

Fall 2022 Application Guidelines for the Program for Exchange Students at Center for International Education, Niigata University

March, 2022

Center for International Education, Niigata University

◆ Aim

The Program for Exchange Students at Center for International Education, Niigata University (NU) 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.

As shown in the table below, the Program opening in the spring semester of 2022 has two courses: Course A which is designed for students who will come to NU to study Japanese language learning subjects and other specialized subjects; and Course B which is designed for students who will study Japanese language subjects remotely from their home country. Students must select either course A or Course B.

Course	Visa	Application Guideline	Period of Study	Application Period
A Come to NU to study (Students will come to Japan)	Application for visa will be required	See Page 2 to 5 for details	1 semester or 2 semesters	Apply between May 2 (Mon.) through May 13 (Fri.), 2022
B Study remotely from their home country (Students will not come to Japan)	Visa is not needed	See Page 6 to 7 for details	1 semester only (※)	

Important Notes :

- Students who select Course A should note that there is a possibility that NU may enforce remote learning on all or some of its curriculum partly or throughout the period they plan to study on campus at NU in response to the spread of COVID-19.
- Students who select Course B are not allowed to change to Course A after the deadline.
- Only when there is a vacancy in each subject of Course B after the selection of students, NU may announce a period within February 2022 during which students who had initially selected Course A may apply for the change of their course to Course B.
- The period of study in Course B is one semester. Students may apply for one additional semester through their home university. The total period of study including the additional semester is no longer than two semesters. (※)

【Application by Graduate Students】

- Graduate students who apply for Course A should indicate their preference among the following three options on Page 2 of Application Form.
 1. I wish to learn Japanese language and culture mainly by taking relevant courses as “Special Auditing Student.”
 2. I wish to take graduate-level subjects in my field of study as “Special Auditing Student.”
 3. I wish to work on my research project under an academic advisor as “Special Research Student”.
- Graduate students who apply for Course A must submit additional documents required by a Graduate School.

Course A

Students who will come to Niigata University to study (See Page 2 to 5 for application guideline)

◆ Eligibility

An applicant must meet all of the following requirements.

- (1) The applicant is currently enrolled as a degree-seeking student in a university with which Niigata University has concluded a student exchange agreement (hereinafter referred to as “partner university”). (In light of the principle of student exchange, students who will be enrolled in, and pay tuition fees to, partner university during their intended study period are eligible. Students who will have graduated from partner universities by the end of the Program at Niigata University are not eligible.)
- (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.
- (4) The applicant will observe applicable laws and regulations during their participation in this Program as well as rules and instruction as an exchange student by agreements on student exchange with Niigata University.

◆ Time and Term of Study

Exchange students study for either one or two semesters starting in April of 2021. Students who cannot study for a full semester are not eligible.

Choose either one of the terms below.	Arrival in Japan (Scheduled)
1 semester (October 1, 2022 - February 28, 2023) *	Late September 2022
2 semesters (October 1, 2022 – August 31, 2023) *	

*Academic Schedule at NU

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 in early February.

The academic calendar is posted at:

【Japanese】 <https://www.niigata-u.ac.jp/campus/life/schedule/calendar/>

【English】 <https://www.niigata-u.ac.jp/en/study/exchange/>

◆ Application Submission Period

Intended Study Period	Application Submission Period
Starting from October 2022	From May 2 (Mon.) to May 13 (Fri.), 2022

◆ How to Apply

An officer in charge of student exchange at partner universities should submit a Letter of Recommendation (Form 1) by email, register information at the application website, upload copies of documents listed on Page 3.

STEP 1: Submit a Letter of Recommendation (Form 1) by email to the following address:

Email Address intl@adm.niigata-u.ac.jp

STEP 2: Register students at the website below, and upload copies of documents.

Application Website <https://www.intl.niigata-u.ac.jp/exchange-a/>

STEP 3: If registration via online fails to succeed, please send application documents to NU International Office by email. Applicants should keep original documents until the time they arrive in Japan.

【Email Address】 intl@adm.niigata-u.ac.jp

Items to be submitted:

Application forms are available for downloading at the following webpage.

