

FACT SHEET for Student Exchange Program AY2019 (Fall/Admission)

(As of January 2019)

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 for Incoming Students	http://www.chuo-u.ac.jp/chuo-u/index_j.html http://global.chuo-u.ac.jp/english/ http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/			
Coordinators		Name	Email address	Region
	Incoming Exchange Coordinator	Ms. Inobe	exchange@tamajs.chuo-u.ac.jp	N/A (General)
	Regional Incoming/Outgoing Exchange Coordinator	Ms. Sato	rumikosm@tamajs.chuo-u.ac.jp	Korea, Indonesia, Malaysia, Vietnam
		Mr. Fujisawa	international@tamajs.chuo-u.ac.jp	Europe (except for Belgium, France, Switzerland, Netherlands), Mexico, Australia, Hong Kong, Singapore, India
		Ms. Watanabe	yumiko@tamajs.chuo-u.ac.jp	U.S.A., Canada, Europe (Belgium, France, Switzerland, Netherlands), Turkey, China
	Mr. Kanemura	kkanemura435@tamajs.chuo-u.ac.jp	Netherlands, Taiwan, Thailand, Philippines	
Language in Use	Japanese (Partially English)			
Number of Exchange Students	Based on our student exchange agreement. Please contact with regional coordinator before your selection procedure.			

2. Nomination, Application and Admission Procedures

Levels of Study of Exchange Students	Undergraduate/Graduate Law / Economics / Commerce / Letters / Science and Engineering / Policy Studies
Campus Location	Tama Campus: Law / Economics / Commerce / Letters / Policy Studies Korakuen Campus: Science and Engineering http://global.chuo-u.ac.jp/english/siteinfo/visit/
Restricted Courses for Exchange students	Professional Graduate Program (Law School, Business School) Faculty of Global Management and Global Informatics (for AY2019)
Length of Study	<p>One year (two semesters) / One semester</p> <p>*As a general rule, exchange students are accepted to Chuo either from April or September. Since we have many full-year courses at Chuo University, joining the program for full academic year is highly recommended, however, the three options stated below with an asterisk (*) are available for partner institutions as well.</p> <p>Full academic year: April 1, 2019– Early February, 2020 (recommended) *First semester only: April 1, 2019– Late July, 2019 *Second semester only: Mid September, 2019– Late January, 2020 *Second semester and first semester of the following academic year: Mid September, 2019 – Late July, 2020</p>

Eligibility	Students must be currently enrolled at the partner institutions, and are expected to complete at least one academic year (two semesters) of study at the home institution before starting to study at Chuo University. -Undergraduate: Must have completed secondary education. -Graduate: Must have completed their undergraduate program and obtained an undergraduate university degree (bachelor's degree) or equivalent from their home institutions by the time of application.																														
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. *The students who wish to be enrolled in Faculty of Science of engineering are highly recommended to have a JLPT N3 certificate. *Some faculties such as Faculty of Commerce and Faculty of Science of Engineering don't have courses offered in English.																														
Tuition Waivers for Exchange Students	As a general rule, exchange students from institutions with which Chuo University has concluded reciprocal student exchange agreements with mutual tuition fee waivers are exempt from registration fee and tuition fee of Chuo University. Students from partner institutions with no mutual fee waiver arrangements are required to pay registration fee and tuition fee to Chuo University. For detailed arrangements, students should contact the exchange program coordinator at their home institutions.																														
Timeline	<table border="1"> <thead> <tr> <th colspan="2">Admission period</th> <th>September 2019 Admission</th> <th>April 2020 Admission</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Nomination period *for coordinators only</td> <td>Graduate</td> <td>Feb. 1-15, 2019</td> <td>Aug. 15-31, 2019</td> </tr> <tr> <td>Under-graduate</td> <td>Mar. 1-15, 2019</td> <td>Sep. 15-30, 2019</td> </tr> <tr> <td rowspan="2">Online application period *for nominated students</td> <td>Graduate</td> <td>Mar. 1-15, 2019</td> <td>Sep. 15-30, 2019</td> </tr> <tr> <td>Under-graduate</td> <td>Apr 1-15, 2019</td> <td>Oct. 15-31, 2019</td> </tr> <tr> <td colspan="2">Welcome package will be sent</td> <td>Late July</td> <td>Mid- February</td> </tr> <tr> <td colspan="2">Accommodation information will be provided</td> <td>Mid-August</td> <td>Late January</td> </tr> <tr> <td colspan="2">Arrival & Orientation</td> <td>Mid-September</td> <td>Early April</td> </tr> </tbody> </table>	Admission period		September 2019 Admission	April 2020 Admission	Nomination period *for coordinators only	Graduate	Feb. 1-15, 2019	Aug. 15-31, 2019	Under-graduate	Mar. 1-15, 2019	Sep. 15-30, 2019	Online application period *for nominated students	Graduate	Mar. 1-15, 2019	Sep. 15-30, 2019	Under-graduate	Apr 1-15, 2019	Oct. 15-31, 2019	Welcome package will be sent		Late July	Mid- February	Accommodation information will be provided		Mid-August	Late January	Arrival & Orientation		Mid-September	Early April
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Nomination Procedure	<ol style="list-style-type: none"> 1. Chuo will send a fact sheet of our exchange program to exchange coordinators of the partner universities. 2. Exchange coordinators consult with our regional coordinators regarding the number of nominees. *We count the number of students per year, not per semester. 3. Once the number of nominees has been confirmed, exchange coordinators will receive an email with a link to "Online Nomination Form". 4. When we receive the official nomination through the web form, we will contact each student by email as the following "Application and Admission Procedures". 																														

