letters / Science and Engineering / Policy Studies (except Professional Graduate Program)
Length of Study	One year (two semesters) / One semester
Eligibility	One year at a undergraduate faculty/graduate school
GPA	N/A (2.5 out of 4.0 is preferable)
Language requirement	N/A (JLPT-N3 is preferable) Chuo does not request an official language proficiency score, but students should be able to take courses taught in either English or Japanese. *Some faculties such as Faculty of Commerce and Faculty of Science of Engineering don't have courses offered in English. If you nominate your student who wish to be enrolled in Faculty of Science of engineering would better have a certificate of JLPT N3.
Application deadline	April admission (enroll from 1st semester): October 31 September admission (enroll from 2nd semester): April 15

Application form and materials	http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/ NO on-line application accepted.

Application Procedure	1. Selection procedure at home institution
	 2. Student exchange coordinator send email to each Chuo coordinator nominating the student's name for the exchange program.
	 ※Please use nomination list
	 3. Submit application materials through home institution by the deadline. (NO online application accepted.)
	 4. Receive the welcome package* sent out via express mail.
	    *Welcome package includes;
	      -Official letter of acceptance
	      -Certificate of Eligibility for student visa
	      -Campus information
	      -Latest schedule of Orientation week, etc.
	 5. Apply student visa at the Japanese Embassy/Consulate.
	 6. Receive Information on the accommodation by email.
	 7. Inform flight schedule to International Center, Chuo.
	 8. Come to Chuo University!

Timeline	--------------------	April Admission	September Admission
	Application deadline	October 31	April 15
	Welcome package will be sent	Mid- February	Late July
	Housing information will be provided	Late February	Early August
	Arrival & Orientation	Early April	Mid September

3. Academic Information

Levels of study of exchange students	*Undergraduate *Graduate (Except for professional graduate programs) Law / Economics / Commerce / Letters / Science and Engineering / Policy Studies

Academic calendar	Academic year: April to March
	 1st semester: April 1st to Early August
	 2nd semester: Mid September to Early February
	 *tentative schedule for April admission of AY2018
	     Arrival: April 2, 2018
	     Orientation week: April 3 to 10, 2018
	     Class starts: April 11, 2018
	     Exam. Period: Late July to early August, 2018
	 * tentative schedule for September admission of AY2018
	     Arrival: September 12, 2018
	     Orientation week: September 13 to 20, 2018
	     Class starts: September 21, 2018
	     Exam. Period: Late January to early February, 2019

Student status at Chuo	Undergraduate program: Senkasei * Graduate program: Senkasei or Kenkyusei** *Senkasei: Full time non-degree student Credits and grades will be granted if the student satisfactorily fulfills the course requirements.

	** Kenkyusei (Non-degree research student) A *Kenkyusei* conducts specific research under the supervision of an academic adviser. Credits or grades are not granted.
Japanese Language course for exchange students	Available (free of charge) 7 levels from Beginner to JLPT N1. *Beginner to Intermediate: 4 levels 8 classes/week (8 credits/semester) *Intermediate (approx. JLPT-N3) to Advanced (JLPT N1): 3 levels 4 classes/week (4 credits/semester) ***Student enrolled in Graduate program can take Japanese language course as an audit student; they cannot obtain any credit or grade.**
Transcript issuance	2 Original academic transcripts will be issued after each semester and send it to student's home university. Date of Issue *First semester --- Late September *Second semester --- Early March
Credit	Academic course (Major course subject) 90min./class x 15 weeks/semester = 2 credits 90min./class x 30 weeks/year = 4 credits Japanese Language class 90min./class x 15 weeks/semester = 1 credits
Grade	Undergraduate: Graduate Schools:
Course registration	Exchange student register academic courses after arrival. No registration needed before arrival.

Undergraduate:

Grade	Definition	Score
A	Pass	90-100
B		80-89
C		70-79
D		60-69
E	Fail	0-59
F	Unofficial Withdrawal	—
W	Withdrawal	—

Graduate Schools:

Grade	Definition	Score
A	Pass	90-100
B		80-89
C		70-79
D		69-60
E	Fail	0-59
F	Unofficial Withdrawal	—

4. Other Information

Student Support	Meeting service at the airport on arrival

Accommodation	Guaranteed University accommodation (only for single occupancy)
	Rent:
	➢1 semester
	   Spring (4.5 months) 180,000 yen
	   Fall (5 months) 200,000 yen
	➢1 year
	   Spring (10.5 months) 420,000 yen
	   Fall (11 months) 440,000 yen
	*including utility (as of September 2017)
	Type of the accommodation
	 1) International Shared house (dormitory: off-campus)
	 2) Apartment (off-campus)
	*Please note: The amount of rent fee is subject to change without notice.

Estimated Living costs	100,000 yen/month (including accommodation)
Insurance in Japan	Exchange student required to enroll into Japanese National Health Insurance after arrival.
Other useful information for Exchange students	Study in Japan Comprehensive Guide http://www.studyjapan.go.jp/en/index.html Living Guide http://www.clair.or.jp/tagengo/index.html