

# Application Guidelines for Shinshu University Exchange Student Program (Spring Semester 2015 --- Autumn Semester 2015)

## 1. Eligibility

Applicants must meet the following requirements.

- (1) You must be enrolled as a degree-seeking undergraduate or postgraduate student with a Student Exchange Agreement at one of our partner universities<sup>1</sup> for your entire study period at Shinshu University. (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 starting from April 2015. 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> To view the academic calendar, go to the following website: <http://www.shinshu-u.ac.jp/institution/suic/english/current/calendar/>
- (3) You must be in a good physical and mental condition and have no health problems that may interfere with participating in the program.
- (4) We require all self-financed students to provide us with documentation that proves that they are able to maintain themselves financially for the duration of their exchange in Japan. Before acceptance, 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.
- (5) You must respond to 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 selection procedure is as follows.

- (1) Contact the section in charge of exchange programs at your home university and ask for details and a deadline for submitting the required documents within your university. Next, submit the following items together with the other required documents of your home university (if any) to the exchange program coordinator by the designated date. The exchange student coordinator of your home university needs to send the following items to Shinshu University International Center (from now referred to as "SUIC") **by SEPTEMBER 15, 2014.**

	Items	Notes
①	List of Applicants	・【Issued by Shinshu University】 To be completed by the contact person of your home university.
②	Application Form	・【Issued by Shinshu University】 To be completed by the applicant.
③	Academic Transcript	・【Issued by your home university】 In English or Japanese.

\*Please note that applications submitted directly by individual applicants will not be accepted.

- (2) SUIC will process the received documents and then notify each partner university of results and any additional required documents **by the end of October in 2014.**

<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 SUIC as soon as possible.

- (3) Each partner university needs to send any additional required documents to SUIC.
- ① 3 photos (40mmx30mm)
  - ② Medical certificate (Please use the form issued by Shinshu University)
  - ③ Copy of passport
  - ④ Certificate of bank deposit
  - ⑤ Evidence of language proficiency (a copy is ok) if available
- (4) SUIC will make the final decision of admission according to the documents submitted, and then begin preparing for the students' arrival (visa documents, accommodation arrangements, etc.).

### 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. Where to Send Application Documents and Inquiries:

Students under this exchange program will be affiliated with SUIC, and SUIC professors will be their advisers. All application documents and inquiries should be addressed to:

Shinshu University International Center Tomonori Sato (Professor) Address: 3-1-1 Asahi, Matsumoto City, 390-8621, Nagano, Japan Email: stomo@shinshu-u.ac.jp Tel/Fax: +81-263-37-3227	Division of International Exchange Jialin Ma (Staff) Address: 3-1-1 Asahi, Matsumoto City, 390-8621, Nagano, Japan Email: ma_jialin@gm.shinshu-u.ac.jp Tel : +81-263-37-3360 Fax : +81-263-37-2181
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### 5. Available Classes

Exchange students can take courses from the following list. It is possible that students cannot take some classes if their Japanese language skill is not sufficient or if the class capacity has already been reached. Except for language subjects, all subjects are taught in Japanese. Please be aware that these courses are not offered in English. All syllabi can be found at the following website. (Japanese only)

<http://campus-2.shinshu-u.ac.jp/syllabus/syllabus.dll/top>

#### (1) Japanese-related subjects

##### ① Intensive Japanese Language subjects offered by SUIC (one "koma" is a class of 90 minutes)

**A class:** For students who do not know any Japanese or Japanese characters: 9 koma per week

**B class:** For students who have studied some basic Japanese: 9 koma per week

**C class:** For students who can communicate in Japanese but whose level is insufficient: 8 koma per week

For your reference, the following is a list of classes offered in the 2014 (current) academic year. The SUIC Course List for 201 (with English Syllabi) is posted on the following website.