<p>Application and Admission Procedures</p>	<ol style="list-style-type: none"> 1. After receiving official nominations from our partner universities, International Center of Chuo will send an email to the nominated students with a link to Online Application Form as well as ID & password to log in. 2. The students are required to fill in the application form and submit the related documents through the system by the dead line. *Please refer to the “Application Documents” in the next field. 3. The submitted application documents for admission to Chuo University will be forwarded by the International Center to the Faculty/Graduate School that the student wishes to enroll for a formal decision on acceptance. If there is no suitable academic advisor we could find based on the study plan and the language proficiency, we wouldn’t be able to accept the student at our exchange program. 4. A link to “Online Accommodation Request Form” will be sent to the students through the system. The students should submit the online form by the deadline. * Please refer to the “Accommodation” section of this fact sheet. (p. 8) 5. When the application is approved (it will take 2.5 months [3.5 months for graduate program]), the “Welcome package” will be sent to the student’s home university by International registered post mail. Enclosed documents are as follows. <ol style="list-style-type: none"> a. Official Letter of Acceptance issued by Chuo University b. Certificate of Eligibility for Status of Residence issued by Immigration Bureau. c. other information documents for the arrival/orientation week *a and b are original hard copies for visa application. 6. The students should apply for a student visa at a local Japanese Embassy/Consulate as soon as they receive the Welcome Package. 7. Chuo rented accommodation will be assigned and informed to each student. 8. A link to “Online Arrival Form” will be sent thorough the system to the students. * Please refer to the “Arrival Guide” section of this fact sheet. (p. 7) 9. Welcome to Chuo University!
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Application Documents

< Important >

Online application period is about two weeks only, therefore, the students are highly recommended to read well the information below, and prepare for the submission.

*All the documents must be written in English or with English/Japanese translation.

*The forms of application documents are available at the website below.

<http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/>

[A] ID photo

*Specification:

http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html

[B] Passport Copy

[C1] Study Plan (for Undergraduate Program)

* Describe what the student would like to study and achieve while at Chuo

[C2] Study Plan (for Graduate School)

* Must describe the details of their study/research plan such as backgrounds, aims, expectations, and methods, etc.

* If there is no suitable academic advisor we could find based on the study plan and the language proficiency, we wouldn't be able to accept the student at our exchange program.

All incoming exchange students other than research students are expected to select 5 preferred academic courses mainly from the department you wish to study at Chuo.

This is for reference to confirm the choice of students' preferred faculty/graduate school at Chuo is the most suitable for them. Actual course selection and registration will be conducted after enrollment.

*Course list is available at

<http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/>

[D] Academic Reference (Graduate School Only) ※

* Signed by the Dean of the Graduate School of the applicant's home institution or equivalent person.

[E] Certificate of JPN language proficiency (if applicable) ※

* A copy of certificate of JLPT etc., or an above form signed by the student's lecturer.

[F] Declaration and Certification of Finances (for visa application)

*Please refer to the "Visa requirements" section of this fact sheet. (P. 8).

[G] Financial Statement Verification

*Supporting documents of [F], therefore, this should be correspond to the financial supporter's name or organization of the scholarship etc., which you mentioned in the [F].

[H] Certificate of Health ※

[I] Pledge

[J] Certificate of Enrollment (issued by your home institution)

[K] Academic Transcript (most recent, issued and certified by your faculty or collage)

[L] Certificate(s) of Undergraduate Degrees (Applicants of Graduate program only)

※[D], [E], [H]

Please be aware that above three documents should be signed by particular persons, therefore, it may take some time.

