

**FACT SHEET for Chuo Student Exchange Program (Inbound)**  
**September/Fall AY2023 Enrollment**  
(As of January/2023)

\*Remarks:

Due to the unpredictability of the COVID-19 situation which can result in unexpected changes the program

\*Update topics:

- 1) Faculty/Graduate school of Law move into the new campus "Myogadani" from April 2023.  
[https://www.chuo-u.ac.jp/connect/future/law\\_transfer/](https://www.chuo-u.ac.jp/connect/future/law_transfer/)
- 2) Japanese language course for exchange students will be redesigned from AY2023. >>>See page4
- 3) Faculty of Global Informatics starts taking exchange students.  
-The placement is very few, so if you apply (or nominate your student) for the Global Informatics, please prepare "Plan B".  
-Faculty of Global Informatics needs to bring your own device (PC) to the every class.
- 4) Faculty of Global management  
-The placement is very competitive. If you apply (or nominate your student) for the Global Informatics, please prepare "Plan B".

**1. General Information**

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|---|--|--|--------------|--|
| <b>Name of the University</b>                 |  | Chuo University  |              |  |
| <b>Contact Office</b>                         |  | International Center<br>Address: 742-1 Higashinakano, Hachioji-shi, Tokyo, Japan, 192-0393<br>Tel: +81-42-674-2211 Fax: +81-42-674-2214  |              |  |
| <b>Official Website for Incoming Students</b> |  | <a href="https://www.chuo-u.ac.jp/english/">https://www.chuo-u.ac.jp/english/</a><br><a href="https://www.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/">https://www.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/</a> |              |  |
| <b>Contact Information</b>                    | Inbound Coordinator                                      | Chuo Exchange Program Inbound: Our partners >>> Chuo<br>Coordinators: Ms. Sato & Ms. Mukouyama<br>Email address: <a href="mailto:exchange-grp@g.chuo-u.ac.jp">exchange-grp@g.chuo-u.ac.jp</a>  |              |  |
|   | For your Reference<br><br>Outbound Coordinator By Region | Outbound: Chuo students >>> our partners   |              |  |
|   |  | Region/Countries   | Coordinators | Email address  |
|   |  | Asia: China, India, Indonesia, Korea, Malaysia, Philippines, Singapore, Taiwan, Thailand etc.  | Mr. Kakimoto | <a href="mailto:exchange01-grp@g.chuo-u.ac.jp">exchange01-grp@g.chuo-u.ac.jp</a> |
|   |  | USA, Canada, Europe: Belgium, France, Italy, Malta, Switzerland, Turkey  | Ms. Nakahara | <a href="mailto:exchange02-grp@g.chuo-u.ac.jp">exchange02-grp@g.chuo-u.ac.jp</a> |
|   |  | Europe: Croatia, Denmark, Germany, Ireland, Netherland, Spain, Sweden, UK,   | Mr. Fujisawa | <a href="mailto:exchange03-grp@g.chuo-u.ac.jp">exchange03-grp@g.chuo-u.ac.jp</a> |
|   |  | Others: Australia, Mexico, Uruguay,  | Mr. Fujisawa | <a href="mailto:exchange04-grp@g.chuo-u.ac.jp">exchange04-grp@g.chuo-u.ac.jp</a> |
| <b>Language in Use</b>                        |  | Japanese (Partially English)   |              |  |
| <b>Number of Exchange Students</b>            |  | Based on our student exchange agreements with each partner university<br>*For exchange coordinators at our partner universities, please contact us before you select your exchange students to Chuo.   |              |  |

## 2. Nomination, Application and Admission Procedures

|  |   |
|--|---|
| <b>Levels of Study of Exchange Students</b>      | Undergraduate/Graduate<br>Law / Economics / Commerce / Letters / Science and Engineering / Policy Studies / Global Management (undergraduate only) / Global Informatics (undergraduate only)  |
| <b>Campus Location</b>                           | TAMA: Economics / Commerce / Letters / Policy Studies/Global Management<br>KORAKUEN: Science and Engineering<br>MYOGADANI: Law<br>ICHIGAYA TAMACHI: Global Informatics<br>Campus information: <a href="https://www.chuo-u.ac.jp/english/visit/">https://www.chuo-u.ac.jp/english/visit/</a>   |
| <b>Restricted programs for Exchange students</b> | Professional Graduate Program (Law School, Business School)   |
| <b>Length of Study</b>                           | One year (two semesters) / One semester<br>* Exchange students are accepted to Chuo either from April or September. Since we have many full-year courses at Chuo University, entering for a full academic year (starting in April) is highly recommended.<br>However, the options below with an asterisk (*) are available for September/Fall enrollment:<br><del>Full academic year: April 1, 2023 – Late January, 2024</del><br><del>* First(spring) semester only: April 1, 2023 – Late July, 2023</del><br>* One semester>> Second(fall) semester only: September 21, 2023 – Late January, 2024<br>* Two semesters>> Second(fall) semester 2023 + first(spring) semester 2024: September 21, 2023 – Late July, 2024 |
| <b>Eligibility</b>                               | Students must be currently enrolled at the partner institution, and are expected to complete at least one academic year (two semesters) of study at the home institution before start exchange study at Chuo University.<br>- Undergraduate: Must have completed secondary education.<br>- Graduate: Must have completed their undergraduate studies and obtained an undergraduate university degree (Bachelor degree) or equivalent from their home institution by the time of application.  |
| <b>GPA</b>                                       | 2.5 or above out of 4.0<br>(a GPA below 2.5 can be considered on a case by case basis)  |
| <b>Language Requirement</b>                      | <b>Undergraduate Program</b><br>*Law / Economics / Letters / Policy Studies / Global Management<br>JLPT-N3 is suggested<br>Chuo does not request an official language proficiency score, but students must be able to Follow courses taught in either English or Japanese.<br>*Commerce: JLPT N2 certificate is mandatory<br>*Science & Engineering: JLPT N2 certificate is mandatory<br>*Global Informatics: JLPT N2 certificate is mandatory<br><br><b>Graduate Program</b><br>* Law / Economics / Commerce / Letters / Policy Studies<br>JLPT N1 or N2 is required to take causes taught in Japanese   |
| <b>Tuition Waivers for Exchange Students</b>     | As a general rule, exchange students from institutions that have concluded a mutual tuition fee waiver exchange agreement with Chuo University are exempt from the registration fees and tuition fees of Chuo University.<br>*Students from partner institutions with NO mutual fee waiver arrangements are required to pay registration fees and tuition fees to Chuo University. For detailed arrangements, students should contact the exchange program coordinator at their home institutions or Chuo International Center.   |

