

## Application Information for Exchange Program at Kanagawa University 2025

Kanagawa University announces the application information for the exchange program for the students from partner institutions as below:

### 1. Kanagawa University Student Exchange Program

We call for exchange students who wish to conduct study abroad at Kanagawa University for the purpose of committing to their studies with the main result of this being the acquisition of appropriate credits for undergraduate and graduate school (subject study path, as explained below) exchange students and the appropriate conduct of research activities for graduate school (research focus path, as explained below) exchange students. The languages in which registered subjects will be conducted are either Japanese or English. Students are required to submit proof of proficiency in Japanese and/or English depending on the subjects in which they plan to register. Please refer to “6. How to Apply/Application Materials” for details.

Exchange students at Kanagawa University each belong to a faculty or graduate school, and conduct study/research activities according to the following. However, the maximum number of subjects that can be taken in the affiliated faculty or graduate school will depend on the maximum credit for each semester stipulated by that faculty/graduate school.

Maximum number of credits in each semester for each faculty or graduate school: <https://kanagawa-u.box.com/s/rpcjav0vrzyls3iq73bq764785w4bg9d>

- Undergraduates: study subjects in the field of the faculty to which they belong, Japanese language subjects and subjects related to Japan (there are some subjects, such as seminar subjects, for which exchange students may not be able to register).
- Graduate students: Belonging to a graduate school, choose one of the two paths mentioned below in **【Paths for Graduate School Exchange Students】** in accordance with the purpose of their exchange. They must carefully check the requirements of their home university before choosing their path on the application form. However, if the graduate school that a student wishes to belong to for the subject study path is not one that accepts students for the subject study path, then the student must either choose another graduate school or belong to an undergraduate faculty instead. If a graduate student belongs to an undergraduate faculty, they will be subject to the same conditions regarding subject selection as an undergraduate student.

#### **【Paths for Graduate School Exchange Students】**

There are 2 paths for graduate school exchange students as follows. Graduate school exchange students are to select their preferred path in application format① Kanagawa University and Kanagawa University Graduation School Exchange Student Application (Forms) and application format⑧ Study Plan/Research Plan. As the path for which a graduate school exchange student selects in application format① Kanagawa University and Kanagawa University Graduation School Exchange Student Application (Forms) will be deemed the official selection, students are requested to ensure they read the conditions carefully and make the correct path selection.

● Subject Study Path (for exchange students who wish to take Japanese language subjects, subjects related to Japan and a wide range of specialist subjects, rather than conducting research in their major field)

- While the student will belong to a graduate school, they are permitted to take subjects at undergraduate and graduate level. However, they are required to take at least 6 subjects per semester including at least 1 subject in the graduate school to which they belong.
- No research supervisor will be allocated to such students.
- In the case that the graduate school a student wishes to enroll in does not accept “Subject Study Path” exchange students, then the student must either choose another graduate school or belong to an undergraduate faculty instead.

● Research Focus Path (for exchange students who wish to focus on conducting research activities in their major field)

- A student will be accepted if allocation of a research supervisor, based on the contents of the submitted Research Plan, is deemed possible. If a research supervisor who fits the research topic of the applicant cannot be found, there may be cases where acceptance of the exchange is not possible or there is a request to alter the contents of the research.
- At the conclusion of their exchange, the student must submit a report outlining the results of their research.
- The student must enroll in at least 1 subject in the graduate school to which they belong.

As it is necessary to select a research supervisor for graduate school exchange students who wish to select the Research Focus Path, we request that the study/research plan to be outline in application format⑧ Study Plan/Research Plan be written in as much detail as possible. For the research supervisor that you wish to provide supervision, please refer to the below URL, before entering a name. As there is a possibility that an exchange will not be accepted if the study area does not match, the student is requested to ensure that a supervisor who has matching research/educational interests is selected.

<http://kenkyu.kanagawa-u.ac.jp/kuhp/KgApp>

<List of Possibility of Acceptance for Subject Study Path or Research Focus Path in Each Graduate School>

Name of Graduate School	Possibility of Acceptance for Subject Study Path or Research Focus Path
<b>Law</b>	Either possible
<b>Economics</b>	Either possible
<b>Business Administration</b>	Either possible
<b>Humanities</b>	Only research focus path possible
<b>Human Sciences</b>	Either possible
<b>Science</b>	Only research focus path possible
<b>Engineering</b>	Either possible
<b>History and Folklore Studies</b>	Either possible

## 2. Period of Student Exchange

Our exchange program is for one semester or one year. First Semester is from April to July and Second Semester is from September to January the following year and it is possible to start the program in either April or September. As most of the classes run for a semester only, it is possible to begin the exchange in September or conduct the exchange for only one semester but in this case it is not possible to take any of the few classes that start in April and run for two semesters. Changes to the period of study after application are not accepted in principle, so please confirm the period before you apply.

