

Số: 3675/ĐHQGHN-ĐT

V/v thông báo chương trình trao đổi sinh viên tại Đại học Kansai, Nhật Bản

Hà Nội, ngày 26 tháng 9 năm 2017

CÔNG VĂN ĐẾN

Số:

Ngày 27 tháng 9 năm 2017

Kính gửi: Các đơn vị đào tạo

kyc: AN. CỐT TRƯỞNG (chức vụ)

P. CTĐV (chức vụ)

P. ĐV (P/W)

Signature

Đại học Quốc gia Hà Nội (ĐHQGHN) nhận được thông báo của Đại học Kansai, Nhật Bản về chương trình trao đổi sinh viên kỳ mùa Xuân năm 2018.

ĐHQGHN thông báo tới các đơn vị về chương trình trao đổi này như sau:

1. **Đối tượng tham gia:** sinh viên đại học hệ chính quy và học viên thạc sĩ.
2. **Thời gian trao đổi:** 1 kỳ hoặc 1 năm (bắt đầu từ kỳ mùa Xuân 2018).
3. **Chỉ tiêu:** Không hạn chế số lượng sinh viên/học viên đăng ký từ các đơn vị đào tạo. ĐHQGHN sẽ lựa chọn và đề cử 05 sinh viên/học viên đi học trao đổi theo chương trình trên.

4. Tiêu chí xét chọn

- Được sự giới thiệu của ĐHQGHN.
- Là sinh viên đại học năm thứ 2 hoặc thứ 3 hệ chính quy hoặc học viên thạc sĩ đã hoàn thành ít nhất 01 kỳ học trở lên.
- Đáp ứng yêu cầu về điểm trung bình chung (TBC) các kỳ học tối thiểu đạt từ 2.8/4.0 trở lên.
- Có trình độ tiếng Anh IELTS 5.5 hoặc tương đương (nếu đăng ký học bằng tiếng Anh) và đạt yêu cầu về trình độ ngoại ngữ theo quy định của đối tác.

5. **Hồ sơ đăng ký:** theo đơn đăng ký của ĐHQGHN (mẫu đính kèm) và của đối tác tải từ website <http://www.kansai-u.ac.jp/Kokusai/2018spring/> kèm theo ảnh thẻ, hộ chiếu, khám sức khỏe theo mẫu của Đại học Kansai.

6. **Hạn nộp hồ sơ:** 16/10/2017.

7. **Học phí:** Sinh viên/học viên được miễn học phí trao đổi. Các chi phí vé máy bay, bảo hiểm, sinh hoạt phí, tài liệu học tập... sinh viên/học viên tự chi trả.

8. **Đăng ký hồ sơ trực tuyến:** Sau khi được ĐHQGHN đề cử tham gia chương trình, sinh viên/học viên phải hoàn thiện hồ sơ đăng ký online theo quy định của đối tác tại website <https://dia.jm.kansai-u.ac.jp/ace/>.

Để biết thêm thông tin về chương trình trao đổi sinh viên/học viên tham khảo tại website: <http://www.kansai-u.ac.jp/Kokusai/2018spring/factsheet.pdf>; <http://www.kansai-u.ac.jp/Kokusai/2018spring/guideen.pdf>; <http://www.kansai-u.ac.jp/Kokusai/2018spring/guideen.pdf>; <http://www.kansai-u.ac.jp/Kokusai/2018spring/guideen.pdf>

ĐHQGHN thông báo để các đơn vị đào tạo gửi thông tin, tư vấn cho sinh viên/học viên, xét chọn hồ sơ đáp ứng yêu cầu chương trình và gửi hồ sơ về ĐHQGHN (qua Ban Đào tạo).

Trân trọng thông báo./.

Nơi nhận:

- Như trên;
- PGĐ. Nguyễn Hồng Sơn (để b/c);
- Lưu: VT, ĐT, NTh14.

TL. GIÁM ĐỐC
KT. TRƯỞNG BAN ĐÀO TẠO
PHÓ TRƯỞNG BAN



Lê Thị Thu Thủy

Attach your photo size 3x4

APPLICATION FORM
STUDENT EXCHANGE PROGRAM
 (for outbound students)

1	Name:		
	<i>(Write your full name in capital letters)</i> Last First Middle		
2	Date of birth (DD/MM/YY):	
	Place of birth:	
3	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Religion:
4	Civil status:	<input type="checkbox"/> Single <input type="checkbox"/> Married	<input type="checkbox"/> Other:
5	Nationality:	
6	Passport:	Number:	Place of issue:
		Date of issue:	Expiry date:
7	Contact Address:	
	Email:	
	Phone number/Cell phone:	
8	Contact person at family and Home University (Program coordinator):		
	Name 1:	Name 2:	
	Contact address:	Contact address:	
	Cell phone:	Cell phone:	
	Email:	Email:	
	Relationship:	Relationship:	
9	Home University:	
	Major:	GPA:	
	Degree:	Year:	
10	Host University:		
	Address:		
	The field of study:		
	Program: <input type="checkbox"/> Undergraduate	<input type="checkbox"/> Fall Semester	<input type="checkbox"/> Spring Semester
	Academic year:		

	Exchange Scheme	<input type="checkbox"/> AUN <input type="checkbox"/> MOU Another:		
	Student leadership record (if applicable)	Time (From/ to)	Organization	City/country