| <b>Timeline</b>   | <p>Nomination and application period are different for each program.<br/> G: Graduate Program<br/> UG: Undergraduate Program</p> <table border="1" data-bbox="486 241 1500 548"> <thead> <tr> <th colspan="2">Admission period</th> <th>September/Fall 2023</th> <th>April/Spring 2024<br/>(Tentative schedule)</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Nomination period<br/>* for coordinators only</td> <td>G</td> <td>Jan11-Feb15, 2023</td> <td>July10-Aug31, 2023</td> </tr> <tr> <td>UG</td> <td>Jan11-Mar15, 2023</td> <td>July10-Sep30, 2023</td> </tr> <tr> <td rowspan="2">Online application period<br/>* for nominated students</td> <td>G</td> <td>Mar01-Mar15, 2023</td> <td>Sep15-Sep30, 2023</td> </tr> <tr> <td>UG</td> <td>Apr01-Apr15, 2023</td> <td>Oct15-Oct31, 2023</td> </tr> <tr> <td colspan="2">Welcome package will be sent</td> <td>Mid July, 2023</td> <td>Early Feb., 2024</td> </tr> <tr> <td colspan="2">Arrival &amp; Orientation<br/>See "4. Arrival Guide" at P5</td> <td>Mid September, 2023</td> <td>Late March, 2024</td> </tr> </tbody> </table>   | Admission period    |   | September/Fall 2023 | April/Spring 2024<br>(Tentative schedule) | Nomination period<br>* for coordinators only | G | Jan11-Feb15, 2023 | July10-Aug31, 2023 | UG | Jan11-Mar15, 2023 | July10-Sep30, 2023 | Online application period<br>* for nominated students | G | Mar01-Mar15, 2023 | Sep15-Sep30, 2023 | UG | Apr01-Apr15, 2023 | Oct15-Oct31, 2023 | Welcome package will be sent |  | Mid July, 2023 | Early Feb., 2024 | Arrival & Orientation<br>See "4. Arrival Guide" at P5 |  | Mid September, 2023 | Late March, 2024 |
|---|---|---------------------|---|---------------------|---|--|---|-------------------|--------------------|----|-------------------|--------------------|---|---|-------------------|-------------------|----|-------------------|-------------------|------------------------------|--|----------------|------------------|---|--|---------------------|------------------|
| Admission period  |   | September/Fall 2023 | April/Spring 2024<br>(Tentative schedule) |                     |   |  |   |                   |                    |    |                   |                    |   |   |                   |                   |    |                   |                   |                              |  |                |                  |   |  |                     |                  |
| Nomination period<br>* for coordinators only                          | G   | Jan11-Feb15, 2023   | July10-Aug31, 2023                        |                     |   |  |   |                   |                    |    |                   |                    |   |   |                   |                   |    |                   |                   |                              |  |                |                  |   |  |                     |                  |
|   | UG  | Jan11-Mar15, 2023   | July10-Sep30, 2023                        |                     |   |  |   |                   |                    |    |                   |                    |   |   |                   |                   |    |                   |                   |                              |  |                |                  |   |  |                     |                  |
| Online application period<br>* for nominated students                 | G   | Mar01-Mar15, 2023   | Sep15-Sep30, 2023                         |                     |   |  |   |                   |                    |    |                   |                    |   |   |                   |                   |    |                   |                   |                              |  |                |                  |   |  |                     |                  |
|   | UG  | Apr01-Apr15, 2023   | Oct15-Oct31, 2023                         |                     |   |  |   |                   |                    |    |                   |                    |   |   |                   |                   |    |                   |                   |                              |  |                |                  |   |  |                     |                  |
| Welcome package will be sent  |   | Mid July, 2023      | Early Feb., 2024                          |                     |   |  |   |                   |                    |    |                   |                    |   |   |                   |                   |    |                   |                   |                              |  |                |                  |   |  |                     |                  |
| Arrival & Orientation<br>See "4. Arrival Guide" at P5                 |   | Mid September, 2023 | Late March, 2024                          |                     |   |  |   |                   |                    |    |                   |                    |   |   |                   |                   |    |                   |                   |                              |  |                |                  |   |  |                     |                  |
