

# 2020 Application Guidelines of Program for Exchange Students at Niigata University

September 2019  
Global Education Center  
Niigata University

## ◆ 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](mailto:jimugen@cc.niigata-u.ac.jp)
- Those who wish to apply to Graduate School of Science and Technology, should see the website at <http://www.gs.niigata-u.ac.jp/~gsweb/en/mbrlist/index.html>, find an academic staff member who might be able to advise in the field of study of your interest and contact him/her directly.

(2) The applicant has good academic records which is equal to or more than 2.3 points by JASSO (Japan Student Services Organization) scale, has sufficient language proficiency, and is recommended by the head of his/her department or his/her academic advisor.

(3) The applicant is physically and mentally in good health and is expected to complete the program successfully.

## ◆ Time and Term of Study

Exchange students study for either one or two semesters starting Spring or Fall Semester of 2020. Students who cannot study for a full semester are not eligible.

Starting from April of 2020:

Choose either one of the terms below.	Permitted Period of Stay at University Accommodation ends on:
1 semester (April 1, 2020 - September 30, 2020) *	August 31, 2020
2 semesters (April 1, 2020 - March 31, 2021) *	February 26, 2021

Starting from October of 2020:

Choose either one of the terms below:	Permitted Period of Stay at University Accommodation ends on:
1 semester (October 1, 2020 - March 31, 2021)*	February 26, 2021
2 semesters (October 1, 2020 - September 30, 2021)*	August 31, 2021

### \*Academic Schedule

For Spring Semester, classes normally start in early April and end in early August.

For Fall Semester, classes normally start on October 1 and end early February.

The academic calendar of Niigata University is available at:

<https://www.niigata-u.ac.jp/en/academics/education.html>

## ◆ How to Apply

Applications to Niigata University must be submitted by an officer in charge of student exchange at partner universities. Applications sent directly by students are not accepted. Partner universities are asked to send the documents specified below to Niigata University International Office by postal mail during the application submission period specified as follows. Application documents once submitted will not be returned for any reasons.

**Submission Deadline:**

Intended Study Period	Application Submission Period
Starting from April 2020	From November 1 (Fri.) to November 15 (Fri.), 2019
Starting from October 2020	From May 1 (Fri.) to May 15 (Fri.), 2020

**Send to:**

Niigata University International Office, 2-8050, Ikarashi, Nishi Ward, Niigata City 950-2181

**Items to be submitted:**

Application forms may be downloaded at the following webpage.

<https://www.niigata-u.ac.jp/en/academics/education/>

	Items	# of Copy	Notes
1	Application Form for the Program for Exchange Students at Niigata University	1	A photo of the applicant must be affixed on the application form.
2	Academic Transcript	1	Write down the calculated points by JASSO scale in the space provided in the Application Form for Exchange Students.
3	Letter of Recommendation	1	Must be written by the head of the applicant's department or applicant's academic advisor.
4	Certificate of the Applicant's Registration /Enrollment	1	Must be issued by the applicant's university within six month prior to the enrollment in Niigata University.
5	Photocopy of the Applicant's Passport	1	If the applicant does not have a passport, please contact Niigata University International Office.
6	Health Examination Certificate	1	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.
7	Application for a Certificate of Eligibility for Entry into Japan	1	DO NOT affix a photo on the application form. Niigata University will submit this application to the Japanese Immigration Bureau on behalf of the applicant so that the applicant will be able to obtain a student visa in a short time.
8	If the applicant will cover the expenses for his/her stay in Japan: 1. Applicant's Bank Balance Certificate or If a person other than the applicant will cover the expenses, the supporter's documents: 1. Bank Balance Certificate 2. Income Certificate 3. Employment Certificate 4. Financial Support Statement	1  Or  1 1 1 1	These documents support the Application for a Certificate of Eligibility for Entry into Japan. If a person other than the applicant will cover the expenses for the applicant's stay in Japan, all of the four documents by the supporter are required. If the applicant has any trouble in preparing required documents, please notify Niigata University International Office as soon as possible.
9	Photo (4cm×3cm) Photos must meet the specifications by Immigration Services Agency of Japan shown on its website: <a href="http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html">http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html</a>	4	Prepare 4 photos which meet the specifications by Immigration Services Agency of Japan. Affix one of them to the Application Form, send other 3 with applicant's name written on the back of the photos.
10	Photocopy of a Certificate or Notification of the Result of Japanese Language Proficiency Test (JLPT)	1	To be submitted if available.
11	Photocopy of a Certificate of English Language Proficiency (e.g. TOEFL)	1	To be submitted if available.
12	Check list of Items to submit	1	Check if your application package has all items required.

