

# K-STEP

Kokugakuin Short-Term Exchange Program

*PURSUE YOUR CULTURAL/ACADEMIC  
INTERESTS AND DEVELOP YOUR  
CAREER AT*

**Kokugakuin University in Tokyo,  
Japan**

**One Semester / Full Year Special Program  
in Japanese Language and Culture/Society**

K-STEP's mission is to provide the highest quality of Japanese language instruction to students of higher levels of Japanese proficiency.

This pre-packaged program also offers credit-bearing coursework that integrates international students into regular undergraduate courses taught in English. Students may be required to join activities, fieldtrips, and excursions for a better understanding of Japan and Japanese culture.

## Overview of Kokugakuin University

With a history of 142 years, Kokugakuin University is one of Japan's best-known traditional private universities. The university features academic schools and programs in areas ranging from Japanese history, literature, culture and folklore to Shinto studies, economics, law, education, and tourism.

**Established:** 1882

**Faculties:** Faculties of Letters, Law, Economics, Shinto Studies, Human Development, Tourism and Community Development

**Academic Degrees:** B.A., M.A, Ph.D.

**Campuses:** Shibuya (Tokyo), Tama-Plaza (Yokohama)

**Student body:** Approximately 11,000

**URL:** <http://www.kokugakuin.ac.jp>

Kokugakuin University  
4-10-28 Higashi, Shibuya, Tokyo 150-8440 Japan

## Contact Information

Contact name	Position	Email
Ethan Murillo (Mr.)	Coordinator	e.murillo@kokugakuin.ac.jp
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International Exchange Programs Office	General Inquiries	kokusai@kokugakuin.ac.jp

## Application Process

<b>Program Dates</b>	<ul style="list-style-type: none"> <li>September 2025– August 2026 (Two Semesters, One-Year Program)</li> </ul> <p style="text-align: center;"><u>or</u></p> <ul style="list-style-type: none"> <li>September 2025– February 2026 (One Semester, Six-Month Program)</li> </ul>
<b>Selection Process</b>	<p>Applications for K-STEP are accepted from students listed below:</p> <p>Credited auditors from our partner universities. <u>Tuition payment to join K-STEP will be needed.</u></p> <p>Students who have completed Japanese 1 or higher. Only 2 full-year students or 4 one-semester students will be selected</p>
<b>Selection Timeline</b>	<p><i>Call for K-STEP 2025-2026:</i> <b>Mid December, 2024</b></p> <p>All application materials including key documents and process schedule will be sent to all partner universities via e-mail.</p>
<b>Application Form</b>	<p>1) Fill K-STEP Online Registration Form URL : <a href="https://k-form.kokugakuin.ac.jp/m?f=572">https://k-form.kokugakuin.ac.jp/m?f=572</a></p> <p><b><u>Application Due (Nomination closing date):</u></b> For students attending the FALL semester 2025: <b><u>March 28, 2025</u></b></p> <p><b>K</b>okugakuin must receive all applications and supporting documentation by the deadline. (Application deadlines at partner universities are normally earlier than the date above. Contact your international studies office for the exact date.)</p>
<b>Application Documents</b>	<p>1) Latest Transcript from Home University (Provide at least a full academic year record)</p> <p>2) Photocopy of Passport</p> <p>3) ID Photo for CoE (3cm x 4cm jpg format) See instructions at below link: <a href="https://en.apu.ac.jp/studentssupport/content0293/2018/COE_Photo.pdf">https://en.apu.ac.jp/studentssupport/content0293/2018/COE_Photo.pdf</a></p> <p>4) Recommendation Letter from a Ca' Foscari University professor.</p> <p>Scan and send them as attached files (printable quality) via e-mail. To: <a href="mailto:kokusai@kokugakuin.ac.jp">kokusai@kokugakuin.ac.jp</a> Due: March 28, 2025</p>

<b>Language Requirements</b>	<p><b>- JAPANESE</b> One year (or more) of learning experience</p> <p style="text-align: center;"><u>AND</u></p> <p><b>- ENGLISH</b> TOEFL iBT 55 or equivalent (No scoresheet submission necessary)</p>
<b>Pre-Arrival Online Orientation</b>	<p>1) <i>Online Orientation Begins:</i> <i>Mid May 2025</i> Online orientation toward prospective K-STEP students will begin. Also, Kokugakuin will apply for Certificate of Eligibility (CoE) to Japanese immigration office.</p> <p>2) <i>Acceptance Letter Delivered:</i> <i>The End of July 2025</i> Each prospective K-STEP student will get his/her acceptance letter and CoE.</p> <p>3) <i>Apply for Student Visa:</i> <i>The Beginning of August 2025</i> Prospective K-STEP students will visit a Japanese Embassy near them with their CoE and acceptance letter from Kokugakuin to obtain a student visa.</p>

## Coursework and Activities

### Academic Calendar

#### Fall Semester, 2025 (Subject to Change)

Suggested Arrival Day*	September 16
Orientation	September 18 and 19
Class Starts	September 22
New Year's Holidays	December 24 to January 6, 2025
Classes Resume	January 7
Semester Ends	January 20
Program End	January 31

\*Please do not purchase an airplane ticket until we absolutely fix the suggested arrival date.