## 3. Contact Information and Application Inquires

Website URL	<a href="https://www.kanagawa-u.ac.jp/international/welcome/exchange/">https://www.kanagawa-u.ac.jp/international/welcome/exchange/</a>
Address	International Center, Kanagawa University, 4-5-3 Minato Mirai, Nishi-ku, Yokohama, Japan 220-8739 Tel: +81-(0)45-664-3770 Fax:+81-(0)45-481-6011 Email: intl-application@kanagawa-u.ac.jp ※For any questions prior to application, please first check with your home university. ※We also ask you to please read this Application Information again before sending a mail inquiry.

## 4. Timeline for Admission and Academic Schedule

We will inform you the exact academic calendar after you have been accepted. There may be changes to the schedule. Also, in the case that entry into Japan is deemed difficult due to Japanese government policy, there is a possibility that exchange may be conducted remotely from the home country of a student including taking subjects online.

	Study Abroad from First (Spring) Semester (April 2025)	Study Abroad from Second (Autumn) Semester (Sept 2025)
① Home University Online Nomination Period	Aug 1 to Sep 30, 2024	Feb 1 to Feb 28, 2025
② Online Application Period (※Only those applications by students who have been nominated by their home university in ① will be accepted. Ensure submission of all application materials within this period. In the case that full application submission is not completed, in principle the application will not be accepted.)	Aug 1 to Oct 5, 2024	Feb 1 to Mar 5, 2025
③ Notification of Acceptance; Information regarding orientation etc.	Early Dec, 2024	Early Jun, 2025
④ Japanese Language Online Placement Test ※Applicable students will be contacted separately	Early to Mid Dec, 2024 and Late Jan to Early Feb, 2025 (2 times)	Early to Mid Jun, 2025 and Early to Mid Aug, 2025 (2 times)
⑤ Release of COE by email	Late Jan to Late Feb, 2025	Late Jun to Late Jul, 2025

⑥ Online Orientation Before Entering Japan (Meeting Buddies etc.)	Mid Mar, 2025	Late Aug, 2025
⑦ Arrival in Japan	Mid Mar, 2025	Early Sep, 2025
⑧ Orientation in person, Subject Consultation Session with Academic Advisors, Subject Selection	Late Mar to Early Apr, 2025	Early to Mid Sep, 2025
⑨ Classes begin	1 <sup>st</sup> week of Apr, 2025	3 <sup>rd</sup> week of Sep, 2025
⑩ Classes end	Mid Jul, 2025	Mid Jan, 2026
⑪ Ceremony for Concluding Students ※	Mid Jul, 2025	Mid Jan, 2026
⑫ End Term Examinations ※	Late Jul, 2025	Late Jan, 2026

## 5. Eligibility

In order to apply for the Exchange Program, you must:

- (1) be an undergraduate or graduate student at one of the partner institutions of Kanagawa University and recommended by the institution;
- (2) able, in principle, to attend the exchange program in its entirety from the beginning of orientation until the Ceremony for Concluding Students and end term examinations (arrival in Japan after orientation or leaving Japan before the Ceremony for Concluding Students and/or completion of any end term examinations is not permitted) ※See dates marked with ※ in table 4 above.;
- (3) at the time of commencing exchange at Kanagawa University, have studied for at least one year at the home university (partner institution) in the case of undergraduate students and at least half a year (one semester) for graduate school students;
- (4) agree to strictly follow the rules of Kanagawa University and the contents outlined in the Pledge and Consent Form for Exchange Students
- (5) have the language ability stated below:

Faculty/Graduate School			Language Proficiency
Undergraduate (Faculty)	Yokohama Campus	- Law - Economics - Human Sciences - Engineering - Architecture and Building Engineering - Chemistry and Biochemistry - Informatics	Equivalent to N2 of Japanese Language Proficiency Test or above
		- Science	Equivalent to N2 of Japanese Language Proficiency Test or above, or enough English proficiency for taking courses in your study area. (equivalent to CEFR B1 level)