\*Application documents submitted will be used solely for the purpose of this exchange program.

### ◆Notification of Admission

Notification of admission will be sent to the partner university about two months after each submission deadline.

### ◆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 of registered classes. The tuition is 14,800 yen per credit.

### ◆Student Status

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

### ◆Studying at Niigata University

Niigata University is a comprehensive university and provides various classes taught in Japanese and foreign languages (mainly English). It is characteristic of Niigata University that exchange students may study together 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.

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

Search Guide: [https://www.niigata-u.ac.jp/en/file/syllabus\\_search\\_guide.pdf](https://www.niigata-u.ac.jp/en/file/syllabus_search_guide.pdf)

#### (1) Japanese Language Learning

Students may take maximum 4 subjects in each term.

Intensive Japanese Course (Intensive Japanese 0 and Intensive Japanese 1) is specially designed for Japanese Government-sponsored students who have zero or very little experience of learning Japanese, and is not open to international students in general. Japanese language subjects for international students start at N4 level.

The details for Japanese language learning subjects can be found at the following website.

<https://www.niigata-u.ac.jp/en/academics/education.html>

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

As shown in the list of classes on the following website (to be updated), Niigata University offers many classes taught in non-Japanese languages. Even if you cannot speak Japanese, you can study a wide range of subjects in liberal arts and in your areas of specialization.

<https://www.niigata-u.ac.jp/en/academics/education.html>

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

### ◆ Academic Results and Credit Transfer

- (1) An official academic transcript will be issued upon completion, and the transcript will include course/subject 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.

### ◆ Certification

To earn 10 credits or more per semester is required for a successful completion of the Program. A Certificate will be issued for students who have fulfilled this requirement.

- ※ 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 must take (register) at least 7 classes per week.

### ◆ Part-time Jobs

Some part-time jobs may accompany risks and danger which students may not be aware of at first hand. In order to protect international students from being involved in unwanted incidents or troubles, Niigata University require students to meet with the director of Global Education Center and go over job responsibilities and working conditions before being employed. Please consult International Office when you select a part-time job, or when you change your part-time job. International students are exempted from permission and a meeting with the director in case to work as a teaching assistant or a research assistant on campus or engage in an international exchange or education activity on campus and receive university honorarium payment.

Please also be aware that there are jobs that are allowed to Japanese citizens but no to non-Japanese nationals. International students should be aware of the possible risk of being charged as a result of being engaged in such a job, which may result in deportation and prohibition to stay in Japan in the future.

### ◆ Admission Procedures

- (1) On behalf of students who have been admitted, Niigata University will submit their Application for Certificate of Eligibility (COE) for Entry into Japan to the Immigration Bureau of Japan. Upon receiving COE from the Immigration Bureau, Niigata University International Office will forward them to the office in charge of student exchange at students' university. Students should then apply for a visa at Japanese Embassy or Consulate in their country with required documents including COE, which facilitates visa issuing and supports your entry in Japan.
- (2) Admitted students may apply for university-owned/leased accommodation. Their rent is less expensive compared with other private apartment houses around campus. University-owned/leased accommodation do not require a guarantor, which is usually required for residents of private apartment houses.

### ◆ 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.

<https://www.niigata-u.ac.jp/en/academics/education.html>