



CHUKYO UNIVERSITY

Chukyo University Student Exchange Program (CSEP) Fact Sheet for Spring 2025 & Fall 2025

Contact Information

Name of the institution	Chukyo University
Office	Global Education Center (GEC)
Address	101-2 Yagoto Honmachi, Showa-ku, Nagoya, Aichi 4668666 JAPAN
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Website	https://global.chukyo-u.ac.jp/ex_inbound/
Exchange coordinator	Ogata Takeru (Mr.) / Iijima Chie (Ms.)

Application

Exchange period	<ol style="list-style-type: none">1. One year (March-January (Spring) or September-August (Fall))2. One semester (March-August (Spring) or September-January (Fall)*) <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	<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">*1) Home University Approval Form (to be completed by the Home Coordinator)*2) Statement of Purpose (Type in Japanese or English)*3) Academic Reference Letter (to be completed and uploaded by a professor)*4) Self-Assessment Medical Form*5) Statement of Financial Guarantee6) Financial Supporter's Bank Statement and/or Scholarship Award Letter*7) Application for Certificate of Eligibility (Excel)8) Academic Transcript9) ID Photo (jpeg data)10) Passport Bio-Data Page (PDF) <p>*The GEC will provide the forms for 1, 2, 3, 4, 5, and 7. Students are highly suggested to start gathering the documents highlighted in yellow once nominated by their home university.</p>

<p>Documents to prepare as soon as possible</p>	<p>6) Financial Supporter's Bank Certificate</p> <ul style="list-style-type: none"> - Financial Supporter: the person who will pay for the cost of a 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 "<i>Cost of the Student Exchange Program</i>" below). It must be written in English. (Translation by the applicant is acceptable) <p>6) Scholarship Award Letter</p> <p>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. (Translation by the applicant is acceptable)</p> <p>8) Academic Transcript</p> <p>Only official transcripts issued by the home institution or designated authority with the latest grades are considered. It must be written in English.</p> <p>9) ID Photo (jpeg data)</p> <p>Students are required to submit a date of their face. The required photo has characteristics similar to a passport photo and must follow the rules below.</p> <ul style="list-style-type: none"> - 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) <p>(Reference example below)</p> <div data-bbox="523 1218 1401 1541" data-label="Image"> </div> <p>(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</p> <p>10) Passport Bio-Data Page (PDF)</p> <p>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.</p>
	<p>Application fee</p>

Cost of the Student Exchange Program

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

- Partner University Students: 132,000 per month

[Spring]

One Semester	March-August (5 months)	660,000 JPY minimum
One Year	March-December* (10 months)	1,320,000 JPY minimum
	March-January (11 months)	1,452,000 JPY minimum

[Fall]

One Semester	September-December* (4 months)	528,000 JPY minimum
	September-January (5 months)	660,000 JPY minimum
One Year	September-August (12 months)	1,584,000 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: 42,000 per month

[Spring]

One Semester	March-August (5 months)	210,000 JPY minimum
One Year	March-December* (10 months)	420,000 JPY minimum
	March-January (11 months)	462,000 JPY minimum

[Fall]

One Semester	September-December* (4 months)	168,000 JPY minimum
	September-January (5 months)	210,000 JPY minimum
One Year	September-August (12 months)	504,000 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 2025	Fall 2025
Nomination Deadline	October 1, 2024	March 1, 2025
Application Deadline	November 1, 2024	April 1, 2025
Arrival Date	March 17, 2025	September 1, 2025
Orientation/Registration	The last two weeks of March 2025	The first two weeks of September 2025
Beginning of Classes	April 7, 2025	September 22, 2025
End of Classes	July 28, 2025	January 20, 2026*
Exams	July 29 to August 4, 2025	January 26 to January 30, 2026
Leaving Date	Within a week of the exam	Within a week of the exam
Transcript available	Late August, 2025*	Late February, 2026*

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

Course List	<p>The complete course list for the Spring semester 2025 will be available in the orientation. The course list shared includes only courses recommended for exchange students, Japanese language courses*, and courses for international students.</p> <p>*Students cannot choose the level of the Japanese language course. Exchange students will take a Japanese language placement test during Orientation Week. The test results will only place the student in the right course level and will not affect the final grade.</p>
Syllabus	<p>The syllabi for AY 2025 will be available on the Chukyo University homepage starting in April. Before that, students can check the syllabi for AY 2024 following the instructions provided on a separate document (“Syllabus Search Instructions”).</p>
Language Requirement	<p>There is no language requirement to apply for CSEP*. International Exchange Students can take courses from almost all our academic offerings, including courses delivered in Japanese.</p> <p>*<u>Recommended language level</u> -courses delivered in Japanese: JLPT N2 or above -courses delivered in English: CEFR B2 or above</p>
Class Registration	<p>Students will register for classes once in Japan during orientation week. They do not have to register before coming to Japan.</p>
Add/Drop Classes	<p>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.</p>

