



# CHUKYO UNIVERSITY

## Student Exchange Program (CSEP) Fact Sheet for Spring 2024 and Fall 2024

### Contact Information

Name of the institution	Chukyo University
Office	Global Education Center (GEC)
Address	101-2 Yagoto Honmachi, Showa-ku, Nagoya, Aichi 4668666 JAPAN
Phone	+81-52-835-7133
Fax	+81-52-835-7119
Email	gec@ml.chukyo-u.ac.jp
Website	<a href="https://global.chukyo-u.ac.jp/ex_inbound/">https://global.chukyo-u.ac.jp/ex_inbound/</a>
Exchange coordinator	Ogata Takeru (Mr.)

### Application

Exchange period	<ol style="list-style-type: none"><li>1. One year (March-January or September-August)</li><li>2. One semester (March-August or September-January*)</li></ol> <p>*Students from the US or institutions where the next semester starts in January will take exams in December and will have to leave by the end of December.</p>
Qualification	Undergraduate and Graduate students
Documents required for Application <i>Start preparing the documents highlighted in yellow once your home university has nominated you!</i>	<p>Applicants must complete or obtain the documents below and upload them to our online application form. The URL to the online application form, a detailed application guideline, and the forms to be completed will be announced after the nomination</p> <ol style="list-style-type: none"><li>*1) Home University Approval Form (to be completed by the Home Coordinator)</li><li>*2) Statement of Purpose (Type in Japanese or English)</li><li>*3) Academic Reference Letter (to be completed and uploaded by a Professor)</li><li>*4) Self-Assessment Medical Form</li><li>*5) Statement of Financial Guarantee</li><li>6) <b>Financial Supporter's Bank Statement</b> and/or <b>Scholarship Award Letter</b></li><li>*7) Application for Certificate of Eligibility (Excel)</li><li>8) <b>Academic Transcript</b></li><li>9) ID Photo (jpeg data)</li><li>10) <b>Passport Bio-Data Page (PDF)</b></li></ol> <p>*The forms for 1, 2, 3, 4, 5, and 7 will be provided by the GEC. Students are highly suggested to start gathering the documents highlighted in yellow once nominated by their home university.</p>

Documents to prepare as soon as possible

6) **Financial Supporter's Bank Certificate**

- Financial supporter: the person who will pay for the student's study abroad
- Bank Certificate: A document that shows how much there is in the bank account. It must contain the **name of the account holder** (should be the same as the financial supporter's), the **date of issuance** (within three months from the application date), and the **total amount** (it must be superior to the amount they will use to support the student, see "Cost of the Student Exchange Program" below). It must be written in English. (Translation by the applicant is acceptable)

6) **Scholarship Award Letter**

If applicable, students need to submit a document that contains the **name of the scholarship recipient** (the student's name), the **name of the scholarship**, the **scholarship award period** (it must cover the length of the study abroad), and the **amount awarded** (it must be superior to the amount required) It must be written in English.

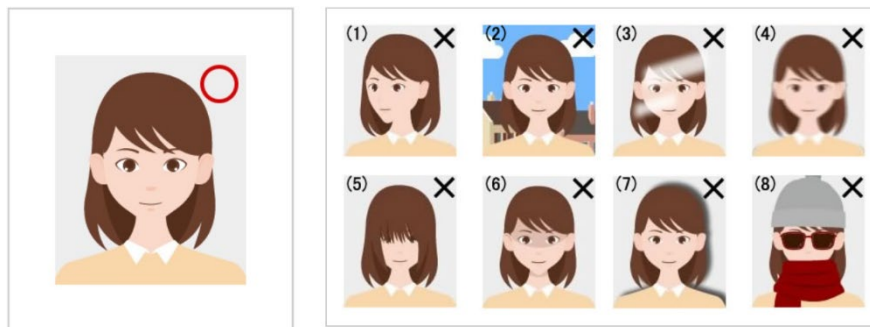
8) **Academic Transcript**

Only official transcripts with the latest grades are taken into consideration. It must be written in English.

