

2017 Fall Semester Application Guidelines of Program for Exchange Students at Niigata University

April 2017

◆ Aim

The Program for Exchange Students at Niigata University provides students from our partner with opportunities to study various subjects at our university for a semester or two.

The exchange students are expected not only to study those subjects but also to develop their capabilities to contribute to the globalizing world in studying and living in different social settings.

◆ Eligibility

An applicant must meet all of the following requirements.

(1) The applicant is currently a regular student from a university with which Niigata University has concluded a student exchange agreement (hereinafter referred to as “partner university”).

Students who will have graduated from the partner university by the end of the Program at Niigata University are not eligible.

Postgraduate students should apply to graduate schools directly as follows;

- Those who wish to apply to Graduate School of Modern Society and Culture, please contact at jimugen@cc.niigata-u.ac.jp
- Those who wish to apply to Graduate School of Science and Technology, please refer to the website at <http://www.gs.niigata-u.ac.jp/~gsweb/en/mbrlist/index.html> to search for an appropriate academic staff and contact him/her directly.

(2) The applicant has good academic records which is more than 2.3 points by JASSO (Japan Student Services Organization) scale.

The applicant has sufficient language proficiency to take the courses he/she plans to take.

The applicant gets a Letter of Recommendation from the head of his/her department or from his/her academic advisor.

(3) The applicant is physically and mentally in good health.

◆ Time and Term of Study

Each applicant starts their studies at Niigata University in October 2017 for either one or two semesters. Students who cannot study for at least one semester at Niigata University are not eligible.

(1) Fall Semester 2017: October 1, 2017 – February 28, 2018 (Classes start on October 1 and will normally end in early February.)

(2) Spring Semester 2018: April 1, 2018 – August 31, 2018 (Classes start on April 6 and will normally end in early August.)

The academic calendar of Niigata University is available at:

<http://www.niigata-u.ac.jp/en/file/calendar2017.pdf>

◆How to Apply

Exchange students will be accepted in accordance with the agreements between partner universities and Niigata University, not be accepted by individual arrangement.

Therefore, applications to Niigata University must be submitted to the office in charge of student exchange at the partner university, not directly be submitted to Niigata University.

The partner universities are subsequently asked to send the documents specified below to Niigata University International Office by postal mail.

Be sure to keep in mind that applications submitted directly by individual applicants are void.

Submission Deadline: May 31, 2017

◆Items to be Submitted

	Items	Copy	Notes
(1)	Application Form for the Program for Exchange Students at Niigata University • WORD • PDF	1	<i>A photo of the applicant must be affixed on the application form.</i>
(2)	Academic Transcript	1	<i>Be sure to write down the calculated points by JASSO scale on the appropriate space of the Application Form for Exchange Students.</i>
(3)	Letter of Recommendation	1	<i>Must be by either the head of the applicant's department or applicant's academic advisor.</i>
(4)	Certificate of the Applicant's Registration	1	<i>Must be issued by the applicant's university, and also must be issued within six month prior to the enrollment in Niigata University.</i>
(5)	Photocopy of the Applicant's Passport	1	<i>If the applicant does not have a passport, he/she must submit birth certificate, must be submitted photocopy of the passport as soon as applicant obtains one.</i>
(6)	Health Examination Certificate • Sample Form	1	<i>Must be issued within six month prior to the enrollment in Niigata University. It should certify that the applicant is in good health and is capable of studying in Japan. A certificate in a different form will be accepted if it covers the same information on the sample form.</i>
(7)	Application for a Certificate of Eligibility for Entry into Japan • EXCEL • PDF	1	<i>A photo of the applicant must be affixed on the application form. Niigata University will submit this application to the Japanese Immigration Bureau on behalf of the applicant in order that the applicant will be able to take a student visa in a short time.</i>

(8)	<p>Applicant's Bank Balance Certificate (If the applicant will cover the expenses during his/her stay in Japan.)</p> <p style="text-align: center;">or</p> <p>The supporter's following documents</p> <ol style="list-style-type: none"> 1. Bank Balance Certificate 2. Income Certificate 3. Employment Certificate 4. Document which says he/she will financially support the applicant's stay in Japan <p style="margin-left: 20px;">• PDF</p> <p>(If a person other than the applicant will cover the expenses during the applicant's stay in Japan.)</p>	<p>1</p> <p>or</p> <p>1</p> <p>1</p> <p>1</p>	<p><i>It is necessary to be attached to the Application for a Certificate of Eligibility for Entry into Japan.</i></p> <p><i>If a person other than the applicant will cover the expenses during the applicant's stay in Japan, all four documents described left hand side, must be submitted.</i></p> <p><i>If the applicant has any difficulties in preparing those documents, please contact International Office of Niigata University.</i></p>
(9)	Photo (4cm × 3cm)	2	<i>Write down the applicant's name on the back of the photos.</i>
(10)	Photocopy of a Certificate or Notification of the Result of Japanese Language Proficiency Test (JLPT)	1	<i>To be submitted if available.</i>
(11)	Photocopy of a Certificate of English Language Proficiency (e.g. TOEFL)	1	<i>To be submitted if available.</i>
(12)	Check list of Items to submit	1	

**Application documents once submitted will not be returned for any reasons.*

**Application documents submitted will not be used except for the application.*

◆Notification of Admission

Notification of admission will be sent to the partner university by **July 18, 2017.**

◆Tuition

Tuition for Niigata University will be waived for those students who have been selected by the partner university in accordance with a tuition waiver agreement with Niigata University.