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
Type of Accommodation		Single Occupancy Room in Male Dormitory
Website		https://dormy-ac.com/placehall/chubu/nagoya/13298/
Address in English / Address in Japanese		(in English) XXX Dormy Kawana, 2-3-17 Hanamido-ri, Showa-ku, Nagoya, Aichi 466-0831 (in Japanese) *XXX = room number 〒466-0831 <small>あいちけん なごやししやうわくはなみどおり</small> 愛知県名古屋市昭和区花見通2-3-17 <small>ド-ミー-かわな</small> ド-ミー-川名 XXX
Access to the Nagoya campus		18 minutes by walking and subway
Facilities		<ol style="list-style-type: none"> 1. Fully furnished single room (e.g., closet, desk and chair, bed) 2. Communal bathrooms (lavatory, showers, and Japanese-style bath) 3. Bed linen, including a pillow 4. Wi-Fi access 5. Laundry machines 6. Mini Fridge 7. (Optional Rental) TV
Meals		<ul style="list-style-type: none"> • Two daily meals - breakfast and dinner - are in the dorm cafeteria. • No optional meals for different dietary needs (e.g., allergies, vegetarian, vegan, halal). • Students with specific dietary needs will have to provide their food. <p><i>IMPORTANT: These two daily meals are free for Exchange students. Students do not pay for meals at the dorm. Therefore, even if students do not plan to eat in the dorm cafeteria, the rent will not change.</i></p>
Check-In		<p>Only on the Official Arrival Date* (<i>see "Calendar" above</i>). The dorm personnel will organize an orientation only once 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>
Rent	one semester student	About 64,000 JPY per month
	one-year student	About 70,000 JPY per month
Payment	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 (by cash in Japanese yen)</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
Type of Accommodation		Single Occupancy Room in Female Dormitory	
Website		https://dormy-nagoya.com/find/property/chikusa-3/	https://dormy-nagoya.com/find/property/akaike/
Address in English / Address in Japanese *XXX = room number		XXX Dormy Chikusa-3, 1-15-12 Chikusa, Chikusa-ku, Nagoya, Aichi 464-0858 〒464-0858 愛知県名古屋市中種区千種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
Access to the Nagoya campus		31 min. (10 min. by walk + 21 min. by subway)	13 min. (6 min. by walk + 7 min. by subway)
Facilities		1. Fully furnished single room (e.g. closet, desk and chair, bed) 2. Two meals per day - breakfast and dinner - provided in the cafeteria from Monday to Saturday (included in the rent) 3. Bed linen, including a pillow 4. Free Wi-Fi access 5. Washing machines 6. Refrigerator (included in rent)	
		7. Bath and toilet	7. Communal bathrooms (lavatory, showers, and Japanese-style bath) 8. Vanity
Meals		<ul style="list-style-type: none"> • Two daily meals - breakfast and dinner - are in the dorm cafeteria. • No optional meals for different dietary needs (e.g., allergies, vegetarian, vegan, halal). • Students with specific dietary needs will have to provide their food. <p><i>IMPORTANT: These two daily meals are free for Exchange students. Students do not pay for meals at the dorm. Therefore, even if students do not plan to eat in the dorm cafeteria, the rent will not change.</i></p>	
Check-In		<p>Only on the Official Arrival Date* (see "Calendar" above). The dorm personnel will organize an orientation only once 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>	
Rent	one semester student	70,000 JPY per month	About 64,000 JPY per month
	one-year student	78,000 JPY per month	About 70,000 JPY per month
Payment	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 (by cash in Japanese yen)	
	ISEP Students	The rent fee is waived	

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

<p>Airport pickup</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 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>Buddy program</p>	<p>GEC will match exchange students with their Chukyo buddies. Buddies are Chukyo student volunteers who will support exchange students in getting 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>GTN Assistants for Biz</p>	<p>Exchange students must enroll in GTN Assistants for Biz, which allows them to consult with advisors 24/7 online about any problems they may have living in Japan and receive support as follows.</p> <ul style="list-style-type: none"> - General lifestyle advice (e.g., where to buy, how to arrange for re-delivery of mail, etc.) - Medical care (e.g., information on nearby hospitals where English is spoken, medical appointments, telephone interpretation with medical institutions, etc.) - Information on medicines (e.g., information on the ingredients and efficacy of over-the-counter medicines sold in drugstores in English)
<p>GTN Mobile Eazy</p>	<p>Exchange students must submit a phone number that can be used in Japan. This number will be necessary to contact us in case of an emergency.</p> <p>There is no specified phone company. Students can find and sign up for a plan they wish to use.</p> <p>We recommend the "GTN Mobile Easy" plan if you do not have a particular phone company. We will handle all the enrollment procedures. The details of the fees are as follows:</p> <p>(Cheapest plan) Fee: 1,200 yen per month Data capacity: 3GB per month Call charges: 22 yen per 30 seconds Other details: https://www.gtn-mobile.com/s/eazy?language=en_US</p>