	Minato Mirai Campus	- Foreign Languages - Cross-Cultural and Japanese Studies (Departments of Japanese Cultures and of History and Folklore Studies)	Equivalent to N2 of Japanese Language Proficiency Test or above
		- Business Administration - Cross-Cultural and Japanese Studies (Department of Cross-Cultural Studies)	Equivalent to N2 of Japanese Language Proficiency Test or above, or enough English proficiency for taking courses in your study area. (equivalent to CEFR B1 level)
Postgraduate (Graduate School)	Yokohama Campus	- Law - Human Sciences - History and Folklore Studies	Equivalent to N2 of Japanese Language Proficiency Test or above
		- Science	Equivalent to N2 of Japanese Language Proficiency Test or above, or enough English proficiency for taking courses, research in your study area. (equivalent to CEFR B1 level)
		- Economics - Engineering	Equivalent to N2 of Japanese Language Proficiency Test or above However, if you wish to receive academic supervision in English, please refer to ※2 below this table.
	Minato Mirai Campus	- Business Administration - Humanities	Equivalent to N2 of Japanese Language Proficiency Test or above or enough English proficiency for taking subjects, research in your study area. (equivalent to CEFR B1 level)

※1 Even if you have not yet taken the Japanese Language Proficiency Test (JLPT), we might accept your application if you submit the Kanagawa University Japanese Language Ability Assessment Form and it is certified that you have Japanese language ability equivalent to N2 or above. However, there may be restrictions imposed with regard to the registration for Japanese language classes.

※2 With regard to the Graduate Schools of Economics and Engineering, applications for conducting study in English are only accepted in the case where there has been prior agreement by a faculty member to provide academic supervision. Please ask for further details.

## 6. How to Apply/Application Materials

### <How to Apply>

After being officially selected as an exchange student by their home institution, the applicant is to apply during the application period through filling in the online application format① Kanagawa University and Kanagawa University Graduate School Exchange Student Application (Forms) and submitting all

application materials. In principle, we cannot accept applications for which all materials have not been submitted. Kanagawa University will email the designated formats and information about submission methods to applicants who have been nominated online by a partner institution.

After application is completed, we will announce confirmation of receiving the application to the applicant. We may ask for a check that application information is correct and/or modification of the documents. Also, with regard to the faculty/department or graduate school to which the applicant wishes to belong, we may ask for a change after weighing up the subjects that are planned to be selected or the contents of the planned research.

### <Application Materials>

All documents must be prepared all in either Japanese or English in accordance with their language of registration. A translation of each document, in Japanese or English as appropriate, should be attached along with the original if any documents are prepared in other languages.

Since 2023, we now no longer wish applicants to post original documents to us. However, we may need to receive some original documents as we apply for the Certificate of Eligibility, so we ask applicants to ensure they keep safe all original application documents. In the case originals are needed, we ask for them to be posted by courier or some other tracked method. Also, we do not return the original documents after the application.

How to Apply	Application Materials		Format	Deadline
Online Application	①	Kanagawa University and Kanagawa University Graduate School Exchange Student Application (Forms)	fixed	Online application deadline 【First Semester from April 2025】 <b>By 5<sup>th</sup> October, 2024</b>  【Second Semester from September 2025】 <b>By 5<sup>th</sup> March, 2025</b>  •After application, the International Center will contact applicants with a confirmation of receipt.
	②	Official Certificate of Student Enrollment/Registration at Home Institution	—	
	③	Official Academic Transcripts issued by Home Institution	—	
	④	Application for Certificate of Eligibility	fixed	
	⑤	Original Official Bank Statement under the name of Payer of Expenses	—	
	⑥	【Only for graduate school research focus path students】Letter of Recommendation ※Made by a person who knows the applicant well	—	
	⑦	Copy of score or pass/fail report of results for language proficiency test  【For those registering for subjects conducted in Japanese】 •Copy of Japanese Language Proficiency Test (JLPT) results • (For those who have not sat the JLPT or those who have N3 level or below)	—	

