

## Application Guidelines:

### Program B, University of Fukui Exchange Student Program (UFESP) 2016 April

Last updated on August 31, 2015

#### 1. Outline of the program

##### ■ Program Duration (Either of the following)

- (1) April 1, 2016 – September 30, 2016 (one semester)
- (2) April 1, 2016 – March 31, 2017 (two semesters)

2016						2017					
Apr.	May	Jun.	July	Aug	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
← Spring semester (April 1 – September 30, 2016) →						← Fall semester (October 1, 2016 – March 31, 2017) →					
				← Summer →						← Spring Vacation →	

##### ■ Program Description

Eligibility	Faculty / Graduate School	Status at UF	Description
Under-graduate students	Faculty of Education	Special Auditing Student with credit	<ul style="list-style-type: none"> <li>Take regular courses that are offered to Japanese students</li> <li>Register at least 7 courses (more than 10 hrs) per week<sup>*1</sup></li> </ul>
	Faculty of Engineering		
Graduate students	Graduate School of Education Or Graduate School of Engineering	Special Auditing Student with credit	<ul style="list-style-type: none"> <li>Take regular courses that are offered to Japanese students</li> <li>Register at least 7 courses (more than 10 hrs) per week<sup>*1</sup></li> <li>No research instruction is given</li> </ul>
		Special Research Student with no credit	<ul style="list-style-type: none"> <li>Receive research instruction without credits given</li> <li>There are Japanese courses in 4 proficiency levels<sup>*2</sup> available for all international students. No credit given</li> </ul>

<sup>\*1</sup> One course = 90 minutes. Since foreign students studying in Japan with short-term college visas are required to audit classes at least 10 hours per week, the students have to take at least 7 courses (10 hours/week).

<sup>\*2</sup> Please refer to [http://ryugaku.isc.u-fukui.ac.jp/english/kyoiku/j\\_all\\_course.html](http://ryugaku.isc.u-fukui.ac.jp/english/kyoiku/j_all_course.html) for details.

##### ■ Courses

Refer to “Syllabus Search Page” at UF webpage (<https://nsyllabus1.sao.u-fukui.ac.jp/>) for course details.

#### 2. Qualifications for Application

To apply for the above-mentioned program, the applicant must:

- 1) not have Japanese nationality.
- 2) be registered as a regular student (undergraduate or graduate) at one of the universities that has a student exchange agreement with the University of Fukui.
- 3) have a good academic standing and personal records at their home university, and have earned a grade point average (designated by JASSO) of at least 2.30 over the last one year.  
*Please see Reference on P.3, Form 1B for the calculation of Grade Point.*
- 4) have clear objectives and plans so that a good outcome can be expected from study and research.
- 5) return to one's home university after completing the program at the University of Fukui and continue studies to get a degree at his/her home university.

Applicant (exchange student) is not able to graduate or to receive any degree from his/her home university while enrolled at the University of Fukui. The enrollment period is from April 1, 2016 to September 30, 2016 for 1-semester students, and from April 1, 2016 to March 31, 2017 for 2-semester students.

- 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: September 11 (Fri) – November 6 (Fri), 2015**

■ **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)	<b>November 6 (Fri), 2015</b>
Application deadline (Original copies sent by mail)	Reach UF by <b>November 13 (Fri), 2015</b>
Notification of acceptance	End of December, 2015
Certificate of Eligibility (COE) sent out	Mid-February, 2016
Application of entry visa (each applicant applies by him/herself)	End of February, 2016
Arrival in Japan (Dormitory move-in day)	March 29(Tue) to 30(Wed), 2016
Orientation	March 31(Tue) to April 1(Fri), 4(Mon) to 5(Tue), 2016
Classes start* <sup>1</sup>	April 7(Thu), 2016

\*<sup>3</sup> 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 April*.