| <b>Choice of faculty at Chuo University</b>                           | <p>Exchange students should apply for a faculty that relates to their major at their home university. If there is no such faculty at Chuo, (Japan Studies, etc.), the choice of faculty should correspond to the courses the student would like to take.</p> <p>*Some faculties such as the Faculty of Commerce and the Faculty of Science and Engineering offers very few courses in English, i.e. student should have JLPT certificate.<br/> *Faculty of Global Management is very competitive, please prepare "Plan B", in case you can't be accepted.<br/> *Faculty of Global Informatics takes very few exchange students, please prepare "Plan B" in case you can't be accepted.</p>  |                     |   |                     |   |  |   |                   |                    |    |                   |                    |   |   |                   |                   |    |                   |                   |                              |  |                |                  |   |  |                     |                  |
| <b>Nomination Procedure</b><br><b>*Only for exchange coordinators</b> | <ol style="list-style-type: none"> <li>Exchange coordinators will consult with us at exchange-grp@g.chuo-u.ac.jp regarding the number of nominees possible before select exchange students. We count the number of students per year, not per semester.</li> <li>Exchange coordinators will receive a Fact Sheet outlining the details of our exchange program and a link to the "Online Nomination Form".</li> <li>When we receive official nomination through the online form, we will contact each student by email as specified in "Application and Admission Procedures" after nomination deadline.</li> </ol>   |                     |   |                     |   |  |   |                   |                    |    |                   |                    |   |   |                   |                   |    |                   |                   |                              |  |                |                  |   |  |                     |                  |
| <b>Application and Admission Procedures</b>                           | <ol style="list-style-type: none"> <li>After receiving official nominations from our partner universities, the Chuo International Center will send an email to the each nominated students, including a link to the Online Application portal site and an ID &amp; Password to log in.<br/> * ID &amp; Password are provided a few days before the application period.</li> <li>The students are required to fill in the application form and submit related documents through the system by the deadline.</li> <li>The application documents will be forwarded by the International Center to the Faculty/Graduate School selected by the student for an acceptance decision.<br/> * If there is no suitable academic advisor available for the student's study plan and language proficiency, Chuo will not be able to accept the student for exchange, especially for the graduate school applicants.</li> <li>Through the system, students will also be sent a link to the "Online Application Form for Certificate of Eligibility" (COE), which is a visa document. Students should submit the online form and related support documents by the deadline.<br/> * Please refer to the "5. Visa Requirements" section of this FACT SHEET. (p. 6)</li> <li>A link to "Online Accommodation Request Form" will also be sent to students through the system. The students should submit this online form by the deadline.<br/> *Please refer to the "Accommodation" section of this FACT SHEET. (p.6)</li> <li>When the application is approved (it will take about 2.5 months, 3.5 months for graduate programs), a "Welcome package" will be sent to the student's home university by International registered post mail.<br/> The Package will contain the following documents: <ol style="list-style-type: none"> <li>Official Letter of Acceptance issued by Chuo University*</li> <li>Certificate of Eligibility for Status of Residence issued by the Immigration Bureau*</li> <li>Other information documents for the arrival/orientation week<br/> * "a" and "b" are original hard copies for the student's visa application.</li> </ol> </li> </ol> |                     |   |                     |   |  |   |                   |                    |    |                   |                    |   |   |                   |                   |    |                   |                   |                              |  |                |                  |   |  |                     |                  |

