

# Application Guidelines for Shinshu University Center for Global Education and Collaboration (GEC) Exchange Student Program (Fall Semester 2024)



(Narai-Juku)

## About Shinshu University's exchange programmes

There are two main categories of exchange programmes at Shinshu University.

- A : Belongs to Shinshu University's Center for Global Education and Collaboration (GEC) as an exchange student, with a focus on studying Japanese language.
- B : Belong to each faculty/graduate school as an exchange student, studying specialised undergraduate courses, research, etc.

This application guideline is for

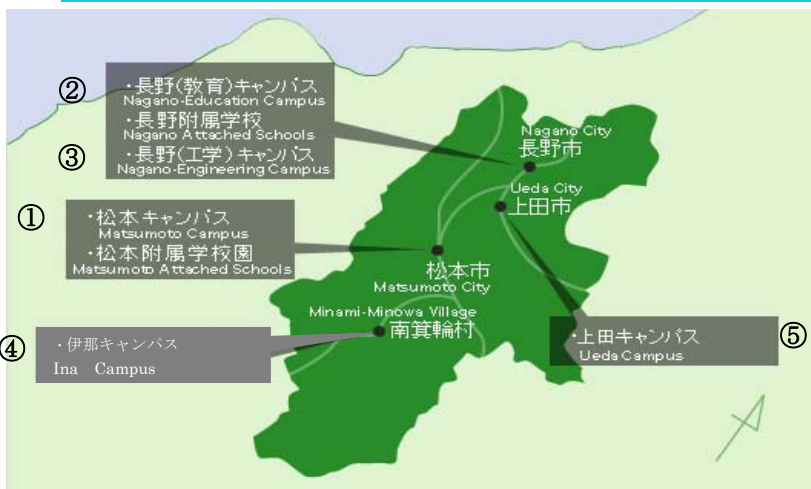
A : This is a guide for those who are exchange students belonging to the GEC and study mainly Japanese. Students who have a certain level of Japanese may also take undergraduate courses (specialized courses) offered at the Matsumoto Campus.

For B, the conditions for acceptance as an exchange student differ depending on the faculty or graduate school to which the student belongs. (Most undergraduate courses are offered in Japanese. A high level of Japanese language proficiency is required).

For details, please ask each faculty.

[https://www.shinshu-u.ac.jp/institution/gec/en/prospective\\_students/contact\\_list\\_of\\_faculties\\_graduate\\_schools/](https://www.shinshu-u.ac.jp/institution/gec/en/prospective_students/contact_list_of_faculties_graduate_schools/)

Campus Location	Faculty	Contact email address
① Matsumoto Campus	Faculty of Arts <a href="https://www.shinshu-u.ac.jp/faculty/arts/english/">https://www.shinshu-u.ac.jp/faculty/arts/english/</a>	jpgakumu1@shinshu-u.ac.jp
	Faculty of Economics and Law <a href="https://www.shinshu-u.ac.jp/faculty/econlaw/">https://www.shinshu-u.ac.jp/faculty/econlaw/</a> (Japanese only)	k_ryugaku@shinshu-u.ac.jp
	Faculty of Science <a href="https://www.shinshu-u.ac.jp/faculty/science/english/">https://www.shinshu-u.ac.jp/faculty/science/english/</a>	ask (gec_inbound@shinshu-u.ac.jp)
	School of Medicine <a href="https://www.shinshu-u.ac.jp/faculty/medicine/eng/">https://www.shinshu-u.ac.jp/faculty/medicine/eng/</a>	mداigak@shinshu-u.ac.jp
	School of Health Sciences <a href="https://www.shinshu-u.ac.jp/faculty/medicine/health/">https://www.shinshu-u.ac.jp/faculty/medicine/health/</a> (Japanese only)	ho_kokusai@shinshu-u.ac.jp
② Nagano (Education) Campus	Faculty of Education <a href="https://www.shinshu-u.ac.jp/faculty/education/english/">https://www.shinshu-u.ac.jp/faculty/education/english/</a>	e_kokusai@shinshu-u.ac.jp
③ Nagano (Engineering) Campus	Faculty of Engineering <a href="https://www.shinshu-u.ac.jp/faculty/engineering/global/">https://www.shinshu-u.ac.jp/faculty/engineering/global/</a>	tkokusai@shinshu-u.ac.jp
④ Ina Campus	Faculty of Agriculture <a href="https://www.shinshu-u.ac.jp/faculty/agriculture/english/">https://www.shinshu-u.ac.jp/faculty/agriculture/english/</a>	nkokusai@shinshu-u.ac.jp
⑤ Ueda Campus	Faculty of Textile Science and Technology <a href="https://www.shinshu-u.ac.jp/faculty/textiles/english/">https://www.shinshu-u.ac.jp/faculty/textiles/english/</a>	fkokusai@shinshu-u.ac.jp



