

**Application Guidelines for
Shinshu University
Center for Global Education and
Collaboration (GEC)
Exchange Student Program
(Spring Semester 2023)**



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

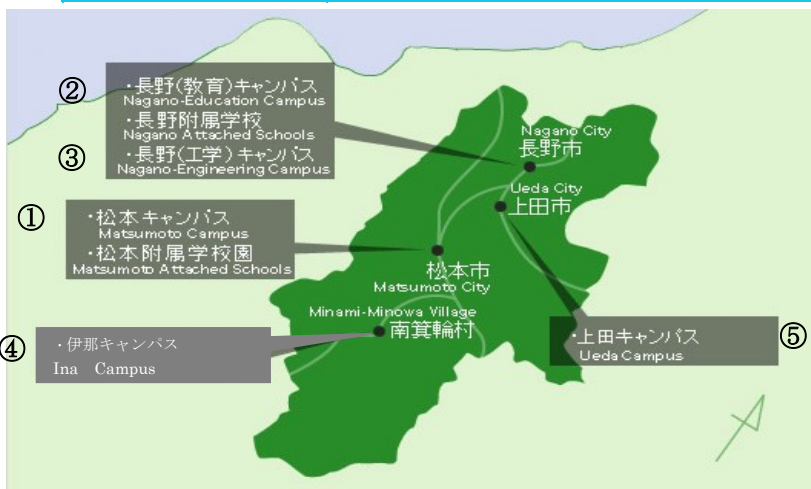
A : This is a guide for those who are exchange students belonging to the GEC and study mainly Japanese. Students who have a certain level of Japanese may also take undergraduate courses (specialized courses) offered at the Matsumoto Campus.

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/prospective_students/contact_list_of_faculties_graduate_schools/

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

Application Guidelines for Shinshu University Center for Global Education and Collaboration (GEC) Exchange Student Program (Accepted in Spring 2023)

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 universities¹ 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 Spring 2023. Students who wish to study less than a semester (e.g. for a few weeks or for three months) are not eligible to apply.² Please refer to the academic calendar in the following website:

https://www.shinshu-u.ac.jp/institution/gec/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.

- (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: October 14, 2022

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

Step2 [Application Documents] Deadline for application to Shinshu University: November 2 2022

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.

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.

¹ 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.

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

4	Certificate of Health <Sheet4>	In English or Japanese.
5	Academic Transcript	Issued by your home Univ.: In English or Japanese.
6	Copy of Passport	Photo page. If you have been to Japan, please send stamp page, too.
7	Financial supporter's Certificate of Bank Statement	In English or Japanese.
8	Copy of evidence of language proficiency	If available
9	Information sheet for applying a Certificate of Eligibility (COE)	Submission through the Email
10	Facial photo	Submission through the Email

Step3 [Selection Meeting] Selection at Shinshu University in November 2022.

Step4 [Application for Certificate of Eligibility (COE) by GEC] Mid-December, 2022

GEC prepare an application for a Certificate of Eligibility (COE) and apply for it at the Tokyo Regional Immigration Bureau. It usually takes 5 to 8 weeks from application to approval.

Step5 [Sending of acceptance notification and other information] Late December 2022

We will notify the results to each partner school by the end of December 2022. In addition, we will take necessary procedures for admission, such as visa and housing arrangements.

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.

① Intensive 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) 7 lessons/week

Class D (equivalent to JLPT N2)*

Class E (equivalent to JLPT N1)*

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

② Japanese 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 while respecting the diverse ideas of the participating students. We recommend international students to take this course.

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 2023 Spring Semester will be issued at the early of October 2023, and for the 2023 Fall Semester at the early of April 2024.

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/support_for_International_students/enrolling_students/student_life/

Entrance fee (initial cost) : Approx. 40,000 yen (1 year), Approx. 20,000 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. The fees listed are per person.

<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.

<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

Student tutors provide support to international students, mainly in learning Japanese and other subjects and daily life.

(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

- ICP (Intercultural Co-Learning Project) activities Language: Japanese and English
International and Japanese students form groups and work together on thematic issues. 2022 academic year, the theme was SDGs, and they summarized their opinions and made presentations.

- 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 an attached school, and is actively engaged in international exchange with elementary and junior high school students. In addition, Shinshu University has strong ties with the surrounding community, and students can participate in exchange activities with local residents.

(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

You are required to join the University Co-op's insurance plan in case of accidents, injuries, theft, disasters, or if you break someone else's property or injure someone while living at Shinshu University.

The procedure for enrolling in the insurance will be conducted during the guidance upon arrival.

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.

Students wishing to apply for a JASSO scholarship must confirm the eligibility before checking "Yes" on question 8 of the application form ("Are you intending to apply for a JASSO scholarship?"). Please refer to Sheet 7 of the Application Package for details on eligibility, requirements and amounts.

If Shinshu University Exchange Student Program is selected by JASSO as the "Student Exchange Support Program" for that fiscal year, Shinshu University will nominate candidates from the applicants who check "Yes" on question 8 of the application form, and inform the selected students of their nomination through their home universities. Please be advised that meeting all requirements of JASSO Scholarship does not guarantee nomination. If you study at the Faculty or Graduate School as an exchange student but not under this exchange program, you cannot apply this JASSO Scholarship.

9. Information on our Exchange Student Program

Please check the following website regularly for updates.

https://www.shinshu-u.ac.jp/institution/gec/prospective_students/gec_exchange_student_program/

10. Where to Send Application Documents and Inquiries:

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 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 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	S	2
Jurisprudence and Politics / Japanese Constitutional Law	2020	A	2
Culture / Multi-cultural Assimilation	2021	B	2
Culture / International Understanding and Multi-cultural Living	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.