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|                              | <p>7. Students must apply for a student visa at a Japanese Embassy/Consulate in their home country as soon as they receive the Welcome Package.</p> <p>8. Students who rent Chuo accommodation will be assigned and notified.</p> <p>9. A link to the "Online Arrival Form" will be sent thorough the system to the students.<br/>* Please refer to the "Arrival Guide" section of this FACT SHEET. (p. 5)</p> <p>10. Welcome to Chuo University!</p>                               |
| <b>Application Documents</b> | <p>Refer to attachments 1 &amp; 2 at the end of this document.<br/>All the application procedure will be finished online.</p> <p><b>*Important</b><br/>Since the online application (uploading) period is very limited, nominated students are required to start preparing all necessary documents as soon as they are selected.<br/>Your study plan in the application form is very important, it will be considered when the Faculty/Graduate School decides your acceptance.</p> |

### 3. Academic Information

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|-------------------------------|--|
| <b>Academic Advisement</b>    | <p>Each student will be registered to a Faculty/Graduate School at Chuo based on his/her major/minor. Exchange students will be advised by an advisor or Faculty office.<br/>Faculty Offices and Graduate School Offices are available for advice and consultation throughout the year. The International Center will consult with the student's home institution regarding any concerns about academic matters. Tutoring is available for international students at the graduate level.</p>   |
| <b>Academic Calendar</b>      | <p>Academic year: April to March<br/>1<sup>st</sup> semester/Spring (term of classes): April 1<sup>st</sup> to the late July<br/>2<sup>nd</sup> semester/Fall (term of classes): Mid-September to the Late January</p> <p><b>*Important</b><br/>For exchange students who are considering study first semester study only, second semester only, or second and first semesters, please read the following notice:</p> <ol style="list-style-type: none"> <li>1. The academic year at Chuo University lasts from April 1 to March 31. Only exchange students who are enrolled for the full academic year beginning in April can take full-year courses. Exchange students who are enrolled for first semester only, second semester only, or second and first semesters can't take full-year courses. They can take only semester courses.</li> <li>2. Especially the Graduate Schools of Law and Letters offer many full-year courses and few semester courses.<br/>There is a possibility that exchange students who are enrolled for only the first semester, only the second semester, or second and first semesters in these graduate schools may not register for these courses and cannot get credits.</li> <li>3. Though they are not able to register for full-year courses, they may be allowed to simply audit the full-year courses, if your academic adviser permits.</li> </ol> |
| <b>Student Status at Chuo</b> | <p><u>Undergraduate program</u>: Senkasei *</p> <p>Students can apply to enroll in any academic courses in the regular curriculum offered by the Faculty in which they are registered. Academic courses in other Faculties may be taken upon approval of the Faculties concerned and according to the regulations of those Faculties.</p> <p><u>Graduate program</u>: Senkasei* or Kenkyusei**</p> <p>Senkasei can apply to any academic courses in the regular curriculum offered by the Graduate School in which they are registered. Caution: Students may not be able to obtain as many credits as the student plans if the student does not have enough Japanese language proficiency (preferably JLPT N1 level) to take academic courses taught in Japanese.</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1) We do not offer exchange program Senkasei-status at the doctorate level. If you are doctoral student you must select Kenkyusei.</li> <li>2) The Graduate schools of Economics, Commerce, Letters and Policy Studies offer very few academic courses taught in English.</li> <li>3) If we cannot find a suitable academic advisor based on a student's study plan and language proficiency, we will not be able to accept that student in our exchange program.</li> </ol>  |

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|  | <p>*Senkasei: Full time non-degree student<br/>Credits and grades will be granted if students satisfactorily fulfill course requirements.</p> <p>**Kenkyusei (Non-degree research student)<br/>A Kenkyusei conducts specific research under the supervision of an academic adviser. Credits and grades are not granted. If you are a doctoral student, you must select Kenkyusei.</p>  |
| <p><b>Japanese Language Courses</b><br/>(Free of charge for Exchange Students, with grade and credit)</p> <p>NOT mandatory</p> | <p>Program redesigned from AY2023 *Details subject to change without notice.</p> <p>1. Aim<br/>New program emphasizes not only lectures in class, but the learning process such as research, discoveries, and expressing the outcomes in words. The program aims to “connect with society” through each student’s learning of the language and culture in order to take full advantage of studying Japanese in Japan.</p> <p>2. Content and Objectives<br/>If you have no opportunity to use any language, you will not be able to use it. In addition, if you learn in classroom only the content focused on the language knowledge, your understanding of Japanese society and culture can be just superficial with stereotypes. Therefore, this program focuses on learning activities in which students decide a topic of interest in Japanese culture and society, as well as research, presentations, and review, so that you will have your own ideas and opinions and put them into words. You also communicate with Japanese supporters and are given assignments of surveys or interviews on campus. We aim at stimulating students’ new awareness about the language, culture, and Japanese society (or your own country) through sharing the learning outcomes cultivated from your study, as well as reviewing.</p> <p>3. Course Components</p> <ul style="list-style-type: none"> <li>◆ Levels: Mainly 3 levels (beginner, intermediate and advanced)</li> <li>◆ Level Placement: will be decided based on students’ Japanese educational backgrounds.</li> <li>◆ Campuses offered: Tama &amp; Korakuen</li> <li>◆ Course composition:<br/>Each course offered in two consecutive periods (ex. 1<sup>st</sup> &amp; 2<sup>nd</sup> periods), students are required to register two classes as a set.</li> <li>◆ Course load per semester: 200 minutes/week x 14 weeks/semester</li> <li>◆ Credit(s) : 2 credits/semester</li> </ul> <p>*Only exchange students enrolled in the Faculty of Science and Engineering are permitted to take just one class per week which will be offered on the Korakuen Campus. In this case student earn 1 credit per semester.</p> |
| <p><b>Academic Courses</b></p>   | <p>To fulfill visa requirements, exchange students <u>must</u> attend 6 classes or more, or conduct research more than 10 hours per week. Enjoy academic interaction opportunities to study with local students as well as degree-seeking international students.</p> <p>a. Courses taught in Japanese:<br/>Generally, academic courses are taught in Japanese.<br/>English texts are used in many courses. Every effort will be made by academic staffs to help students integrate into classes.</p> <p>b. Courses taught in English:<br/>Chuo offers some courses taught in English, such as Japanese Law, etc.<br/>Please refer to the website below for the course list and syllabus.<br/><a href="https://www.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/">https://www.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/</a></p> <p>Remarks:<br/>*Japanese language course is not mandatory. Maximum classes students can register is 2 classes per week.<br/>*Faculty of Science and Engineering has restricted course selections so please consider this when you select the Science and Engineering Faculty.</p>   |
| <p><b>Course Registration</b></p>  | <p>Exchange students register for academic courses after arrival.<br/>Basically, no registration is needed before arrival. If pre-registration is needed international center provide information after the official acceptance letter is issued.</p> <p>Your study plan in the application form is very important, it will be considered when the Faculty/Graduate School decides your acceptance.</p>  |