#### Spring Semester, 2026 (Subject to Change)

Orientation	April 6 and 7
Class Starts	April 8
Golden Recess	April 29 to May 5
Classes Resume	May 6
Semester Ends	July 24
Program End	July 31

### Coursework

K-STEP is a pre-packaged program that has three (3) different elements;

- 1) Intensive Japanese language classes
- 2) Coursework on Japanese culture and society taught in English.
- 3) Activities (Detailed below)

### Activities

To better accommodate schedule flexibility and student participation, both 'Japanese Traditional Sports' and 'Understanding of Japanese Culture' have been designated as 'Activities.' These activities are still the core of K-STEP and all students are expected to participate.

### Japanese Traditional Sports

Students will acquire basic knowledge and practice of traditional martial arts in Japan, such as Kyudo.

**Fall Semester**

(Subject to Change)

Classes: (90 minutes each session over 14 weeks)

- Japanese Language (8/week)
- Japanese Religion and Culture I★ (1/week)
- Japanese Politics I★ (1/week)
- Intro to Japanese Culture & Society I★ (1/week)

Japanese Language total hours: 168 hours  
Other Classes total hours: 21 hours per class

★= Courses taught in English

Mon.	Tue.	Wed.	Thu.	Fri.
Japanese Politics I★				
Japanese Language	Japanese Language	Understanding of Japanese Culture (Fieldtrips)	Japanese Language	Japanese Language
Japanese Language	Japanese Language		Japanese Language	Japanese Language
Japanese Religion and Culture I★			Traditional Sports in Japan	Introduction to Japanese Culture and Society I★
				Coffee Hour

**Spring Semester**

(Subject to Change)

Classes: (90 minutes each session over 14 weeks)

- Japanese Language (8/week)
- Japanese Religion and Culture II★ (1/week)
- Japanese Politics II (1/week)
- Intro to Japanese Culture & Society II★ (1/week)

Japanese Language total hours: 168 hours  
Other Classes total hours: 21 hours per class

★= Courses taught in English

Mon.	Tue.	Wed.	Thu.	Fri.
Japanese Politics II★				
Japanese Language	Japanese Language	Understanding of Japanese Culture (Fieldtrips)	Japanese Language	Japanese Language
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Japanese Religion and Culture II★			Traditional Sports in Japan	Introduction to Japanese Culture and Society II★
				Coffee Hour

**Excursions and Field Trips**

(Subject to Change)

Fall Semester

Oct.	Visit Life-Safety Learning Center	Dec.	Class with Public Junior High School
Oct.	Visit Open-Air Folk Houses Museum	Dec.	Visit Tokyo National Museum
Nov.	Japanese Pottery Workshop		

Spring Semester

April	Indigo Dye Experience	June	Class with Public Elementary School
May	Kimono Experience	June	Experience Kabuki Performance
May	Tea Ceremony	July	Visit Hyakudan Kaidan

Students will be responsible for transportation fees incurred when going on excursions and field trips while admission fees will be covered by Kokugakuin University. Depending on the nature of the event, excursions may be guided by international exchange staff members and/or faculty instructors.

**Grading**

All courses (except Activities) are graded in accordance with these five levels: S=100-90, A=89-80, B=79-70, C=69-60, D=59-0. Below 60 is non-passing grade.

The basis for grading may be different from what you are familiar with. The following is an example of the Japanese language classes' grading system:

Exams (2 per semester)	40 %
Presentation Session	20 %
Performance /Attendance	40 %

Students' class performance and completion of assignments are evaluated within "Performance." Class attendance is also used to evaluate final grades.

**Transfer Credits**

Kokugakuin offers several credits for each course, but students must consult with their own university regarding credit conversion and transfer policies.