<http://www.shinshu-u.ac.jp/institution/suic/english/prospective/exchange-in/>

<b>A Class</b>				
Spring Semester (Apr. - Sep.)			Fall Semester (Oct. – Mar.)	
Course Title	Class Hours	Credits	Course Title	
Japanese; Grammar (A)	(3 koma/week) x 15 weeks	3	Japanese; Grammar (A)	Class hours and credits are the same as the spring semester
Japanese; Conversation (A)	(3 koma/week) x 15 weeks	3	Japanese; Conversation (A)	
Japanese; Reading/Writing (A)	(1 koma/week) x 15 weeks	1	Japanese; Reading/Writing (A)	
Japanese; Practical Conversation (A)	(1 koma/week) x 15 weeks	1	Japanese; Practical Conversation (A)	
Japanese; Kanji (A)	(1 koma/week) x 15 weeks	1	Japanese; Kanji (A)	
Total Credits		9		

<b>B Class</b>				
Spring Semester (Apr. - Sep.)			Fall Semester (Oct. – Mar.)	
Course Title	Class Hours	Credits	Course Title	
Japanese; Grammar (B)	(3 koma/week) x 15 weeks	3	Japanese; Grammar (B)	Class hours and credits are the same as the spring semester
Japanese; Conversation (B)	(3 koma/week) x 15 weeks	3	Japanese; Conversation (B)	
Japanese; Kanji (B)	(1 koma/week) x 15 weeks	1	Japanese; Kanji (B)	
Japanese; Reading/Writing (B)	(1 koma/week) x 15 weeks	1	Japanese; Reading/Writing (B)	
Japanese; Practical Lesson (B)	(1 koma/week) x 15 weeks	1	Japanese; Practical Lesson (B)	
Total Credits		9		

<b>C Class</b>				
Spring Semester (Apr. - Sep.)			Fall Semester (Oct. – Mar.)	
Course Title	Class Hours	Credits	Course Title	
Japanese; Grammar (C)	(3 koma/week) x 15 weeks	3	Japanese; Grammar (C)	Class hours and credits are the same as the spring semester
Japanese; Conversation (C)	(3 koma/week) x 15 weeks	3	Japanese; Conversation (C)	
Japanese; Practical Lesson (C)	(2 koma/week) x 15 weeks	2	Japanese; Practical Lesson (C)	
Total Credits		8		

**② Japanese language and Japan study subjects offered by the School of General Education**

For upper-intermediate students who want higher language skills and who want to experience and understand Japanese culture, the Japanese language and Japanese culture classes which are offered by the School of General Education (the organization which manages the general education curriculum for first-year students) are also regarded as a part of Japanese-related subjects in this exchange program.

<b>Japanese language and Japanese culture Class</b>					
Spring Semester (Apr. - Sep.)			Fall Semester (Oct. – Mar.)		
Course Title	Class Hours	Credits	Course Title	Class hours	Credits
Reading(Japanese Language) A- I	(1 koma/week) x 15 weeks	1	Reading(Japanese Language) A- II	Class hours and credits are the same as the spring semester	
Reading(Japanese Language) B- I	(1 koma/week) x 15 weeks	1	Reading(Japanese Language) B- II		
Writing(Japanese Language) A- I	(1 koma/week) x 15 weeks	1	Writing(Japanese Language) A- II		
Writing (Japanese Language) B- I	(1 koma/week) x 15 weeks	1	Writing (Japanese Language) B- II		
Listening(Japanese Language) A- I	(1 koma/week) x 15 weeks	1	Listening(Japanese Language) A- II		
Listening (Japanese Language) B- I	(1 koma/week) x 15 weeks	1	Listening (Japanese Language) B- II		
Conversation (Japanese Language) A- I	(1 koma/week) x 15 weeks	1	Conversation (Japanese Language) A- II		
Conversation (Japanese Language) B- I	(1 koma/week) x 15 weeks	1	Conversation (Japanese Language) B- II		
Scientific and Technical Japanese I	(1 koma/week) x 15 weeks	1	Scientific and Technical Japanese II		
Business Japanese I	(1 koma/week) x 15 weeks	1	Business Japanese II		
Japanese; Upper Intermediate (Grammar) I	(1 koma/week) x 15 weeks	1	Japanese; Upper Intermediate (Grammar) II		
Japanese Society and People I	(1 koma/week) x 15 weeks	2	Japanese Society and People II		
Japanese Martial Arts and Traditional Culture I	(1 koma/week) x 15 weeks	2	Japanese Martial Arts and Traditional Culture II		
Total Credits		15	Credit total		15

**(2) General Studies, Basic Science, Health Science, Freshman Seminar and Teaching Profession**

subjects which are offered by the School of General Education.