| <b>Method of Assessment</b> | ALL students are evaluated on the same basis and are expected to complete ALL course work and examinations.<br>Methods of assessment differ among faculty members, but written exams at the end of the first and/or second semesters are common as are other methods, such as essays, class participation, attendance, and or others as appropriate.  |        |            |       |   |      |        |   |       |   |       |   |       |   |      |      |   |                       |   |  |            |   |
|-----------------------------|---|--------|------------|-------|---|------|--------|---|-------|---|-------|---|-------|---|------|------|---|-----------------------|---|--|------------|---|
| <b>Transcript Issuance</b>  | Two original academic transcripts will be issued after each semester and sent to the student's home university. Transcript is not available for research students.<br>Date of Issue:<br>*First (Spring) semester: Late September<br>*Second (Autumn) semester: Early March  |        |            |       |   |      |        |   |       |   |       |   |       |   |      |      |   |                       |   |  |            |   |
| <b>Credit</b>               | Academic courses (Major course subjects)<br>100 min./class x 14 weeks/semester = 2 credits<br>100 min./class x 28 weeks/year = 4 credits<br>Japanese Language classes<br>100 min./class x 14 weeks/semester = 1 credits<br>* There is no minimum/maximum number of credits required for exchange students. HOWEVER, to fulfill Japan's visa requirements, exchange students must attend 6 classes or more, or conduct research more than 10 hours per week.<br>* Credits and grades earned at Chuo University may be transferred to the student's home institution, depending on the home institution's regulations. Even when Chuo does not give credits, home institutions may grant credits for courses. Arrangements for credit transfer must be negotiated by the student with the home institution. |        |            |       |   |      |        |   |       |   |       |   |       |   |      |      |   |                       |   |  |            |   |
| <b>Grade</b>                | <table border="1"> <thead> <tr> <th>Grade</th> <th>Definition</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>S</td> <td rowspan="4">Pass</td> <td>90-100</td> </tr> <tr> <td>A</td> <td>80-89</td> </tr> <tr> <td>B</td> <td>70-79</td> </tr> <tr> <td>C</td> <td>60-69</td> </tr> <tr> <td>E</td> <td>Fail</td> <td>0-59</td> </tr> <tr> <td>F</td> <td>Unofficial Withdrawal</td> <td>—</td> </tr> <tr> <td></td> <td>Withdrawal</td> <td>—</td> </tr> </tbody> </table>   | Grade  | Definition | Score | S | Pass | 90-100 | A | 80-89 | B | 70-79 | C | 60-69 | E | Fail | 0-59 | F | Unofficial Withdrawal | — |  | Withdrawal | — |
| Grade                       | Definition  | Score  |            |       |   |      |        |   |       |   |       |   |       |   |      |      |   |                       |   |  |            |   |
| S                           | Pass  | 90-100 |            |       |   |      |        |   |       |   |       |   |       |   |      |      |   |                       |   |  |            |   |
| A                           |   | 80-89  |            |       |   |      |        |   |       |   |       |   |       |   |      |      |   |                       |   |  |            |   |
| B                           |   | 70-79  |            |       |   |      |        |   |       |   |       |   |       |   |      |      |   |                       |   |  |            |   |
| C                           |   | 60-69  |            |       |   |      |        |   |       |   |       |   |       |   |      |      |   |                       |   |  |            |   |
| E                           | Fail  | 0-59   |            |       |   |      |        |   |       |   |       |   |       |   |      |      |   |                       |   |  |            |   |
| F                           | Unofficial Withdrawal   | —      |            |       |   |      |        |   |       |   |       |   |       |   |      |      |   |                       |   |  |            |   |
|                             | Withdrawal  | —      |            |       |   |      |        |   |       |   |       |   |       |   |      |      |   |                       |   |  |            |   |

#### 4. Arrival guide

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| <b>On Arrival</b>         | * All transportation costs from the airport to accommodation is the student's responsibility.<br><br>* How to access each campus is available on the website below:<br><a href="https://www.chuo-u.ac.jp/english/visit/">https://www.chuo-u.ac.jp/english/visit/</a><br><br>Due to the unpredictable situation of COVID-19, the self-quarantine/isolation may be needed before check-in the Chuo dormitory or Chuo rented accommodation.<br>All the cost of self-quarantine period is the student's responsibility. |
| <b>Tentative Schedule</b> | September 2023 enrollment:<br>- Designated dormitory check-in dates: September 12-13, 2023<br>- Orientation week: September 14 to 20, 2023<br>- Classes start: September 21, 2023<br>April 2024 enrollment:<br>- Designated dormitory check-in dates: March 28-29, 2024<br>- Orientation week: March 30 to April 8, 2024<br>- Classes start: April 9, 2024  |