	<p>Kanagawa University Japanese Language Ability Assessment Form</p> <p>【For those registering for subjects conducted in English】</p> <ul style="list-style-type: none"> <li>・Copy of score or pass/fail report of results for English language proficiency test (Cambridge, STEP Eiken, GTEC, IELTS, TEAP, TOEFL iBT®, TOEIC®L&amp;R etc.)</li> <li>・(For those who have not sat an English proficiency test or those who have a level below CEFR B1)</li> </ul> <p>Kanagawa University English Language Ability Assessment Form</p> <p>※ Please ensure to submit a copy of score or pass/fail report of results for a language proficiency test that is valid at time of application.</p> <p>※ Applicants who plan to register for subjects conducted in Japanese and also for subjects conducted in English or may potentially do so, should provide proof of language for both Japanese and English.</p> <p>※ Please refer <a href="https://www.mext.go.jp/b_menu/shingi/chousa/koutou/091/gijiroku/_icsFiles/afieldfile/2018/07/27/1407616_003.pdf">here</a> for a calculation of CEFR level standards for different proficiency tests</p> <p><a href="https://www.mext.go.jp/b_menu/shingi/chousa/koutou/091/gijiroku/_icsFiles/afieldfile/2018/07/27/1407616_003.pdf">https://www.mext.go.jp/b_menu/shingi/chousa/koutou/091/gijiroku/_icsFiles/afieldfile/2018/07/27/1407616_003.pdf</a></p> <p>※ Students of partner institutions that have English as an official language are not required to provide proof of English proficiency</p>	<p>Fixed</p> <p>—</p> <p>Fixed</p>	
⑧	Study Plan/Research Plan	fixed	
⑨	Photocopy of valid passport	—	
⑩	<p>ID photo(3cm×4cm)</p> <p>※<b>Must be a photo taken within 1 month</b></p>		

Once the exchange has been confirmed, we will ask the applicant to provide a Certificate of Physical Condition (document format designated by Kanagawa University). We will explain the details to those for whom it will be applicable at a later date.

※ Applicants for the Course of Architecture and Building Engineering, Graduate School of Engineering must

submit the following (applicants for the Faculty of Architecture and Building Engineering may also submit one if they wish to):

Online Application	⑪	Portfolio (Maximum size: 15 pages)	—	Deadline: Same as above
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※ For students with citizenship of countries with strict entry evaluation (as designated by Immigration Services Agency of Japan), in the case where the Payer of Expenses is not the Applicant, the following documents should also be submitted (ask for details if necessary).

Online Application	⑫	Affidavit of a Payer of Expenses	fixed	Deadline: Same as above
	⑬	Notarization Certificate of Family Relationships	—	

## 7. Other

### <Certificate of Eligibility for Student Visa>

Kanagawa University will, on behalf of exchange students, apply to the Immigration Services Agency of Japan for the Certificate of Eligibility (COE).

As soon as the Certificate is issued, it will be sent in digital form directly to the applicant so after receiving the COE, the applicant is required to immediately go to their local Japanese Embassy or Consulate in order to apply for a student visa. Details will be explained in the Handbook for Exchange Students provided to successful applicants.

### <Student Accommodation and Homestay>

Kanagawa University has accommodation for exchange students and can also introduce agencies for homestays and the like. Please apply during the online application process. Details will be explained in the Handbook for Exchange Students.

### <Subject Selection>

Undergraduate exchange students along with graduate exchange students who select the Subject Study Path must take at least 6 classes/semester (1 subject = 100 minutes/week, 600 minutes per week in total) to maintain eligibility for their student visa.

Graduate exchange students who select research focus path will need to spend more time on research activities and therefore do not have to follow the above rule. However, we request they register for at least 1 class in the graduate school to which they belong. Also, it is necessary for their study/research time to be a total of over 10 hours per week.

Please refer to the details about subject registration at the below URLs in order to plan your study program beforehand.

- Syllabus

[http://ku-syllabus.kanagawa-u.ac.jp/syllabus\\_pub/index.html](http://ku-syllabus.kanagawa-u.ac.jp/syllabus_pub/index.html)

- Subjects Conducted in English

<https://www.kanagawa-u.ac.jp/international/welcome/exchange/>

Refer to the excel file called “英語による開講科目一覧 Subjects Conducted in English”



※The Subjects Conducted in English file is for reference and there is a possibility that a subject will not be held in the semester when the exchange student conducts their exchange.

### <Scholarships>

Kanagawa University offers the Yoneda Yoshimori Education Scholarship for exchange students from partner institutions for whom the below application qualifications and grant conditions are satisfied.