Insurance

Japanese National Health Insurance (NHI)	<p>People residing in Japan for over 90 days must sign up for 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.</p> <p>The insurance fee is about 2,000 JPY per month.</p>
Chukyo University Overseas Travel Insurance (CUOTI)	<p>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.</p> <p>The insurance fee is about 2,000 JPY per month. The benefits include:</p> <ul style="list-style-type: none"> - Accident Death - Accident Disability - Sickness Death - Rescue's Expenses - Long Term Personal Liability - Baggage Delay - Flight Delay

**The above plans do not cover medical expenses. However, National Health Insurance covers 70% of medical costs. If you wish to have more coverage than this, you are responsible for purchasing any insurance you want to have.*

**The prices of the CUOTI plans are for illustrative purposes only. After the official confirmation, a detailed description of the CUOTI coverage will be provided.*

Orientation Schedule

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

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

Events

Chukyo University offers the following events, open to all students so you can have various experiences through CSEP.

Cultural Exchange Events (On-campus)	<p>GEC and Chukyo student volunteers will organize events throughout the year (e.g., a Welcome and Farewell party, a Nagoya trip, a Hanami, a Halloween party, and a Christmas party).</p>
Cultural Exchange Events (Off-campus)	<p>GEC also offers cultural exchange events with Chukyo University Senior High School and neighboring high schools. These are excellent opportunities to interact with Japanese high school students and learn how Japanese teenagers live and think.</p>
ALT Experience Program	<p>This is a program to experience ALT (Assistant Language Teacher) at Chukyo University Senior High School. Exchange students will visit Chukyo High School and can experience assisting in teaching English to high school students. This is an excellent opportunity to learn about the first step of teaching English in Japan and consider your future career.</p>
Global Talk Hour	<p>This is a paid volunteer program in which you help Chukyo students improve their language skills and gain a deeper understanding of various cultures through one-on-one conversations in your native languages.</p> <p>You will receive a reward (a Starbucks Card or Tosho Card) for your cooperation and participation in this program.</p> <p>Furthermore, the following are the main attractions of this program.</p> <ul style="list-style-type: none"> • You can get an opportunity to meet new Japanese friends. • You can learn about each other's culture and cross-cultural backgrounds • You can have meaningful conversations. • You can improve your communication skills
Friendship Bus Tour	<p>This program is a bus tour planned and managed by Chukyo student volunteers, in which exchange students and Chukyo University students visit sightseeing spots in Aichi together. All transportation and facility tour fees are free of charge. This is an event where you can experience Japanese culture and history. The destinations will be as follows:</p> <ul style="list-style-type: none"> • Spring semester: Tokoname City (Pottery culture and Bon dance experience) • Fall semester: Inuyama City (Inuyama Castle and castle town tour) <p>These events will surely be one of the highlights of your study abroad experience. Please join us and make many friends and unforgettable memories!</p>

Scholarship

Name of Scholarship	Chukyo University Scholarship for International Students
Scholarship Amount	150,000 JPY per semester
Payment Period	Fall semester: November*; Spring semester: June* *Once per semester
Eligibility	To be eligible, students must: 1) Be an Exchange Student 2) For Bachelor's Degree Student - Have a GPA equal or superior to 2.8 (GPA 4.0 scale) or For Master's Degree Student - Have a GPA equal or superior to 2.4 (GPA 3.0 scale)
Number of grantees	Up to 20 students per semester
Selection Method	GPA for the most recent two semesters (For example, students applying during the Spring Semester 2025 must submit the official transcripts for Fall 2024 and Spring 2024.)
Application Documents	Application materials and a list of required documents will be sent after the student's official acceptance.
Application Period	Between the first day of Orientation and the first day of class
Application Method	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 completed to the Nagoya Regional Immigration Bureau.
February	July	The Nagoya Regional Immigration Bureau emails the Certificate of Eligibility (CoE) to the GEC.
February	July/August	GEC emails students and home institutions (partner university students). Upon receipt of the email, students make an appointment with their nearest Embassy or Consulate-General of Japan to apply for a visa.
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. Upon entering Japan from one of the major airports, students will receive their Residence Card: Tokyo (HND/NRT), Nagoya (NGO), Osaka (KIX), Hiroshima (HIJ), Fukuoka (FUK), or 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.