9) **ID Photo (jpeg data)**

Students are required to submit a photo of their face and submit their data. The photo required has similar characteristics to a passport photo and must follow the rules below.

- The applicant must face the camera
  - There must be no background (including no shadow)
  - It must have been taken within **three months** of the date of submission
  - It must be a clear photograph.
  - The applicant's face must be visible (no hair covering the face)
- (Reference example below)



- (1) Not facing forward (e.g., face turned sideways)
- (2) Not background-free (scenery or pattern is in the picture)
- (3) Reflective lighting (light reflecting off the face or glasses, obscuring parts of the image)
- (4) Blurred due to out-of-focus or camera shake
- (5) The bangs are too long to see the eyes
- (6) There is a shadow on the face
- (7) There is a shadow in the background
- (8) Scarf or scarf is hiding the outline

10) **Passport Bio-Data Page (PDF)**

Students are required to submit the page of the passport with their details. Students who do not have a passport are highly advised to apply for it as soon as possible.

Application fee

No fee (Waived for exchange students)

**Cost of the Student  
Exchange Program**

For visa purposes, students are required to prove to have the following amount available.

- Partner University Students: 100,000 per month

[Spring]

One Semester	March-August	500,000 JPY minimum
One Year	March-December*	1,000,000 JPY minimum
	March-January	1,100,000 JPY minimum

[Fall]

One Semester	September-December*	400,000 JPY minimum
	September-January	500,000 JPY minimum
One Year	September-August	1,200,000 JPY minimum

\* Students from the US or institutions where the next semester starts in January will have to leave by the end of December.

- ISEP Students: 30,000 per month

[Spring]

One Semester	March-August	150,000 JPY minimum
One Year	March-December*	300,000 JPY minimum
	March-January	330,000 JPY minimum

[Fall]

One Semester	September-December*	120,000 JPY minimum
	September-January	150,000 JPY minimum
One Year	September-August	360,000 JPY minimum

\* Students from the US or institutions where the next semester starts in January will have to leave by the end of December.

## Calendar

	Spring 2024	Fall 2024
<b>Nomination Deadline</b>	October 1 <sup>st</sup> , 2023	March 1 <sup>st</sup> , 2024
<b>Application Deadline</b>	<b>November 1<sup>st</sup>, 2023</b>	<b>April 1<sup>st</sup>, 2024</b>
<b>Arrival Date</b>	March 17 <sup>th</sup> , 2024	September 1 <sup>st</sup> , 2024
<b>Orientation/Registration</b>	The last two weeks of March 2024	The first two weeks September 2024
<b>Beginning of Classes</b>	April 8 <sup>th</sup> , 2024	September 23 <sup>rd</sup> , 2024
<b>End of Classes</b>	July 26 <sup>th</sup> , 2024	January 20 <sup>nd</sup> , 2025*
<b>Exams</b>	July 29 <sup>th</sup> to August 2 <sup>nd</sup> , 2024	January 24 <sup>th</sup> to January 30 <sup>th</sup> , 2025*
<b>Leaving Date</b>	Within a week from the last exam	Within a week from the last exam
<b>Transcript available</b>	Late August 2024*	Late February 2025*

All dates are tentative. The arrival date will be officially announced with the letter of acceptance. **Applicants are highly advised not to book their flight before official confirmation from Chukyo University.**

\*Students from the US or institutions where the next semester starts in January will take exams in December and will have to leave by the end of December. In their case, the transcript will be available in late January.