## 5. Visa Requirements

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|---------------------|---|
| <b>Student Visa</b> | <p>All incoming exchange students who do not have resident status in Japan must have a Student Visa to study at Chuo University.</p> <p><u>In advance:</u> To apply for a student visa at a local Japanese Embassy/Consulate in one's home country, students need to have a Certificate of Eligibility (COE), which is issued by the Immigration Bureau of Japan. The Chuo International Center applies for the student's COE on behalf of the applicant.</p> <p>In order for the COE to be issued, students must submit complete and accurate information regarding their sources of financial support. Students are required to submit current evidence that they will have at least ¥100,000 per month for the entire time they plan to study at Chuo University. For example, a bank statement indicating the savings balance of the financial supporter, an official letter from a scholarship foundation indicating the amount and duration of the scholarship, or other official evidence of cash available and transferable.</p> <p>* A link to the online COE Application Form will be provided to the applicants.</p> |
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## 6. Accommodation

|                              |  |                               |   |                               |                         |   |                       |
|------------------------------|--|-------------------------------|---|-------------------------------|-------------------------|---|-----------------------|
| <b>Dormitory information</b> | <p>Guaranteed University accommodation will be offered if exchange students reserve the accommodation by online survey.</p> <p>Chuo University will try to provide accommodation (dormitory) to all the exchange students. However, if room spaces are limited, we may not guarantee for all the exchange students.</p> <p><u>Reservation/Offer:</u></p> <table style="border: none;"> <tr> <td style="vertical-align: top;">➤ April enrollment:</td> <td style="vertical-align: top;">- Online request survey<br/>- Information of reservation</td> <td style="vertical-align: top;">Early December<br/>Mid January</td> </tr> <tr> <td style="vertical-align: top;">➤ September enrollment:</td> <td style="vertical-align: top;">- Online request survey<br/>- Information of reservation</td> <td style="vertical-align: top;">Late June<br/>Mid July</td> </tr> </table> <p><u>Type of the accommodation:</u></p> <ol style="list-style-type: none"> <li>1) On-campus : International Residence Chuo<br/><a href="https://www.chuo-u.ac.jp/english/admissions/residences/irc/">https://www.chuo-u.ac.jp/english/admissions/residences/irc/</a></li> <li>2) Off-campus dormitory : Chuo International Residence at Seiseki-Sakuragaoka <ul style="list-style-type: none"> <li>* The following students have priority <ul style="list-style-type: none"> <li>-Students in Faculty/Graduate School of Law</li> <li>-Students in Faculty/Graduate School of Science and Engineering</li> <li>-Graduate program students in Tama Campus.</li> </ul> </li> <li>*Time required to each campus by train <ul style="list-style-type: none"> <li>-Tama: 30-40 min.    -Korakuen, Myogadani: 70-90 min.</li> </ul> </li> </ul> </li> </ol> <p><u>Rental Fee for Academic Year 2023:</u></p> <ul style="list-style-type: none"> <li>*The room rental fee for a semester is approx. 250,000JPY for one semester (approx. 550,000JPY for two semesters) for all accommodations that Chuo University offers (single occupancy only) to exchange students.</li> <li>*All residents are required to pay the room cleaning fee as the initial cost in addition to the monthly room rent. Estimated initial cost is approximately 20,000JPY.</li> <li>*Room rental fees are subject to change without notice.</li> <li>*Once exchange students reserve accommodation they will be liable for a cancellation fee.</li> <li>*Contract period depends on study period at Chuo. In principle, student cannot move out during the contract period. There will be no refunds of the money once paid under any circumstances.</li> <li>*It is your responsibility to bear the full amount of the room rental fee for the entire term of the contract even if you move out of the dormitory in the middle of the contract for an inevitable reason, except for health or family emergencies.</li> <li>*Even If you move in to the dormitory after the designated contract period starts, the dormitory fee and other fees will be charged from the contract start date.</li> </ul> | ➤ April enrollment:           | - Online request survey<br>- Information of reservation | Early December<br>Mid January | ➤ September enrollment: | - Online request survey<br>- Information of reservation | Late June<br>Mid July |
| ➤ April enrollment:          | - Online request survey<br>- Information of reservation  | Early December<br>Mid January |   |                               |                         |   |                       |
| ➤ September enrollment:      | - Online request survey<br>- Information of reservation  | Late June<br>Mid July         |   |                               |                         |   |                       |

|                          |   |
|--------------------------|---|
|                          | <p><u>The rules to run community life smoothly</u> (The following are excerpts).</p> <p>*Residents shall participate in weekly unit meetings, events, orientations, etc. in the dorm.</p> <p>*Entry into the dorm by non-residents is prohibited.</p> <p>*Entry into living areas of other genders is prohibited at all times.</p> <p>*Students are allowed to enter only the relevant areas.</p> <p>*All should maintain a quiet environment after 21:00.</p>  |
| <b>Payment Method</b>    | <p>On campus international dormitory must be paid by credit card and other off-campus dormitory must be paid by cash at the university Co-op after arrival.</p> <p>Necessary information will be provided when the dormitory assignment.</p>  |
| <b>Financial Support</b> | <p>Tokyo is known for its expensive rent. Chuo University provides support to exchange students in many ways so that everyone can enjoy their study abroad life to the fullest. When it comes to dormitories, exchange students can stay at the dormitories at a special price. This is because Chuo University covers a part of the dormitory fees. The amount covered by Chuo University depends on the dormitory, but the coverage provided helps to ease the financial burden for everyone. The amounts of the subsidy are decided based on the location and normal dormitory fees.</p> |