### (3) Major Subjects (Including Introductory Major Subjects)

**Notes:** Exchange students who wish to study Japanese language intensively are able to take Japanese language classes at SUIC. Those who wish to study major subjects are able to choose classes taught in Japanese for degree-seeking students of Shinshu University, which are offered by other faculties or divisions, and earn credits.

Please be advised that the Faculty of Education (Nagano City), Faculty of Engineering (Nagano City), Faculty of Agriculture (Minami-Minowa Village), and Faculty of Textile Science and Technology (Ueda City) are located separately from Matsumoto campus, which is where all courses related to Japan and Japanese language are offered. Because of this, you cannot register major subjects in those four faculties and courses related to Japan and Japanese language during the same semester.

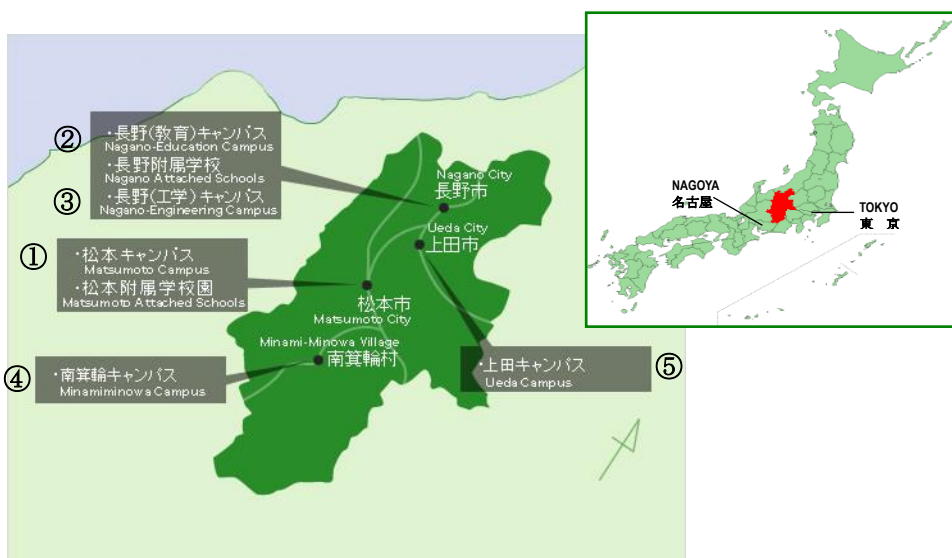
Some exchange students who enroll for two semesters at Shinshu University study at Matsumoto campus during their first semester (six months), and then study at the Faculty of Education, Faculty of Engineering, Faculty of Agriculture, or Faculty of Textile Science and Technology during their second semester. In that case, the approved students must move out of Matsumoto City after their first semester.

<p><b>① Matsumoto Campus</b>  <b>(SUIC/School of General Education /Faculty of Arts /Faculty of Economics /Faculty of Science)</b></p> <ul style="list-style-type: none"> <li>●Subjects related to Japan and Japanese language offered by SUIC or the School of General Education</li> <li>●General Studies, Basic Science, Health Science, Freshman Seminars and Teaching Profession subjects which are offered by the School of General Education.</li> <li>●Major subjects for first-year students which are offered by each faculty, and major subjects for undergraduate students or graduate students which are offered by the Faculty of Arts, Faculty of Economics and Faculty of Science.</li> </ul>	<p><b>② Nagano - Education Campus (Faculty of Education)</b>        *Exchange students will not be allowed to attend classes for second-year or above undergraduate students because of the curriculum.</p> <ul style="list-style-type: none"> <li>●Major subjects for graduate students which are offered by the Faculty of Education.</li> </ul>
<p><b>③ Nagano - Engineering Campus (Faculty of Engineering)</b></p> <ul style="list-style-type: none"> <li>●Major subjects for second-year or above undergraduate students or graduate students which are offered by the Faculty of Engineering</li> </ul>	<p><b>④ Minami-Minowa Campus (Faculty of Agriculture)</b></p> <ul style="list-style-type: none"> <li>●Major subjects for second-year or above undergraduate students or graduate students which are offered by the Faculty of Agriculture.</li> </ul>
<p><b>⑤ Ueda Campus (Faculty of Textile Science and Technology)</b></p> <ul style="list-style-type: none"> <li>●Major subjects for second-year or above undergraduate students or graduate students which are offered by the Faculty of Textile Science and Technology.</li> </ul>	