## Classes

<b>Course List</b>	<p>The complete course list for the Spring 2024 semester will be available in April 2024. The course list shared includes only courses recommended for exchange students, Japanese language courses*, and courses for international students.</p> <p>*The level of the course cannot be chosen by the students. Exchange students will take a Japanese language placement test during Orientation Week. The results of the test have the sole purpose of placing the student in the right course level and will not affect the final grade.</p>
<b>Syllabus</b>	The syllabi for the AY 2024 will be available from April on the Chukyo University homepage. Before that, students can check the syllabi for the AY 2023 following the instructions provided on a separate document ("Syllabus Search Instructions").
<b>Language Requirement</b>	<p>There is no language requirement to apply for CSEP*. International Exchange Students can take courses from all our academic offerings, including courses delivered in Japanese.</p> <p>*<u>Recommended language level</u></p> <ul style="list-style-type: none"> <li>-courses delivered in Japanese: JLPT N2 or above</li> <li>-courses delivered in English: CEFR B2 or above</li> </ul>
<b>Class Registration</b>	Students will register for classes once in Japan during orientation week. They do not have to register before coming to Japan.
<b>Add/Drop Classes</b>	Once classes start, students have one week to try the courses of their interest. They can add and/or drop classes before finalizing their classes.

## Accommodation

All Exchange Students are required to stay in the dorms assigned by Chukyo University. All other accommodations will not be accepted.

For Male		Dormy Kawana
<b>Type of Accommodation</b>		Single Occupancy Room in Male Dormitory
<b>Website</b>		<a href="https://dormy-ac.com/placehall/chubu/nagoya/13298/">https://dormy-ac.com/placehall/chubu/nagoya/13298/</a>
<b>Address in English / Address in Japanese</b>		(in English) XXX Dormy Kawana, 2-3-17 Hanamido-ri, Showa-ku, Nagoya, Aichi 466-0831
*XXX = room number		(in Japanese) 〒466-0831 愛知県名古屋市昭和区花見通2-3-17ドミー川名 XXX
<b>Access to the Nagoya campus</b>		18 minutes by walking and subway
<b>Facilities</b>		<ol style="list-style-type: none"> <li>1. Fully furnished single room (e.g. closet, desk and chair, bed)</li> <li>2. Communal bathrooms (lavatory, showers, and Japanese-style bath)</li> <li>3. Bed linen including a pillow</li> <li>4. Wi-Fi access</li> <li>5. Laundry machines</li> <li>6. Mini Fridge</li> <li>7. (Optional Rental) TV</li> </ol>
<b>Meals</b>		<ul style="list-style-type: none"> <li>• Two meals per day - breakfast and dinner - provided in the dorm cafeteria.</li> <li>• No optional meals for different dietary needs available (e.g., allergies, vegetarian, vegan, halal).</li> <li>• Students with specific dietary needs will have to provide their food.</li> </ul> <p><i>IMPORTANT: Students do not pay for meals at the dorm. Therefore, even if students do not plan to eat in the cafeteria, the rent will not change</i></p>
<b>Check-In</b>		<p>Only on the Official Arrival Date* (see "Calendar" above). The dorm personnel will organize an orientation <b>only once</b> for all students. Attendance at orientation is compulsory as essential information will be provided.</p> <p>*Students who arrive earlier will have to arrange accommodation on their own.</p>
<b>Rent</b>	one semester student	63,000 JPY per month
	one-year student	69,000 JPY per month
<b>Payment</b>	one semester student	Before coming to Japan (by international bank transfer)
	one-year student	<p><u>Option 1</u> Before coming to Japan (by international bank transfer)</p> <p><u>Option 2</u> One month's rent before coming to Japan (by international bank transfer) + every month once in Japan</p>
	ISEP Students	The rent Fee is waived

Students are liable for all damages caused to the room or any furniture.