3. Academic Information

Academic Advisement	<p>Each student will be registered to a Faculty/Graduate Schools at Chuo based on his/her major/minor.</p> <p>Exchange students will be advised by an academic advisor or a Faculty. The Faculty Offices and Graduate School Office are always available for advice and consultation throughout the year. The International Center will consult with the student's home institution for any concerns about academic matters. Tutoring program is available for international students at the graduate level.</p>
Academic Calendar	<p>Academic year: April to March 1st semester: April 1st to the end of July 2nd semester: Mid September to the end of January</p> <p><<Important>> For exchange students who are considering to study for first semester only, second semester only, or second and first semesters, please read the following notice.</p> <ol style="list-style-type: none"> 1. The academic year at Chuo University lasts from April 1 to March 31. Only exchange students who are enrolled for full academic year beginning April can take full-year courses. Exchange students who are enrolled for first semester only, second semester only, or second and first semesters can't take full-year courses. They can take only semester courses. 2. Especially Graduate Schools of Law and Letters offer a lot of full-year courses and few semester courses. There is a possibility that exchange students who are enrolled for first semester only, second semester only, or second and first semesters in these graduate school may not register the courses and can't get the credits. 3. Though they are not able to register the full-year courses, they can be allowed to just attend the full-year courses if your academic adviser permits.
Student Status at Chuo	<p>Undergraduate program: Senkasei *</p> <p>Students can apply to any academic courses in the regular curriculum offered by the Faculty in which they are registered. Academic courses offered by Faculties other than the one that students are registered may be taken upon approval of the Faculties concerned and according to the regulations of the Faculties.</p> <p>Graduate program: Senkasei or Kenkyusei**</p> <p>Senkasei can apply to any academic courses in the regular curriculum offered by the Graduate School in which they are registered. Students may not obtain enough credits as student plans if the student has not enough Japanese language proficiency to take academic courses taught in Japanese.</p> <p>*Please note Graduate school of Economics, Letters and Policy Studies don't offer enough academic courses taught in English.</p> <p>If there is no suitable academic advisor we could find based on the study plan and the language proficiency, we wouldn't be able to accept the student at our exchange program.</p> <p>*Senkasei: Full time non-degree student Credits and grades will be granted if the student satisfactorily fulfills the course requirements.</p> <p>** Kenkyusei (Non-degree research student) A <i>Kenkyusei</i> conducts specific research under the supervision of an academic adviser. Credits or grades are not granted.</p>

<p>Japanese Language Course for Exchange Students</p>	<p>Available (free of charge) 7 levels from Beginner to JLPT N1.</p> <ul style="list-style-type: none"> ◆ Beginner to Intermediate: 4 levels intensive course ◆ Intermediate to Advanced (JLPT N1): 3 levels <p>*Students will find out their courses/levels only after the placement test which the students take upon arrival at Chuo University.</p> <p>*Intensive beginner course is a set of 6 classes, and it is not allowed to attend only some parts of the course. This may cause clashes of the intensive beginner classes with other academic courses which the students need to take. Therefore, if the students have any essential academic courses to take at Chuo, they are strongly recommended to consult with the International Center of Chuo at the earliest opportunity before making decision to apply for the exchange program.</p> <p>*Japanese language courses are Undergraduate level courses. Though the courses are open to Graduate program students, they cannot obtain credits of Japanese language courses.</p> <p>*Japanese language course is offered mainly at Tama campus, especially the intensive courses offered at Tama only.</p> <p>*Two classes of Japanese language course is offered at Korakuen Campus. Course level is approximate JLPT N3 level.</p>
<p>Academic Courses</p>	<p>To fulfill the visa requirements, it is obligatory to attend 6 classes or more, or conduct research more than 10 hours per week.</p> <p>a. Courses in Japanese: Generally, academic courses are taught in Japanese. English texts are used in many courses. Every effort will be made by course teachers to help students to get integrated in the class.</p> <p>b. Courses in English: Chuo University offers some courses taught in English such as Japanese Law etc. Please refer to the website below for the course list and syllabus. http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/</p> <p>*If the students focus on studying Japanese language at Chuo, we highly recommend to take at least one or two academic courses from among a variety of major course in the regular curriculum In parallel with the above-mentioned Japanese language courses and Japanese studies. This will give students more opportunities to study in a regular classroom with degree-seeking international students as well as Japanese students.</p>
<p>Method of Assessment</p>	<p>Students will be evaluated on the same basis as degree-seeking Japanese and international students, and will be expected to complete the course work and examinations.</p> <p>Methods of assessment differ among teaching staff in charge of the course, but generally by written examination at the end of the first and/or second semesters. Other methods used include assessment of essays, class participation, attendance, or other as appropriate.</p>
<p>Transcript Issuance</p>	<p>2 Original academic transcripts will be issued after each semester and send it to student's home university. (N/A for research students)</p> <p>Date of Issue *First semester --- Late September *Second semester --- Early March</p>