For more details, please refer to the following websites.

Undergraduate: <http://www.shinshu-u.ac.jp/english/faculty/>

Graduate: <http://www.shinshu-u.ac.jp/english/graduate/>



## 6. Registration and Academic Results

Exchange students must fill in a registration form at the beginning of the semester and submit it to SUIC after getting their advisors' approval. Students who study at a campus other than in Matsumoto can submit the form to the Student Affairs section of their campus.

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 person 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 2015 Spring Semester will be issued at the end of September, 2015, and for the 2015 Autumn Semester at the end of March 2016.

## 7. Certificate Requirements

To complete the program, students must complete at least 10 credits per year (5 credits per semester), and present a report in Japanese during the end-of-program presentation.

## 8. Accommodation

We provide several types of accommodations to exchange students including the International House and apartments leased by Shinshu University. Because the number of rooms available at the International House is limited, there is no guarantee that all students can be assigned to their preferred accommodation.

## 9. 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 5 of the application form ("Are you intending to apply for a JASSO scholarship?"). You can find the details of eligibility, scholarship provisions ect. from the application package for Shinshu University Exchange Student.

If Shinshu University Exchange Student Program is selected by JASSO as a student exchange support program, Shinshu University will nominate candidates from the applicants who check "Yes" on question 5 of the application form, and inform the selected students of their nomination through their home universities.

## 10. Information on our Exchange Student Program

Please check the following website regularly for updates.

<http://www.shinshu-u.ac.jp/institution/suic/english/prospective/exchange-in/>

# SHINSHU UNIVERSITY

## International Center

SAMPLE

3-1-1 Asahi, Matsumoto City, Nagano, 390-8621, JAPAN  
Tel:+81-263-37-3360 Fax:+81-263-37-2181

### TRANSCRIPT OF ACADEMIC RECORD

STUDENT NUMBER : 12REXXXX ORDER NUMBER : XXXXXX  
NAME : XXXX XXXXX DATE OF ISSUE : September 30, 2013  
Date of Birth : May X, 1992 International Center  
Date of Admission : October 01, 2012  
Date of Leaving School: September 30, 2013

Subjects / Course Title	Year	Grade	Credits
SEMINAR : Hospitality for sporting events	2012	S	2
Comparative Arguments Focused on Japanese and Chinese Cultures Seminar	2012	A	2
Japanese Reading II	2012	S	1
Japanese Writing II	2012	S	1
Japanese Language II (Listening & Vocabulary)	2012	B	1
Japanese Condition (Culture and Japanese Language)	2012	S	2
Japanese Society and people II	2012	S	1
Japanese; Upper Intermediate (Grammar)	2012	A	1
Japanese Martial Arts and Traditional Culture II	2012	B	1
Academic Japanese I- II	2012	B	1
Multi-Cultural Understanding	2012	A	1
Scientific and Technical Japanese II	2013	S	1
Introductory Economics	2013	C	2
Introduction to Japanese Economy	2013	A	2
Seminar of Data Visualization	2013	C	2
Business Japanese I	2013	A	1
Listening (Japanese Language)B- I	2013	B	1
Reading of Economic Indicators	2013	A	2
Finance	2013	A	4

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

Signature:

Akahane, Masao  
Director, International Center,  
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.