For Female		Dormy Chikusa-3	Dormy Akaike
<b>Type of Accommodation</b>		Single Occupancy Room in Female Dormitory	
<b>Website</b>		<a href="https://dormy-nagoya.com/find/property/chikusa-3/">https://dormy-nagoya.com/find/property/chikusa-3/</a>	<a href="https://dormy-nagoya.com/find/property/akaike/">https://dormy-nagoya.com/find/property/akaike/</a>
<b>Address in English / Address in Japanese</b>  *XXX = room number		XXX Dormy Chikusa-3, 1-15-12 Chikusa, Chikusa-ku, Nagoya, Aichi 464-0858 〒464-0858 愛知県名古屋市千種区千種 1-15-12 ドミーちくさ3 XXX	XXX Dormy Akaike, 5-210 Akaike, Nisshin, Aichi 470-0125 〒470-0125 愛知県日進市赤池 5-210 ドミー赤池 XXX
<b>Access to the Nagoya campus</b>		31 min. (10 min. by walk + 21 min. by subway)	13 min. (6 min. by walk + 7 min. by subway)
<b>Facilities</b>		<ol style="list-style-type: none"> <li>1. Fully furnished single room (e.g. closet, desk and chair, bed)</li> <li>2. Two meals per day - breakfast and dinner - provided in the cafeteria from Monday to Saturday (included in the rent)</li> <li>3. Bed linen including a pillow</li> <li>4. Free Wi-Fi access</li> <li>5. Washing machines</li> <li>6. Refrigerator (included in rent)</li> </ol>	
		7. Bath and toilet	7. Communal bathrooms (lavatory, showers, and Japanese-style bath) 8. Vanity
<b>Meals</b>		<ul style="list-style-type: none"> <li>• Two meals per day - breakfast and dinner - provided in the dorm cafeteria.</li> <li>• No optional meals for different dietary needs available (e.g., allergies, vegetarian, vegan, halal).</li> <li>• Students with specific dietary needs will have to provide their food.</li> </ul> <p><i>IMPORTANT: Students do not pay for meals at the dorm. Therefore, even if students do not plan to eat in the cafeteria, the rent will not change</i></p>	
<b>Check-In</b>		<p>Only on the Official Arrival Date* (see "Calendar" above). The dorm personnel will organize an orientation <b>only once</b> for all students. Attendance at orientation is compulsory as essential information will be provided.</p> <p>*Students who arrive earlier will have to arrange accommodation on their own.</p>	
<b>Rent</b>	one semester student	69,000 JPY per month	63,000 JPY per month
	one-year student	77,000 JPY per month	69,000 JPY per month
<b>Payment</b>	one semester student	Before coming to Japan (by international bank transfer)	
	one-year student	<u>Option 1</u> Before coming to Japan (by international bank transfer) <u>Option 2</u> One month's rent before coming to Japan (by international bank transfer) + every month once in Japan	
	ISEP Students	The rent Fee is waived	

Students are liable for all damages caused to the room or any furniture.

## Insurance

<b>Japanese National Health Insurance (NHI)</b>	Everybody who resides in Japan for more than 90 days must sign up for the National Health Insurance (NHI). On this insurance plan, you can see the doctor about any medical problem you have. It covers 70 percent of your medical bill, and you pay the other 30 percent. The insurance fee is about 2,000 JPY per month.
<b>Chukyo University Overseas Travel Insurance (CUOTI)</b>	All International Exchange Students are required to enroll in CUOTI policy. This is mandatory since the Personal Liability Insurance included in the CUOTI policy covers the tenants' liability, which is compulsory for staying in the dorm. The insurance fee is about 2,000 JPY per month. The benefits include: <ul style="list-style-type: none"><li>- Accident Death</li><li>- Accident Disability</li><li>- Sickness Death</li><li>- Rescue's Expenses</li><li>- Long Term Personal Liability</li><li>- Baggage Delay</li><li>- Flight Delay</li></ul>

*\*Note that the above plans do not cover medical expenses. However, as mentioned on page 14, National Health Insurance covers 70% of medical expenses. If you wish to have more coverage than this, you are responsible for purchasing any insurance you wish to have.*

*\*The prices of the CUOTI plans are for illustrative purposes only. A detailed description of the CUOTI coverage will be provided after the official confirmation.*