Credit	<p>Academic course (Major course subject) 100min./class x 14 weeks/semester = 2 credits 100min./class x 28 weeks/year = 4 credits</p> <p>Japanese Language class 100min./class x 13 weeks/semester = 1 credits</p> <p>*There is no minimum/maximum number of credits for the exchange students to take. However, to fulfill the visa requirements, it is obligatory to attend 6 classes or more, or conduct research more than 10 hours per week.</p> <p>* The credits and grades earned at Chuo University may be transferred to the student's own degree program at the home institution, depending on the regulations of the home institution. Even in the case Chuo University does not give credits, home institutions may give their own credits for those courses. The arrangements for credit transfer must be negotiated between the student and the home institution.</p>																																							
Grade	<p><u>Undergraduate:</u></p> <table border="1" data-bbox="788 810 1356 1102"> <thead> <tr> <th>Grade</th> <th>Definition</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>A</td> <td rowspan="4">Pass</td> <td>90-100</td> </tr> <tr> <td>B</td> <td>80-89</td> </tr> <tr> <td>C</td> <td>70-79</td> </tr> <tr> <td>D</td> <td>60-69</td> </tr> <tr> <td>E</td> <td>Fail</td> <td>0-59</td> </tr> <tr> <td>F</td> <td>Unofficial Withdrawal</td> <td>—</td> </tr> <tr> <td>W</td> <td>Withdrawal</td> <td>—</td> </tr> </tbody> </table> <p><u>Graduate Schools:</u></p> <table border="1" data-bbox="788 1149 1356 1393"> <thead> <tr> <th>Grade</th> <th>Definition</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>A</td> <td rowspan="4">Pass</td> <td>90-100</td> </tr> <tr> <td>B</td> <td>80-89</td> </tr> <tr> <td>C</td> <td>70-79</td> </tr> <tr> <td>D</td> <td>69-60</td> </tr> <tr> <td>E</td> <td>Fail</td> <td>0-59</td> </tr> <tr> <td>F</td> <td>Unofficial Withdrawal</td> <td>—</td> </tr> </tbody> </table>	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	—	Grade	Definition	Score	A	Pass	90-100	B	80-89	C	70-79	D	69-60	E	Fail	0-59	F	Unofficial Withdrawal	—
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Course Registration	<p>Exchange student register academic courses after arrival. No registration needed before arrival. (Online pre-registration for Japanese Law Causes is T.B.A.)</p>																																							

4. Arrival guide

On Arrival	<p>Chuo provides meeting service at Narita and Haneda International Airport only if the students stay at Chuo rented accommodation, and arrive on the designated date & time.</p> <p>* Actual transportation fee is responsible of each student.</p> <p>* Recommended flight arrival time at Japan is earlier than 11:00a.m.</p> <p>* Advance reservation is required. (a web link to "Online Arrival Form" will be informed later)</p> <p>* Access to each campus is available at the website below. http://global.chuo-u.ac.jp/english/siteinfo/visit/</p>
Tentative Schedule	<p>September admission of AY2019 -Designated Arrival Date: September 9 -Orientation week: September 10 to 19</p>

	-Classes start: September 20
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5. Visa Requirements

<p>Student Visa</p>	<p>All incoming exchange students who don't have resident status in Japan must have a Student Visa to study at Chuo University.</p> <p>In advance to apply for student visa at a local Japanese Embassy/Consulate in their home country, the students need to have a Certificate of Eligibility (COE), which is issued by Immigration Bureau in Japan. International Center of Chuo University applies the student's COE on behalf of the applicants.</p> <p>In order for this certificate to be issued, students must submit complete and accurate information regarding their sources of financial support. Students are required to submit current evidence that they will have at least ¥100,000 per month for the entire length of time they plan to study at Chuo University. For example, a bank statement indicating saving balance of the financial supporter, an official letter from the scholarship foundation indicating the amount and duration of the scholarship, or other official evidence of cash available and transferable.</p> <p>* A link to Online COE Application Form will be informed later for the applicants.</p>
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6. Accommodation