<https://www.niigata-u.ac.jp/en/study/exchange/>

	Item prepared by Partner University	# of Copy	Notes
1	Letter of Recommendation (Form 1)	1	Please submit by email to: intl@adm.niigata-u.ac.jp
	Items required of Applicant	# of Copy	Notes
1	Application Form for the Program for Exchange Students	1	Online registration using the designated website would complete application. If online registration does not work due to a technical problem, all required documents must be submitted by email.
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 (Form 1) by a responsible person of partner university	1	A responsible person of the university should write one (1) Letter of Recommendation that lists all applicants and submit.
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 notify 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, all of the following documents 1- 4 by a supporter must be submitted: 1. Financial Support Statement 2. Bank Balance Certificate 3. Income Certificate 4. Employment Certificate	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. About 70,000 to 80,000 YEN will cost monthly for living (monthly rent, utilities, food, etc.) in addition to travel expenses to NU, as well as various initial expenses when moving into an apartment room. 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: https://www.isa.go.jp/en/applications/guide/photo_info.html	1	Image data must meet the specifications by Immigration Services Agency of Japan. https://www.isa.go.jp/en/applications/guide/photo_info.html Image will be printed and trimmed at NU to meet the specification. Make sure that there is sufficient space above the head and around the upper body, and that its resolution is high enough to produce a clear photo.
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.

*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.

◆Student Status and Tuition

Undergraduate applicants will be admitted to the Center for International Education as a Special Auditing Student. There will be no admission fees. The tuition is 14,800 yen per credit; however, tuition 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.

Status at Home University	Purpose of Study at NU	Status at NU	Screening Fee	Admission Fee	Tuition
Enrolled as an undergraduate, degree-seeking student	Audit courses (Obtain credits by passing courses)	Special Auditing Student of Center for International Education	Not charged	Not Charged	14,800 yen per credit (waived for students under an applicable, inter-university agreement)

◆Studying at Niigata University

Niigata University is a comprehensive university and provides various subjects taught in Japanese and foreign languages (mainly English). It is characteristic of Niigata University that in some courses exchange students may study together with Japanese students regardless of their Japanese proficiency.

<Curriculum at Niigata University>

Exchange students may select subjects in the areas (1) to (3) shown below. 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/study/syllabus/>

(1) Japanese Language Learning

Japanese language subjects are offered from elementary to advanced level. Students who wish to take Japanese language subjects must attend “Japanese Language Subjects Guidance” scheduled prior to the beginning of each semester in order to find out which subjects are available for them. The details for Japanese language learning subjects for the academic year of 2022 are posted at the following website.

<https://www.niigata-u.ac.jp/en/study/japanese-language/>

(2) Subjects taught in foreign language (English or Chinese)

As shown in the list of classes on the following website (to be updated for Academic Year 2022), Niigata University offers subjects taught in non-Japanese languages. Even if you cannot speak Japanese, you can study subjects in liberal arts and in your areas of specialization.

<https://www.niigata-u.ac.jp/en/study/exchange/>

(3) Subjects offered for degree-seeking students

These subjects are offered by each faculty or graduate school for NU’s degree-seeking students and are taught mostly in Japanese. Exchange students who meet requirements of each subject may apply and take them if they are permitted by a lecturer in charge. Students must check requirements and details of each subject by syllabus.

◆ 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.
Check syllabus for the number of credit that each subject offers at NU. Japanese language learning subjects offer 1 credit for approximately 15 sessions.

◆ Required Number of Class Sessions

By Japanese immigration laws, international students with "student visa" are required to have more than a total of 10 hours (600 minutes) of class sessions per week. Since each class session of Niigata University is 90-minutes long, international students must register enough subjects to have at least 7 class sessions per week.

◆ Student Housing

Exchange students may apply for an apartment room (single room) near Ikarashi campus before arriving in Japan. Students will be responsible for paying initial fees, monthly rent, and utility fees. Students may select a room according to their preference, and a monthly rent will vary by rooms. Details will be announced after students are admitted to NU.

◆ 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 the Center for International Education 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. Also, "Permission to engage in activity other than that permitted under the status of residence previously granted" which is issued by Immigration Services Agency of Japan will be needed in order to be employed as a part-time worker. Students are exempted from 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. In this case the said permission by Immigration Services Agency will not be needed.

◆ Admission Procedures

- (1) On behalf of students who have been admitted, NU will submit their Application for Certificate of Eligibility (COE) for Entry into Japan to the Immigration Services Agency of Japan. Upon receiving COE, NU International Office will forward them to the office in charge of student exchange at students' home university. Students should then apply for a visa at Japanese Embassy or Consulate in their country by submitting required documents including COE, which facilitates visa issuance and entry to Japan.
- (2) After being admitted, students will receive instruction from NU regarding necessary preparation for entering Japan as well as application procedure for an apartment room. Please follow instructions sent by NU.