- ・ ① Matsumoto Campus and ② to ⑤ Campuses are separated from each other. (It is not possible to be enrolled at the Matsumoto campus and take classes at the other Campus es.
- ・ Students who wish to study on a one-year exchange may spend the first six months studying at the Matsumoto campus and the second six months at another campus, but they will need to move to another location.

If you need help, ask Shinshu University Center for Global Education and Collaboration (GEC) .

E-mail: [gec\\_inbound@shinshu-u.ac.jp](mailto:gec_inbound@shinshu-u.ac.jp)

## Application Guidelines for Shinshu University Center for Global Education and Collaboration (GEC) Exchange Student Program (Accepted in Fall 2024)

### 1. Eligibility

Applicants must meet the following requirements.

- (1) You must be enrolled as a degree-seeking undergraduate or postgraduate student at one of our partner universities<sup>1</sup> that signed a Student Exchange Agreement with Shinshu University for your entire study period here. (You will be registered as a special auditing student; therefore, students whose main purpose is to conduct research are not eligible for this program.)
- (2) You must complete one or two semesters in Shinshu University starting from Fall 2024. Students who wish to study less than a semester (e.g. for a few weeks or for three months) are not eligible to apply.<sup>2</sup> Please refer to the academic calendar in the following website:

[https://www.shinshu-u.ac.jp/institution/gec/en/prospective\\_students/basic\\_information\\_for\\_entrance/](https://www.shinshu-u.ac.jp/institution/gec/en/prospective_students/basic_information_for_entrance/)

We require all self-financed students to provide us with documentations that prove that they are able to maintain themselves financially for the duration of their exchange in Shinshu University. Before the admission, self-financed students must send a bank statement (their own, or that of a close family member) to us showing that they possess funding as follows:

- ※ For a one-semester exchange: the equivalent of 500,000 JPY.
  - ※ For a one-year exchange: the equivalent of 1,000,000 JPY.
  - ※ We sometimes receive requests from students who have started their exchange program with one semester scheduled and wish to change it to two semesters. However, in principle, we do not accept requests for extensions. Please consult with the university and your family to determine the term of your study abroad program, and think carefully before applying.
- (3) You must participate in various surveys from Shinshu University during you study in Japan and after you returned to your home country.

**The Shinshu University Exchange Student Program is competitive. Please be advised that meeting the above requirements does not guarantee admission into the program.**

### 2. Selection

The program will select applicants through the following process.

#### **Step1 [Nominations] ※Application deadline for Shinshu University: March, 27 2024**

Please request nominations from the person in charge of exchange programs at your home university.

#### **Step2 [Application Documents ] Deadline for application to Shinshu University: April 26 2024**

Those who pass the nomination are required to submit documents according to the instructions of their home universities.

Designated forms can be downloaded from the GEC website.

Direct applications from students will not be accepted. Partner universities should send the following required documents to Shinshu University by e-mail.

<sup>1</sup> The status of "exchange student" becomes null and void when a student graduates from their home university. Exchange students who wish to pursue their postgraduate study at Shinshu University following this exchange program can prepare for it as a research student and be exempt from tuition fees for up to one year. Please contact us for further details.

<sup>2</sup> If you wish to study as an exchange student but not under this exchange program, please contact GEC as soon as possible.