## Support and Events

<p><b>Airport pickup</b></p>	<p>A free shuttle bus from Chubu Centrair International Airport to the dorms will be available for students who arrive on time for the Pick-Up Service on the Official Arrival Date (see “Calendar” above).</p> <p><u>STUDENTS PLANNING TO USE THE PICK-UP SERVICE:</u> The Date and Time of the Pick-Up Service will be announced after official confirmation. Students are highly advised not to book a flight before receiving official confirmation.</p> <p><u>STUDENTS NOT PLANNING TO USE THE PICK-UP SERVICE:</u> Students who will not use the Pick-Up Service will be responsible for reaching the dorm on their own on the Official Arrival Date (see “Calendar” above). The meeting time at the dorm will be announced after official confirmation. Students are highly advised not to book a flight before receiving official confirmation.</p>
<p><b>Buddy program</b></p>	<p>GEC will match exchange students with their Chukyo buddies. Buddies are Chukyo student volunteers who will support exchange students to get accustomed to life in Japan. Students will receive their buddy’s name and contact information before arriving in Japan to have more time to get to know each other. More information will be provided after the official confirmation.</p>
<p><b>Events</b></p>	<p>GEC and Chukyo student volunteers will organize events throughout the year (e.g., Welcome and Farewell party, Nagoya trip, Hanami, Halloween party, Christmas party, cultural exchange events, and day trips).</p>

## Orientation Schedule (Sample)

<p><b>First Week</b></p>	<p>Welcome and instructions for class registration</p>
	<p>Japanese Language Placement Test</p>
	<p>Class Registration</p>
<p><b>Second Week</b></p>	<p>Resident registration at the ward or city office</p>
	<p>Payment for CUOTI plan (insurance)</p>
	<p>Campus tour with Chukyo University student volunteers</p>
	<p>Nagoya day trip</p>
	<p>Special events organized by student volunteers</p>

Contents of the Orientation Schedule are for illustrative purposes only and can change without prior notice.



## Scholarship

<b>Name of Scholarship</b>	Chukyo University Scholarship for International Students
<b>Scholarship Amount</b>	<b>150,000 JPY per semester</b>
<b>Payment Period</b>	Fall semester: November*; Spring semester: June* <i>*Once per semester</i>
<b>Eligibility</b>	To be eligible, students must: 1) Be an Exchange Student 2) Have a GPA* equal or superior to 2.8 (Bachelor's Degree Student) or Have a GPA* equal or superior to 2.4 (Master's Degree Students) <i>*Chukyo University uses a GPA 4.0 scale.</i>
<b>Number of grantees</b>	Up to 20 students per semester
<b>Selection Method</b>	GPA for the most recent two semesters (E.g., students applying during the Spring Semester 2024 will have to submit the official transcripts of Spring 2023 and Fall 2023.)
<b>Application Documents</b>	Application materials and a list of the documents required will be sent after the student's official acceptance
<b>Application Period</b>	Between the first day of Orientation and the first day of class
<b>Application Method</b>	The hard copy of all the documents required must be submitted in person (including the hard copy of the official transcript)

## Visa Application Process

Spring Applicant	Fall Applicant	Procedures
December	May	GEC submits the "Application for Certificate of Eligibility" that the students have filled out to the Nagoya Regional Immigration Bureau.
February	July	The Nagoya Regional Immigration Bureau sends the Certificate of Eligibility (CoE) to the GEC.
February	July/August	The GEC sends the CoE to students' home institutions (partner university students) or students' homes (ISEP students) by EMS. Upon receipt of the email of notification from the GEC, students make an appointment with their nearest Embassy or Consulate-General of Japan for visa application.
March	August	Students apply for their student visa at their nearest Embassy or Consulate-General of Japan after receipt of the CoE.
March	August/September	Students receive their student visas and travel to Japan. Students will receive their Residence Card upon entering Japan from one of the major airports – Tokyo (HND/NRT), Nagoya (NGO), Osaka (KIX), Hiroshima (HIJ), Fukuoka (FUK), Chitose (CTS).

*All dates are for illustrative purposes only. Please note that the CoE is issued by the Nagoya Regional Immigration Bureau (not Chukyo University).*

[Important] All contents are tentative; the GEC reserves the right to make changes without notice. More details will be provided upon acceptance.