◆ 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/study/exchange/>

◆ Contact

International Student Section, Niigata University International Office
Email: intl@adm.niigata-u.ac.jp

Course B

Students who will study remotely in their home country
(See Page 6 to 7 in the guideline for how to apply)

Niigata University Special Online Program for Japanese Language Learners **Fall 2022** Application Guideline

Course B is conducted as Niigata University Special Online Program for Japanese Language Learners.

◆ Eligibility

Students who meet all of the following conditions are eligible to apply.

- (1) The applicant is currently enrolled as a degree-seeking student in a university with which Niigata University has concluded a student exchange agreement (hereinafter referred to as “partner university”). (In light of the principle of student exchange, students who will be enrolled in, and pay tuition fees to, partner university during their intended study period are eligible. Students who will have graduated from partner universities by the end of the Program at Niigata University are not eligible.)
- (2) Students who have the appropriate level of Japanese language proficiency required in each subject shown below.
- (3) Students who have not participated in this program for two semesters (twice) in the past. (Students who have participated for only one semester are eligible.)

◆ Application Deadline

Friday, May 13, 2022

◆ How to Apply

An officer in charge of student exchange at partner universities should submit a Letter of Recommendation (Form 1) by email, register information at the application website, upload copies of documents 1 to 2 listed below. There is no need to send original documents to NU International Office.

Send Letter of Recommendation (Form 1) to: intl@adm.niigata-u.ac.jp

Apply at: <https://www.intl.niigata-u.ac.jp/exchange-b/>

Documents to submit:

1. Academic Transcript issued by home university (PDF)
2. Certificate of Enrollment issued by home university (PDF)
3. Only when online application was not successful because of a technical problem, please submit NU Special Online Program for Japanese Language Learners 2022 Application Form by email together with copies of the documents 1 and 2 above.

◆ Program Period

October 2022 to February 2023 *Coinciding with NU’s Second (Fall) Semester

※Guidance materials will be sent by email in late September, 2022.

※Make-up lessons may be scheduled during the month of February, 2023.

◆ Program Tuition

Free of charge (However, students will have to pay for a textbook and shipping fee. The price will be shown at a later date)

◆ Student Status at Niigata University, Evaluation, Transcript

- Students will be enrolled as “Special Auditing Student” at NU in the same manner as onshore exchange students who actually study at NU.
- Students will be evaluated according to syllabus in the same manner as onshore exchange students are. Academic transcript will be issued following the end of the program.

◆ Course Summary

Please check for JLPT levels: <https://www.jlpt.jp/e/about/levelsummary.html>

Course Name	Content	Required Level of Proficiency (Textbook level)	# of lessons per week (90-min. lesson) , Total # of lessons	Class Size (# of students)	# of Credits
Gold	Practice 4 skills comprehensively (listening, reading, writing, speaking)	Aiming to pass JLPT N1 (N1-level textbook)	3 /week 45 lessons	30	3
Silver		Aiming to pass JLPT N2 (N2-level textbook)	3 /week 45 lessons	30	3
Green		Already acquired an ability to pass JLPT N4	3 /week 45 lessons	30	3

◆ Timetable ※Japan Standard Time is used for the following schedule.

Fall Semester (October 2022 to February 2023)

Gold	Silver	Green
Mon 14:40-16:10	Mon 14:40-16:10	Mon 14:40-16:10
Wed 14:40-16:10	Wed 14:40-16:10	Wed 14:40-16:10
Fri 14:40-16:10	Fri 14:40-16:10	Fri 14:40-16:10

◆ How to Select a Course

- Students are allowed to select only one course.
- There will be no placement test. JLPT certificates are not required. Make sure to check the required level of proficiency and select an appropriate course.
- Students must attend all the scheduled lessons. Attending only certain days of the week is not acceptable.

◆ How to Conduct Lessons, Textbooks

- All lessons will be conducted online using Microsoft Teams. It is essential to have a stable internet access, and a PC/laptop/tablet with a camera and a standard audio function to allow for speaking and listening practice.
- All lessons will be synchronous and interactive. Students should be aware of the time difference with Japan.
- No videos or on-demand study resources will be available online.
- A textbook will be arranged for each course. Instruction for ordering a textbook will be sent after the start of courses. Please follow the instruction and buy a textbook.

◆ Other Notes

- The result of application will be announced in about two months following the application deadline.
- Should there be any changes to Course B before its start, participating students will be notified through a coordinator in charge at their home university.

◆ Contact

International Student Section, Niigata University International Office
Email: intl@adm.niigata-u.ac.jp