No.	Items	Notes
1	Cover Page of Application Package<Sheet1>	To be completed by the contact person of your home Univ.
2	Application Document Checklist <Sheet2>	To be completed by the applicant.
3	Application Form <Sheet3>	To be completed by the applicant.
4	JASSO Scholarship <Sheet4>	To be completed by the applicant.
5	Certificate of Health <Sheet5>	In English or Japanese.
6	Academic Transcript	Issued by your home Univ.: In English or Japanese.
7	Copy of Passport	Photo page. If you have been to Japan, please send stamp page, too.
8	Copy of evidence of language proficiency	If available
9	Facial photo	jpeg file, size: 600pixel (height) x 450pixel (width)

### Step3【Application for Certificate of Eligibility (COE)】 from May 2024.

Students apply for Certificate of Eligibility (COE) to Shinshu University via the online system.  
 The application procedure will be communicated to students and partner universities at a later date.  
 Passport, bank statement of the financial supporter or scholarship certificate, etc. will be required.  
 Certificates must be written in English or Japanese.

### Step4【Sending Letter of Acceptance and Information】 Early June, 2024

Shinshu University will decide on the acceptance of exchange students at a meeting at the end of May and notify the results to each partner university of Shinshu University in early June. After that, we will send you information necessary for enrollment, such as access to the university, living guide, and application for housing.

### Step5【Sending Certificate of Eligibility (COE)】 Around Mid-August, 2024

Shinshu University will complete the check of the Certificate of Eligibility (COE) and apply for the COE on behalf of the applicant to the Tokyo Regional Immigration Bureau around early June. It will take about two months for the COE to be issued. The COE will be sent to students by e-mail after it is issued. Please check the application procedure in advance so that you can apply for a visa as soon as possible.

## 3. Tuition Fees

Exchange students under this program are exempt from Shinshu University tuition fees, but are required to pay tuition fees at their home universities.

## 4. Course Content

Students can take courses offered at Shinshu University, allowing them to study a wide variety of classes from general education courses to specialized courses in Japanese, which is expected to further improve their Japanese language skills and produce highly specialized learning effects.

Class hours at Shinshu University are 90 minutes per class.

### ①Intensive Japanese Language Course

This course is designed for international students to support their Japanese language learning in areas such as letters, grammar, and conversation. Students will be divided into classes according to their Japanese language proficiency. A Japanese placement test will be conducted and students will be divided into classes.

Class A (equivalent to JLPT N5) 7 lessons/week

Class B (equivalent to JLPT N4) 7 lessons/week

Class C (equivalent to JLPT N3) 6 lessons/week

Class D (equivalent to JLPT N2)\*

Class E (equivalent to JLPT N1)\*

\*Classes D and E will participate in the class ②.

#### ②Japanese language and Japanese studies subjects

In addition to subjects that improve the ability to understand and express Japanese, there are subjects that allow students to learn about "Japan" in depth, such as traditional Japanese culture, Japanese corporate culture, and business Japanese.

#### ③Intercultural Collaborative Learning and Multicultural Understanding. Languages: Japanese, English

This is a part of the General Education Course. International students who come to Shinshu University from various countries and Japanese students learn together about international understanding, multicultural conviviality, global careers, etc. while respecting the diverse ideas of the participating students.

In the ICP (Intercultural Co-Learning Project) classes, international students and Japanese students form groups and work together on thematic issues. In Academic Year 2023, as "International Co-Learning with Local Community Interactions," students experienced fieldwork with local people and deepened their learning about communication from multiple perspectives.

Shinshu University is a member of ICL-Channels (Intercultural Collaborative Learning - Channels) and promotes international collaborative learning in cooperation with other universities in Japan. If students stay for two semesters, they can participate in unique international collaborative learning classes offered by each university.

We recommend international students to take these classes.

#### ④General education courses (basic specialized subjects) Language: Japanese

All first-year undergraduate students at Shinshu University take classes at the Matsumoto Campus. Students can take liberal arts courses and basic specialized courses offered to first-year undergraduates. Classes are in Japanese. A certain level of Japanese language proficiency is required.

#### ⑤Undergraduate specialized courses Language: Japanese

Students can attend some of the specialized undergraduate courses offered at the Matsumoto Campus. To be eligible to take these courses, students must be judged to have a certain level of Japanese language proficiency in a Japanese language placement test conducted after their arrival in Japan. You will also need to be approved by the application procedure.

The Japanese language proficiency required to take undergraduate courses is based on the following guidelines.