<p>Chuo Rented Accommodation</p>	<p>Guaranteed University accommodation (only for single occupancy) will be offered if exchange student reserve the accommodation by the deadline through our Online Accommodation Request Form. (A notice will be provided later)</p> <p><u>Reservation/Offer :</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">➤ April admission</td> <td style="width: 40%;">-Online reservation</td> <td style="width: 30%;">Early December</td> </tr> <tr> <td></td> <td>- Accommodation Offer</td> <td>Early February</td> </tr> <tr> <td>➤ September admission</td> <td>-Online reservation</td> <td>Late June</td> </tr> <tr> <td></td> <td>-Accommodation Offer</td> <td>Mid August</td> </tr> </table> <p>*Once exchange student reserve the accommodation, exchange student will be charged the cancellation fee.</p> <p><u>Rent (45,000yen/month) :</u></p> <table style="width: 100%; border: none;"> <tr> <td colspan="2">➤ 1 semester</td> </tr> <tr> <td style="padding-left: 20px;">Spring (4 months: April-July)</td> <td>180,000 yen</td> </tr> <tr> <td style="padding-left: 20px;">Fall (5 months: Mid/September – Mid/February)</td> <td>225,000 yen</td> </tr> <tr> <td colspan="2">➤ 1 year</td> </tr> <tr> <td style="padding-left: 20px;">Spring (10.5 months: April-Mid/February)</td> <td>472,500 yen</td> </tr> <tr> <td style="padding-left: 20px;">Fall (10.5 months: Mid/September-July)</td> <td>472,500 yen</td> </tr> </table> <p>Type of the accommodation</p> <ol style="list-style-type: none"> 1) International Shared house (dormitory: off-campus) 2) Apartment (off-campus) <p>Payment Method: Please pay in cash at the university Co-op cashier counter with the payment sheet, which will be given in the orientation session. Please prepare the cash in advance for this payment.</p> <p>*The amount of rent fee is subject to change without notice.</p>	➤ April admission	-Online reservation	Early December		- Accommodation Offer	Early February	➤ September admission	-Online reservation	Late June		-Accommodation Offer	Mid August	➤ 1 semester		Spring (4 months: April-July)	180,000 yen	Fall (5 months: Mid/September – Mid/February)	225,000 yen	➤ 1 year		Spring (10.5 months: April-Mid/February)	472,500 yen	Fall (10.5 months: Mid/September-July)	472,500 yen
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7. Others

Estimated Living Costs	40,000-50,000 yen/month (without accommodation)
Insurance in Japan	All exchange student are required to enroll into Japanese National Health Insurance after arrival.
Scholarship	No allocation (including JASSO) for exchange students except some partner universities
Part-time Work Permission	<p>Person who meets the following conditions can apply for the permission to engage part-time work up to 28 hours per week (During the vacations in Summer and Spring, you are allowed to work up to 8 hours per day.) at a port of entry upon arrival in Japan. (Narita, Haneda, Chubu, and Kansai airport only)</p> <ul style="list-style-type: none"> -Person entering Japan for the first time *Those entering Japan with a re-entry are not candidates. -Person who is granted the status of Student -Person who receive the Residence Card upon arrival
Other Useful Information for Exchange Students	<p>Study in Japan Comprehensive Guide http://www.studyjapan.go.jp/en/index.html Living Guide http://www.clair.or.jp/tagengo/index.html</p>

Academic Calendar AY2019

<u>Faculties</u>	Tama Campus:	Law / Economics / Commerce / Letters / Policy Studies
	Korakuen Campus:	Science and Engineering

First Semester (Apr 2019 – Sep 2019)

Academic Year Begins		April 1, 2019
International Student Orientation Week		March 28 - April 6
Classes Begin	Tama Campus	April 10
	Korakuen Campus	April 8
First Semester Examinations		Late July
Summer Vacation		August 1 – September 19

Second Semester (Sep 2019 – Mar 2020)

Classes Begin		September 20
Winter Vacation	Tama Campus	December 24 – January 4
	Korakuen Campus	December 25 – January 4
Second Semester Examinations		Late January
Spring Vacation		January 30 – March 31
Academic Year Ends		March 31

NOTE

*You have classes in the following national holidays.

[Tama Campus]	Apr 29, 30 / May 6/ Jul 8, 15 / Sep 23 / Oct 14, 22 / Nov 23
[Korakuen Campus]	May 6/ Jul 8, 15 / Sep 23 / Oct 14, 22 / Nov 23

*You have **NO CLASSES** in the following school holidays. (Campus basis)

[Tama Campus]	May 1 - 2 / Jul 30 - 31 / Oct 31 - Nov 4 / Jan 14 – 15, 17 - 18
[Korakuen Campus]	Apr 30 - May 2 / Nov 1 – 5 / Jan 14, 18, 29

* Tentative schedule as of Jan. 2019