## 7. Covid-19 Information

|   |  |
|---|--|
| <b>Precautions for activities on campus</b> | <p>Everyone should take precautions to prevent the virus spreading, and students are required to be aware of the basic rules necessary to prevent infection, such as</p> <ul style="list-style-type: none"> <li>- Wearing a mask when going to/from school, moving around on campus, and classes.</li> <li>- Measuring body temperature before going to school, and not going to school with a temperature of 37.5 ° C or higher.</li> <li>- Encouraging hand washing and hand disinfection on campus. Bring your own towel and disinfection sheet.</li> <li>- Utilizing the coronavirus contact confirmation app.</li> </ul> <p>COVID-19 Vaccination is recommended.</p> <p>A Government-designated quarantine may be required depending on the border control policy. Expenses for the quarantine is responsible students. (Approx. JPY10,000 per night)</p> |
| <b>Useful Link</b>                          | <p>Measures by the Government of Japan / Japan National Tourism Organization<br/> <a href="https://www.japan.travel/en/coronavirus/">https://www.japan.travel/en/coronavirus/</a></p> <p>About the Novel Coronavirus Disease / Hachioji City<br/> <a href="https://www.city.hachioji.tokyo.jp/kurashi/shimin/tagengo/english/004/p026269.html">https://www.city.hachioji.tokyo.jp/kurashi/shimin/tagengo/english/004/p026269.html</a></p>  |

## 8. Others

|   |  |
|---|--|
| <b>Estimated Living Costs</b>                         | Approx. 50,000 JPY/month (without accommodation fee)   |
| <b>Insurance in Japan</b>                             | All exchange students are required to be enrolled in Japanese National Health Insurance (NHI). Students register the NHI after arrival at the local city office. The premium must be paid after arrival.   |
| <b>Scholarship</b>                                    | No scholarships are offered to exchange students, except by some partner universities.   |
| <b>Part-time Work Permission</b>                      | <p>Exchange students who meet the following conditions can apply for permission to work part-time, up to 28 hours per week, upon arrival at the following airport entry in Japan: Narita, Haneda, Chubu, and Kansai airports only.</p> <ul style="list-style-type: none"> <li>- During vacations in Summer and Spring, you are allowed to work up to 8 hours per day.</li> <li>- Only applies to persons entering Japan for the first time and 1) granted "Student" status or who receive a Residence Card upon arrival.</li> </ul> <p>* NOTE: Those entering Japan on a re-entry visa are not eligible.</p> |
| <b>Other Useful Information for Exchange Students</b> | <p>Study in Japan Comprehensive Guide Living Guide <a href="http://www.clair.or.jp/tagengo/index.html">http://www.clair.or.jp/tagengo/index.html</a></p>   |



## Required documents and forms for application

\*Submission schedule

| Documents | Submission period for Septemebr (Fall) 2023 Enrollment | Submission period for April (Spring) 2024 Enrollment<br><Tentative> |
|-----------|--|---|
| Part ①    | Graduate program: <b>Mar. 1-15, 2023</b>               | Graduate program: <b>Sep. 15-30, 2023</b>                           |
|           | Undergraduate program: <b>Apr. 1-15, 2023</b>          | Undergraduate program: <b>Oct. 15-31, 2023</b>                      |
| Part ②    | Graduate & Undergraduate: <b>May 15-25, 2023</b>       | Graduate & Undergraduate: <b>Nov. 15-25, 2023</b>                   |

The application period is limited, we recommend the nominated students to prepare followings before the application period. Late application can not be considered.

\*Details & Forms

| Documents/ Form   | Remarks   |
|---|---|
| Online web application form   | Refer to the page 2   |
| [A] Digital color ID photo  | *Refer to the website below before you take your ID photo.<br><a href="https://www.isa.go.jp/en/applications/guide/photo_info.html">https://www.isa.go.jp/en/applications/guide/photo_info.html</a><br>*The photo file should be uploaded by JPEG format with the size of 4cm high, 3cm wide.   |
| [B] Passport Copy (ID page)   | If your passport is under process, please upload a copy of your ID card which shown your nationality, birth date, birthplace, sex, and full name in the English alphabet.<br>If your passport expires and needs to be renewed, please upload a copy of passport you currently have.<br>New passport copy needs to be sent by email later.   |
| Part ①<br>[C1] Study Plan**<br>※ for Undergraduate Program<br>[C2] Study Plan**<br>※ for Graduate Program   | *Fill in more than 2/3 parts of the blank space with your academic study plan which is very important for your acceptance. It will be considered when the Faculty/Graduate School decides your acceptance.<br>-Why did you choose your major? -Why are you interested in the subject?<br>-Is there a specific topic within this field which interests you? -What are your academic goals?<br>*All incoming exchange students other than research students are expected to select 5 preferred academic courses mainly from the department you wish to be enrolled at Chuo. This is for reference to confirm the choice of students' preferred faculty/ graduate school at Chuo is the most suitable for them. Actual course selection and registration will be conducted after arrival.<br>*Handwriting is not acceptable. |
|   | *Graduate students are required to describe your detailed research plan, because each student will have their own academic advisor while studying at Chuo, and the advisor will be assigned based on your study plan. If there is no suitable academic advisor we could find based on the study plan, we wouldn't be able to accept the student at our exchange program.<br><br>*Course list is available at<br><a href="http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/">http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/</a>   |
| [D] Certificate of Enrollment   | Recently issued by your home institution.   |
| [E] Academic Transcript   | Most recent, issued and certified by your faculty or collage.   |
| [F] Certificate of JPN language proficiency **  | *If applicant has JLPT certificate, please submit a copy of JLPT certificate instead of this form.<br>*Completed/signed by a Japanese language teacher.<br>*The signature should be filled in by handwriting.<br>*Applicants with no history of studying Japanese Language are not requested to submit this document.   |
| [G] Pledge**  | Fill in your signature by handwriting.  |
| [H] Academic Reference **<br>-Letter of recommendation<br>※ for Graduate Program Only   | Ask your professor to fill in and sign it.  |
| [I] Certificate(s) of Undergraduate Degrees<br>※ for Graduate Program Only  | Applicants of Graduate program only (Master degrees too, if applicable)   |
| Part ②<br>[J] Declaration and Certification of Finances**<br>[K] Financial Statement Verification<br>※Support documents of [J]<br>[L] Certificate of Health** | Please fill in the signature by handwriting.  |
|   | *All the exchange students are required to submit current evidence that you will have at least JPY100,000 per month for the entire length of time you plan to study at Chuo University.<br><br>*Please submit a copy of verification of the financial statement by means of a bank statement indicating saving balance, a bank remittance, a copy of a bank book which indicates a proof of remittance or a certificate of remittance, an official letter from the scholarship foundation indicating the amount and duration of the scholarship, or other official evidence of cash available and transferable.   |
|   | *Take a health examination and ask a doctor to fill in the data and sign the designated certificate.<br>*The signature should be filled in by handwriting.<br>*If your doctor denies taking your chest X-ray because there is no symptoms of any diseases, please ask him/her to mention it in the certificate.   |