## Costs

<b>Tuition</b>	<p>Credited auditors from our partner universities are required to pay tuition fees to join K-STEP as listed below.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="text-align: right;"><b>Tuition per Semester:</b></td> <td style="text-align: right;"><b>¥333,000</b></td> </tr> <tr> <td style="text-align: right;">Registration Fee</td> <td style="text-align: right;">¥20,000</td> </tr> <tr> <td style="text-align: right;">Facility Charge</td> <td style="text-align: right;">¥35,000</td> </tr> <tr> <td style="text-align: right;">Course Fee</td> <td style="text-align: right;">¥278,000</td> </tr> <tr> <td style="text-align: right;"><b>Total (2 semesters)</b></td> <td style="text-align: right;"><b>¥666,000</b></td> </tr> </table> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>Multi-Coverage Insurance (varies by study period)</b></td> </tr> <tr> <td style="text-align: right;">Cost for Full Year</td> <td style="text-align: right;">¥11,500</td> </tr> <tr> <td style="text-align: right;">Cost for Half-Year</td> <td style="text-align: right;">¥8,060</td> </tr> </table> <p><b><u>How to Pay:</u></b></p> <p><b>- Overseas Remittance</b> International money transfer from an overseas bank is acceptable. However, you will be responsible for both Japanese and overseas bank charges. For further information, please wait for the online orientation.</p>	<b>Tuition per Semester:</b>	<b>¥333,000</b>	Registration Fee	¥20,000	Facility Charge	¥35,000	Course Fee	¥278,000	<b>Total (2 semesters)</b>	<b>¥666,000</b>	<b>Multi-Coverage Insurance (varies by study period)</b>		Cost for Full Year	¥11,500	Cost for Half-Year	¥8,060
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<b>Accommodation</b>	<p>K-STEP students from our partner universities will be provided with an off-campus dorm room (Single room) with a meal plan with the following conditions.</p> <ol style="list-style-type: none"> <li>1) <b>Room Fee Waived</b> (with free bedding)</li> <li>2) <b>Meal Plan Fee Waived*</b> 10 free meals / week, except weekends, National Holidays, and Major Holiday Seasons.</li> </ol> <p>* Please note that meals are served under the same conditions for all dormitory residents. There are no religious, vegan, or any specific considerations.</p> <ul style="list-style-type: none"> <li>• Male students are responsible to pay utilities fee, approx. JPY 10,000 per month (depending on your electricity usage).</li> <li>• For female students, utilities fees are not necessary.</li> <li>• There is a 12AM curfew for both dorms.</li> </ul> <p>Other dorm guidelines will be provided in Online Orientations.</p> <p><u>If students choose to live in accommodations other than the dorm Kokugakuin provides, they will be solely responsible for arrangement and payment of fees.</u></p>																
<b>Insurance</b>	<ol style="list-style-type: none"> <li>1) <b>Japanese National Health Insurance:</b> <u>Approx. 1,500 yen/month</u> In event that medical care is necessary, the NHI enrollee pays 30% of medical charges, the rest being covered by public insurance.</li> <li>2) <b>Multi-coverage Insurance:</b> 8,060 yen for half a year / 11,500 for full year This insurance provides coverage for legal indemnification for damages as well as your need for medical care in certain situations.</li> </ol>																

<b>Transportation</b>	Students must take the subway when getting to and from campus from their accommodation and will be responsible for paying the commuter pass fees. (Roughly 4,000 yen/month with student discount)
<b>Case-by-Case Scholarship (Rare to get)</b>	<p><b>JASSO Scholarship: 80,000 yen per month stipend.</b></p> <p>Students will have a chance to receive the JASSO Scholarship, which is offered by the Japanese government, based on requirements such as good academic standing among others. However, we cannot guarantee that the K-STEP program will be approved for this scholarship and as such, we ask that you please plan for financing your stay in Japan without the help of this scholarship.</p>

### Other Information

<b>Internship (optional – linked with accommodation)</b>	<p>Accommodation fee waived program will be provided under the following conditions.</p> <ul style="list-style-type: none"> <li>● Those who cooperate in Kokugakuin’s Campus Events such as: <ul style="list-style-type: none"> <li>➢ Campus Visit Days for Prospective Kokugakuin University Students</li> <li>➢ Conversation Sessions with local students in English/Chinese/Korean</li> </ul> </li> <li>● Those who cooperate in Public Relations such as; <ul style="list-style-type: none"> <li>➢ Translating our web materials and brochures into your own language.</li> <li>➢ Media appearances in printed or filmed material for public relations.</li> </ul> </li> <li>● Expected Hours of cooperation <ul style="list-style-type: none"> <li>➢ During Semester: 10 Hours /week</li> <li>➢ Off Semester: 2 Hours /week</li> </ul> </li> </ul>
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<b>Japanese Conversational Partner</b>	In addition to the individual relationships you build on your own, Kokugakuin arranges Japanese conversational partners. Japanese conversational partners will typically be a Kokugakuin undergraduate student who meets with the exchange student for regular, non-curricular sessions that allow the exchange student to practice Japanese conversation.
<b>Friendship Family</b>	A friendship family is a volunteer Japanese family that welcomes exchange students for occasional home visits or enjoys excursions with exchange students to provide students with better insight into typical Japanese families and lifestyles.
<b>Work in Japan</b>	K-STEP students are not encouraged to get a part-time work while staying in Japan as exchange students, as focusing on studies is the primary objective of the program. However, we can assist students to get temporary limited work permission from the Immigration Bureau during their stay. This will give them the option to work part-time anytime throughout the year as well as during inter-semester holidays should the need for financial supplementation arise.