Test Title	JLPT (Japanese-Language Proficiency Test)	J.TEST (Test of Practical Japanese)	CEFR
Reference Scores	N2~N1	Semi-B or above.	B2 or above

For more information on classes, you can search the syllabus at the URL below. (Japanese only)

<https://campus-3.shinshu-u.ac.jp/syllabusj/Top>

## 5. Grading and completion requirements

An official academic transcript will be issued upon completion of the program. The transcript will include course titles, grades, and the number of credits earned. Please see the sample on the last page. You are strongly advised to consult with the coordinator in charge of exchange programs at your home university regarding credit transfer before applying to this program.

Please note that an official academic transcript for the 2024 Fall Semester will be issued at the early of April 2025, and for the 2025 Spring Semester at the early of October 2025.

Shinshu University issues a certificate to those who have earned at least 10 credits for the full year (at least 5 credits per half-year) and made a presentation.

## 6. Accommodation, apartment, living expenses

Shinshu University offers university dormitory (Matsumoto International House) . In order to make your life more fulfilling, we will give exchange students priority to move in.

### Shinshu University Matsumoto International House (International Student Dormitory)

For more information about Matsumoto International House, please click here.

[https://www.shinshu-u.ac.jp/institution/gec/en/support\\_for\\_International\\_students/enrolling\\_students/student\\_life/](https://www.shinshu-u.ac.jp/institution/gec/en/support_for_International_students/enrolling_students/student_life/)

Entrance fee (initial cost) : Approx. 58,000 yen (1 year), Approx. 42,000 yen (6 months)

Rent : 4,755 yen/month (single)

Distance to the university : a five minute walk

Bedding (futon rental) : 11,000 yen(1 year), 5,500 yen (6 months) if desired

Meals provided : No

Air Conditioning : No air conditioner (heating/cooling), Heater available

### <Selection>

Depending on availability, not all applicants may be able to move in. If there are too many applications, we will conduct a lottery. If you need special consideration regarding housing, please let us know in advance.

※Dormitory fees are revised every fiscal year and are subject to change.

### <Apartments near the university>

For students who wish to live in an apartment in the neighborhood, we will guide you to a real estate agency.

The monthly cost ranges from 35,000 to 50,000 yen. Depending on the apartment, there may be a separate charge of around 1-2 months' rent when moving in or moving out.

### <Cost of Living in Japan>

The typical cost of living in Nagano Prefecture is about 80,000 yen/month, including dormitory fees. Please make a financial plan that you can afford when you decide to come to Japan.

## 7. Support, School Life, and Daily Life Insurance

### (1) Student Tutor System

Shinshu University students will act as tutors and provide advice and support to the exchange students regarding their studies (mainly related to Japanese language, culture, etc.) and daily life. In order to start the exchange before the student arrives in Japan, once a tutor is assigned, we will give him/her the exchange

student's e-mail address so that please respond when you are contacted.

Please be advised that in order to facilitate smooth exchange with Japanese students, we will distribute a list to each exchange student and tutor student that includes the exchange student/tutor combination, nationality, home university, major, accommodation type (International house / apartment), and supervisor's name.

## (2) Academic Advisor

GEC professors supervise each exchange student as an academic advisor and help them plan their academic studies, including course registration. They also hold office hours to provide consultation regarding study and daily life during the exchange program.

## (3) Extra-Curricular Activities

### • Circle and Club Activities

Many exchange students participate in Shinshu University's circle and club activities.

### • Exchange activities with the local community and attached elementary and junior high schools

Shinshu University has strong ties with local residents, and the local community organizes a variety of events to make students' life in Japan more fulfilling. For example, there are events such as Japanese speech contests for international students, hiking, and traditional Japanese New Year's experiences, in which many international students participate.

Also, Shinshu University has an attached school, and students can participate in international exchanges with elementary and junior high school students.

## (4) Daily Life Insurance

You are required to purchase the following insurance to ensure your safety and peace of mind in case of illness, injury, or any other eventuality while you are studying abroad. Until you have purchased insurance, please do not forget to purchase travel insurance.

### • National Health Insurance

National Health Insurance is a Japanese insurance system that allows people to receive medical treatment by paying a portion of the medical costs (copayment) in the unlikely event that they become ill or injured while living in Japan. As a general rule, you can receive medical treatment with a co-payment of 30% of the total medical cost. During your period of study in Japan, you are required to enroll in the "National Health Insurance (student-paid)". The procedure is to be completed at the City Hall after entering Japan.