### 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](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	<b>Form 1B: B. UFESP Application Form and Resume</b>	<ul style="list-style-type: none"> <li>Each applicant him/herself must fill in the form in Japanese, except wherever indicated.</li> <li>This form should be directly typed on through a computer.</li> </ul>	 (MS Word)	<input type="radio"/> Printed out and signed by applicant (Page 9)
2	<b>Form 2: Letter of Recommendation</b>	<ul style="list-style-type: none"> <li>A professor of the applicant's major at his/her home university must <u>fill in the letter either in English or Japanese.</u></li> <li>Please state reasons for recommendation clearly in the letter.</li> <li>This form should be directly typed on through a computer. After filling out the form, print it out and sign by hand where indicated.</li> </ul>	—	<input type="radio"/> Printed out and signed by professor
3	<b>Form 3: Certificate of Health</b>	<ul style="list-style-type: none"> <li>Please ask a medical institution to fill in the form.</li> </ul>	—	<input type="radio"/> Filled out and signed by physician
4	<b>Application for Certificate of Eligibility (CoE) for Applicants of UF Exchange Programs</b>	<ul style="list-style-type: none"> <li>This form is to apply for CoE. CoE is an official document necessary for the visa application.</li> <li>This Excel form should be directly typed into through a computer.</li> <li>Please refer to <b>Instructions for Filling in "Application for Certificate of Eligibility"</b> when filling out the form.</li> <li><b>Do not put your photograph on this form!</b></li> </ul>	 (MS Excel)	— Data submission only
5	<b>Check List for "Application for CoE"</b>	<ul style="list-style-type: none"> <li>After completing Application for CoE (4), use this list to check if all items are correct and complete.</li> <li>The office of your home university will also use this check list.</li> </ul>	—	<input type="radio"/> Filled out and signed by applicant and officer (Page 2)
6	Bank Statement	<ul style="list-style-type: none"> <li>Prepare your <u>financial supporter's bank statement issued within the last 2 months.</u></li> <li>Note the name mentioned in this bank statement must be identical to the one you indicate in 26-3 in the above <b>Application for CoE.</b></li> <li>It is advised that the balance be higher than the amount equivalent to <b>600,000JPY</b> for 6-month students and <b>1,100,000JPY</b> for 12-month students.</li> </ul>	—	<input type="radio"/>
7	Certificate of Enrollment	<ul style="list-style-type: none"> <li>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></li> <li>If the statement is on a separate sheet, make sure to have it signed by an authorized person of the applicant's home university.</li> </ul>	—	<input type="radio"/>
8	Academic Transcript	<ul style="list-style-type: none"> <li>Prepare a transcript currently issued by applicants' home university.</li> <li>The transcript should include a list of courses taken, grades and credit of each course with semester/year indicated.</li> <li><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></li> <li>Example of grading system: A = 100-80, B = 79-70, etc.</li> </ul>	—	<input type="radio"/>
9	Evidence of proficiency of Japanese Language	<ul style="list-style-type: none"> <li>Include a copy of a certificate of the Japanese Language Proficiency Test (level N2 or above).</li> <li>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.</li> </ul>	—	<input type="radio"/> Copy of original
10	3 photographs (4cm x 3cm) of applicant	<ul style="list-style-type: none"> <li>Should be with a plain background and taken within the last 6 months.</li> <li>Write applicant's name on the back of each photo.</li> <li>Do not put this photo on the <b>Application for CoE</b> (4).</li> </ul>	—	<input type="radio"/>
11	Copy of applicants' passport	<ul style="list-style-type: none"> <li>Include a copy if the applicant already has his/her passport.</li> <li>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 November 30 (Mon), 2015, at the latest.</li> </ul>	—	<input type="radio"/> Copy of original
12	<For Officer> <b>Nomination Sheet</b>	<ul style="list-style-type: none"> <li>Please fill in information of all nominees (including those applying for Program A, UFSEP) with the Officer's signature.</li> <li>Application will not be accepted without <b>Nomination Sheet.</b></li> </ul>	 (PDF)	<input type="radio"/> Printed out and signed by applicant (Page 2)
	<For Officer>	<ul style="list-style-type: none"> <li>Scan all documents (1-11, except 4) of each applicant to make PDF file(s)</li> <li>Send the PDF file(s) along with <b>Form 1B</b> (1), <b>Application for CoE</b> (4), and <b>Nomination Sheet</b> (12) via email.</li> </ul>	 (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 April** 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.

<b>Application deadline:</b>	<b><u>Data submission by email</u></b>	<b><u>November 6 (Fri), 2015</u></b>
	<b><u>Original copies by mail</u></b>	<b><u>November 13 (Fri), 2015</u></b>

### Contact to:

MALCOLM Eiko (Ms.) or KASATANI Hideka (Ms.)  
International Affairs Division, University of Fukui

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

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