• Undergraduate or graduate students of a partner institution, who are being accepted as exchange students in Kanagawa University or Kanagawa University Graduate School, have excellent academic record and character and satisfy the below grant conditions 1-3, may be recommended as candidates for the scholarship by their host institution during the online nomination process. However, the number of students who may be nominated by a partner institution will be limited to one student per semester. (Please be careful as numbers are “one student per semester” per partner institution and therefore not one student per partner institution nomination. For example, if a student who studied in First Semester 2025 will continue to study in Second Semester 2025 and another student will be nominated for Second Semester 2025, then the number of students studying in Second Semester will be two students. In this case, it not possible to nominate both the continuing student and new student for scholarships and only one of the two must be chosen.)

1. The Grade Point Average (GPA) up to the most recent semester of the applicant is 2.3 (on a scale of 3).

※If the partner institution does not use a scale of 3 GPA system, Kanagawa University will make the calculation in accordance with the method stipulated for the “Student Exchange Support Program (Scholarship for Short-Term Study in Japan)” by the Japan Student Services Organization (JASSO).

2. Support is necessary for economic reasons.

3. If the Area Classification for the Partner University is “B” or “C” under the Japan Student Services Organization (JASSO) scholarship system in the relevant academic year. However, graduate students wishing to select the research focus path in the equivalent of the second year of masters or above (at time of commencing exchange) may apply regardless of the Area Classification of the home partner institution.

#### ■ List of Area Classifications as Currently Designated by JASSO

<https://kanagawa-u.box.com/s/07eu6sc6ncad47gnwe3styomonbpjgpt>

#### ■ Amount of Scholarship Grant: 80,000 Japanese yen per month (For AY 2025 intake)

\* This amount may be revised from the next academic year.

#### ■ Period of Grant Payment:

【In case of beginning in April】

- For short-term (4 month) exchanges: April – July
- For long-term (10 month) exchanges April – January

【In case of beginning in September】

- For short-term (4 month) exchanges: October – January
- For long-term (10 month) exchanges: October – July

※ There are cases where an evaluation may determine a scholarship application to be invalid.

- ※ In the case of a one year exchange, in the first semester of study at Kanagawa University, grades (GPA of 2.3 or above) and attendance (over around 80%) will be confirmed in evaluating the scholarship for the second semester of study.
- ※ In the case of research focus path graduate students, the research supervisor will confirm the first semester research activities as the basis for evaluating the scholarship for the second semester of study.
- ※ If grades or attendance are found to be extremely poor after the completion of the exchange, there may be cases where return of the scholarship funds is required.

Exchange students might instead be allocated the scholarship called “Student Exchange Support Program (Scholarship for Short-Term Study in Japan)” from Japan Student Services Organization (JASSO) if we receive the funding. (No funding was received in 2024.)

### <Security Export Control and Research Activities>

Kanagawa University applies strict security export control according to the Foreign Exchange and Foreign Trade Act. Students who are enrolled in Kanagawa University as Exchange Students will agree to conduct research, studies and other activities in accordance to the various rules put in place by Kanagawa University regarding security export control.

### <Support for Students with Disabilities, Illness etc.>

With regard to potential applicants with disabilities (developmental issues, use of magnifier, hearing aid, wheelchair etc.) or illnesses that require support or consideration, we ask the person responsible at the nominating home university to consult with the International Center by email during (or before) the online nomination period. We will send a form for applying for consideration for academic studies. After receiving the application, we will examine and consider what we are able to do and respond in writing to the person responsible at the nominating institution. If there is no prior application or the application/inquiry is made after the nomination period ends, there may be cases where consideration is not possible so we ask for both student and staff to be careful with this.

If through an unforeseen accident or the like consideration becomes necessary after the application has been made, we request the parties involved to contact us as soon as possible.

※Prior application in this regard will have no effect on whether or not the exchange application is accepted.

※Kanagawa University is aiming to provide an environment where people with disabilities are able to operate smoothly without obstacle but there are some buildings or facilities that are not yet sufficiently enabling this on campus.

※Relevant students and staff are asked to refer to the Kanagawa University Guidelines on Support for Students with Disabilities

Japanese: [https://www.kanagawa-u.ac.jp/campuslife/support/difficulty\\_support/pdf/01.pdf](https://www.kanagawa-u.ac.jp/campuslife/support/difficulty_support/pdf/01.pdf)

English: [https://www.kanagawa-u.ac.jp/campuslife/support/difficulty\\_support/pdf/01\\_eng.pdf](https://www.kanagawa-u.ac.jp/campuslife/support/difficulty_support/pdf/01_eng.pdf)