### • Student Life Insurance

Students are required to take out a student life insurance policy specified by Shinshu University in case of accidents, injuries, theft, disasters, or if you break someone else's property or injure someone while living at Shinshu University.

## 8. About JASSO Scholarship (Student Exchange Support Program)

The Ministry of Education, Japan (MEXT), in collaboration with the Japan Student Services Organization (JASSO), offers scholarships under the "Student Exchange Support Program" for short-term study in Japan. The scholarship program is intended to encourage student exchange between universities in Japan and their overseas partner institutions, promote understanding and friendship between the countries participating, and strengthen the internationalization and competitiveness of Japanese universities.

Please read carefully the instructions on Sheet.4 of the application package and select "Yes" if you meet the eligibility and requirements and wish to receive the scholarship. If you do not meet the eligibility or do not wish to receive the scholarship, please select "No".

## 9. Information on our Exchange Student Program

Please check the following website regularly for updates.

[https://www.shinshu-u.ac.jp/institution/gec/en/prospective\\_students/gec\\_exchange\\_student\\_program/](https://www.shinshu-u.ac.jp/institution/gec/en/prospective_students/gec_exchange_student_program/)

## 10. Contact

Students participating in the exchange program will be students belonging to the GEC.

Please contact the following person for any inquiries regarding this program.

Shinshu University Center for Global Education and Collaboration

Tomonori Sato (Professor)

Address: 3-1-1 Asahi, Matsumoto City, 390-8621, Nagano, Japan

Email: [stomo@shinshu-u.ac.jp](mailto:stomo@shinshu-u.ac.jp) Tel : +81-263-37-3227

Shinshu University Center for Global Education and Collaboration

Kenji Harada (Staff)

Address: 3-1-1 Asahi, Matsumoto City, 390-8621, Nagano, Japan

Email: [gec\\_inbound@shinshu-u.ac.jp](mailto:gec_inbound@shinshu-u.ac.jp) Tel : +81-263-37-3360



**SHINSHU UNIVERSITY**  
**Center for Global Education and Collaboration**

3-1-1 Asahi, Matsumoto City, Nagano, 390-8621, JAPAN  
 Tel: +81-263-37-2429 / Fax: +81-263-37-2181

**TRANSCRIPT OF ACADEMIC RECORD**

STUDENT NUMBER: . . . . .  
 NAME: . . . . .  
 Date of Birth: . . . . .  
 Date of Admission: . . . . .  
 Date of Withdrawal from School: . . . . .

ORDER NUMBER:  
 DATE OF ISSUE: . . . . .  
 Center for Global Education and Collaboration

Subjects / Course Titles	Year	Grade	Credits
Pedagogy / Global Human Resources (What is global mi	2020	C	2
Jurisprudence and Politics / Japanese Constitutional Law	2020	A	2
Culture / Multi-cultural Assimilation	2021	B	2
Culture / International Understanding and Multi-cultural LivingI	2020	C	2
Pedagogy of Japanese as a Foreign Language: Production	2021	S	2
Writing (Japanese Language)II	2020	A	1
Statistics I	2021	B	2
Managerial Accounting	2021	C	2
Japanese; Upper Intermediate (Grammar)II	2020	S	1
Listening (Japanese)A-II	2020	A	1
Japanese Martial Arts and Traditional Culture II	2020	B	1
Japanese ReadingI	2021	C	1
Japanese GrammarI	2021	S	1
Japanese ListeningI	2020	A	1
Advanced Business Japanese	2021	B	1
Japanese Martial Arts and Traditional CultureI	2021	C	1

I hereby certify that the above transcript is true and correct.



**Signature**

YONEKURA Shinichi  
 Director, Center for Global Education and  
 Collaboration,  
 Shinshu University, Japan

**GRADING SYSTEM**  
 S : excellent : 90 - 100  
 A : very good : 80 - 89  
 B : good : 70 - 79  
 C : satisfactory : 60 - 69

**UNITS OF CREDIT**  
 Credit for academic work in the University is awarded in semester units.  
 The academic year is divided into two semesters of 15 weeks each.  
 One credit is granted for 45 hours of study, composed of formal teaching and student preparation.