\*\* Designated forms are available at our website:

<https://www.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/>

## List of Questions of Online Web Application Form (manaba)(Draft sheet)

An online web application form will be open only for the designated period. (about two weeks)

As the period is very limited, the nominated students are strongly recommended to make a draft with this list before the application period.

\*Letter to use should be the 26 letters of the English alphabet only.

(The system cannot identify letters of other languages, neither any marks such as accent.)

○ : A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z

X : í, ô, ë, à, ç, ß, Ø, Ù, Å

| Category                                    | Questions  | Data to fill in  |
|---|--|--|
| Personal Details                            | Full Name:   |  |
|   | Family Name:   |  |
|   | First Name:  |  |
|   | Middle Name: *If applicable  |  |
|   | Your Name in Katakana:   |  |
|   | [F] Certificate of JPN language proficiency **   |  |
|   | [G] Pledge**   | Male/ Female   |
|   | [H] Academic Reference ** -Letter of recommendation<br>※ for Graduate Program Only   |  |
|   | Nationality:   |  |
|   | Your Current Residence Address:  |  |
|   | Telephone Number:  |  |
|   | Email:   |  |
|   | Emergency Contact -Name:   |  |
|   | Emergency Contact -Relation to You:  |  |
| Emergency Contact -Address:                 |  |  |
| Emergency Contact -Telephone Number:        |  |  |
| Current Academic Status at Home Institution | Name of Home Institution   |  |
|   | Current level  | Undergraduate / Graduate school Master level/ Graduate school Doctor level   |
|   | Current year   | 1st/2nd/3rd/4th/5th/6th  |
|   | Major Field  |  |
|   | Minor Field  |  |
| Proposed period and level of study at Chuo  | Starting Period (AY)   |  |
|   | Starting Period (Semester)   |  |
|   | Finishing Period (AY)  |  |
|   | Finishing Period (Semester)  |  |
|   | Total Semester(s) at Chuo  | 1 semester/ 2 semesters (1 year)   |
|   | Program at Chuo  | Undergraduate Senkasei (full-time non-degree student) ,<br>Graduate Senkasei (full-time non-degree student)<br>Graduate Kenkyusei (full-time non-degree research student)<br>* A Kenkyusei conducts specific research under the supervision of an academic adviser. Credits or grades are not granted. |
|   | Preferred Faculty / Graduate School<br>* Choose a faculty which relates to the major at your home university<br>* Choice of faculty should correspond to your course selection at Chuo | Law/ Economics / Commerce/ Science and Engineering/ Letters/ Policy Studies/Global Management<br>*Global Management is undergraduate program only  |
| Major Field                                 |  |  |
| Personal Records                            | High School/ Name of School (Max. 35 letters)  |  |
|   | High School/ Location (Only city & country names)  |  |
|   | High School/ Duration(From)  |  |
|   | High School/ Duration(To)  |  |
|   | Undergraduate/ Name of School (Max. 35 letters)  |  |
|   | Undergraduate Location (Only city & country names)   |  |
|   | Undergraduate Duration(From)   |  |
|   | Undergraduate Duration(To)   |  |
|   | Undergraduate Earned Diploma   |  |
|   | Graduate School/ Name of School (Max. 35 letters)  |  |
|   | Graduate School Location (Only city & country names)   |  |
|   | Graduate School Duration (From)  |  |
|   | Graduate School (To)   |  |
| Graduate School Earned Diploma              |  |  |
| Other Information                           | Do you wish to be arranged your accommodation by Chuo Univ.?   | Yes/ No  |
|   | Have you ever studied Japanese?  | Yes/ No  |
|   | If yes, Name of institution  |  |
|   | Location of the Institution  |  |
|   | Duration (from)  |  |
|   | Duration (to)  |  |
|   | Do you wish to take Japanese Language course at Chuo?  | Yes/ No  |