Other students must pay tuition fees according to credit points he/she will register. The tuition is 14,800 yen per credit.

◆Student Status

Undergraduate applicants who will be admitted to the faculties or the Global Education Center as a Special Auditing Student, they will audit lectures to obtain credits.

◆Studying at Niigata University

Since Niigata University is one of the comprehensive universities in Japan, it provides various classes taught in Japanese and foreign languages (mainly English). It is characteristic of Niigata University that exchange students can study with Japanese students even if they cannot speak Japanese.

◆Curriculum at Niigata University

Exchange students can take the following classes.

Class outlines and syllabuses can be found at the following website.

<http://syllabus.niigata-u.ac.jp/>

(1) Japanese language Learning

In the academic year of 2017 (April, 2017-March, 2018), Niigata University provides various Japanese language learning Subjects. All the Japanese Language Learning Subjects have 2 lessons per week. Students may take maximum 4 subjects in each term, which means that students may have maximum 8 Japanese lessons per week.

‘Learning Japanese’ Stage subjects:

Reading Comprehension, Listening Comprehension, Composition, Kanji and Vocabulary

‘Learning in Japanese’ Stage subjects:

Reading Comprehension, Listening Comprehension, Composition, Kanji and Vocabulary, N1

‘Communicating in Japanese’ Stage subjects:

Business Japanese: Writing / Oral Communication

We also provide Intensive Japanese Courses for the students who are sponsored by the Japanese Government and have no Japanese language learning experiences. These courses are not available for other students. However, if there is vacancy, we might open to other students as well. Ask details.

The details of Japanese Language Learning Subjects can be found at the following website.

<http://www.niigata-u.ac.jp/en/file/education.pdf>

(2) Subjects taught in foreign language (English, Chinese etc.)

As shown in the list of classes on the following website, Niigata University offers many classes taught in non-Japanese languages. We are also planning to further increase the number of classes conducted in English in the academic year 2017. Even if you cannot speak Japanese, you can study abroad range of subjects in liberal arts and in your areas of specialization.

<http://www.niigata-u.ac.jp/en/file/exchange2017.pdf>

(3) Various subjects taught for regular students (mostly in Japanese)

◆Certification

Students who successfully complete the requirements in their period of study will be conferred the certification.

Requirements: 10 credits per semester (2 terms)

- ※ All Japanese language classes offer 1 credit, and most other classes offer 2 credits.
- ※ Rules of the Japanese Immigration Bureau stipulate that international students with ‘student visa’ are required to take classes for more than 10 hours (600 minutes) per week.
Since each class of Niigata University is 90 minutes long, international students need to take (register) at least 7 classes per week.

◆Academic Results and Credit Transfer

- (1) An official academic transcript will be issued upon completion, and the transcript will include course names, results, and the number of credits earned.
- (2) Based on the transcript issued by Niigata University, students’ home university will determine whether to accept transfer of the credits.
Students are strongly advised to consult their home university regarding credit transfer before applying to Niigata University.

◆Part-time Jobs

Global Education Center may grant permission to the student when the following three conditions are satisfied:

- (1) The student studies at Niigata University for two semesters.
- (2) The student has rational reasons.
- (3) The engagement will be done during a long break period.

However, international students are exempted from permission in case to work with honoraria as a teaching assistant or a research assistant in the campus or in an international exchange or education activity on campus.

If students want to do a part-time job, please consult the International Office first.

◆Admission Procedures

- (1) On behalf of students who have been admitted, Niigata University will submit their Application for Certificate of Eligibility for Entry into Japan to the Immigration Bureau of Japan. Upon receiving the Certificate from the Immigration Bureau, Niigata University International Office will forward them to the office in charge of student exchange at the students’ university.
Then, students should apply for a visa at the Japanese Embassy or Consulate in his/her country with the Certificate. The Certificate facilitates visa issuing and makes your entry in Japan easy and swift.
- (2) Admitted students may apply to us for the university arranged accommodations.
Their rent is less expensive compared with other private apartments around the campus and they do not require a guarantor, which is usually required for residents of private apartments.

◆Information for Program for Exchange Students

Information for Program for exchange students is posted on the following website.
Please check the page on a regular basis for future updates.

<http://www.niigata-u.ac.jp/en/news/20150401.html>