11	English language proficiency (indicate your certificate and score):			
12	Other languages: Level:			
13	Are you applying for another student exchange program: <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, please indicate the University and program:			
14	I, the undersigned, hereby acknowledge that all the information supplied herein in complete and accurate. Withholding or giving false information will make me ineligible for admission or subject to dismissal. If admitted, I agreed to abide by the policies, rules, and regulations of the Vietnamese Government and Vietnam National University, Hanoi.			
Applicant's signature: (Signed and written in full name)				
Date:				
Home University: We confirm that the proposed program of studying/learning agreement is approved:				
Board of Rectors/Directors (Signed, written in full name and stamped)		Representative of the office responsible for the exchange program (Signed, written in full name)		
Date:		Date:		
Representative of the Board of Directors of Academic Affairs Department, VNU (Signed, written in full name)				
Date:				

Document Checklist

Each applicant should submit 01 set of documents (printed on A4-size paper) listed hereunder. Documents in languages other than English or Vietnamese must be attached with duly notarized translation into English or Vietnamese. The submitted documents will not in any case be returned to the applicants.

1. Application documents required by Host University
2. Completed VNU's application form.
3. Academic transcript of all studied courses at Home University (in English) with GPA 2.5/4.0 at least or meets Host University's requirement.
4. Medical examination certificate issued within 6 months from the date of application by competent health authorities of the sending country to with conclusion of good health for studying abroad.
5. Duly certified copy of international language proficiency (at least IELTS 5.5, TOEFL 500, TOEFL iBT 61, TOEIC 600) and/or meeting Host university's language requirement.
6. Home University's nomination letter.
7. Resume with photo attached and 04 pictures (size 3x4 cm).
8. Copy of passport with a validity at least one year duration from the starting date of semester in Vietnam.

Representative of the Board of Directors of Department Academic Affairs, VNU

(Signed, written in full name)

Date:

Kansai University

2018-2019 Exchange Program Information

1. Contact Information		
Name of Institution	Kansai University (KU)	
Name of International/Study Abroad Office	Division of International Affairs	
Address	3-3-35 Yamate-cho, Suita-city, Osaka, 564-8680, Japan	
Dean	Name: Dr. Yutaka MAEDA Email: kokusai@ml.kandai.jp Tel: +81-6-6368-1174 Fax: +81-6-6330-3027	
Director of International Education	Name: Dr. Eiichi YAMAMOTO Email: kokusai@ml.kandai.jp Tel: +81-6-6368-1174 Fax: +81-6-6330-3027	
Exchange Program Coordinator (Inbound)	Name: Mr. Atsushi YOSHII , Ms. Natsumi HASEGAWA Email: ku-dia@ml.kandai.jp Tel: +81-6-6368-0178 Fax: +81-6-6330-3027	
Exchange Program Coordinator (Outbound)	Name: Ms. Kazuhi KANAI, Ms. Yuka FUNABASHI Email: ku-studyabroad@ml.kandai.jp Tel: +81-6-6368-1174 Fax: +81-6-6330-3027	
Academic Advisors for Exchange Students	An academic advisor (Division of International Affairs) will be assigned to each student after arrival.	
Website	http://www.kansai-u.ac.jp/ (KU) http://www.kansai-u.ac.jp/Kokusai/english/ (Division of International Affairs)	
2. Admission Requirements		
Level	Undergraduate and/or graduate level as specified in the Student Exchange Agreement	
Japanese Language Requirement	Undergraduate: No Japanese language proficiency is required. Beginning to advanced Japanese language courses are offered in accordance with student level. Graduate: Japanese language proficiency may be required depending on the area of study.	
Duration of Exchange Program	One or two semesters. Duration of stay shall not exceed two semesters, starting either in the spring or the fall.	
3. Academic Calendar / Orientation		
2018 Academic Calendar	Spring Semester (5 April-23 July)	Fall Semester (21 September-21 January)
Examination	24 - 31 July, 2018 Preliminary examination scheduled for August 1	23 - 30 January, 2019 Preliminary examination scheduled for January 31
Receipt of Official Transcript	September 2018	March 2019
Suggested Arrival Date	26 March, 2018 (TBS)	Early September, 2018 (TBA)
Orientation (About 5 days)	Fourth week of March (Tentative)	Second week of September (Tentative)

<p>Courses and Language of Instruction</p>	<p>1 Academic Courses Taught in English</p> <p>Global Frontier Curriculum The courses are taught entirely in English, and cover a range of subject areas, and they are open to both Japanese and international students. The purposes of these courses are to improve language proficiency and communication skills, develop a high level cross-cultural understanding, and foster global leadership skills.</p> <p>Please see the website in below:</p> <p>http://www.kansai-u.ac.jp/Kokusai/english/program/index.php?id=global</p> <p>【Conceptual Diagram for the Global Frontier Modules】</p> <p>Module 1: Disaster Reduction & Resilient Societies</p> <p>Module 2: Food Science & Biotechnology</p> <p>Module 3: International Business & Entrepreneurship</p> <p>Module 4: Japan Studies</p> <p>Module 5: Language Teaching & Communication</p> <p>Module 6: Studies on Foreign Affairs</p> <p>Module 7: Fundamentals of Social Science Studies</p> <p>Module 8: Applied Science and Engineering</p> <p>Skill Up for Studying Abroad Curriculum</p> <p>This course includes TOEFL Score-Up Training, Presentation Skills, Cross-Cultural Competence, and so on.</p> <p>Japanese as a Second Language Curriculum</p> <p>This course includes Japanese 1-6, Contemporary Japan and Communication in Japanese society.</p> <p>2 Academic Courses Taught in Japanese If your Japanese is advanced level, we encourage you to take academic courses taught in Japanese. Academic advisors in the Division of International Affairs will assist you on course selection. (Some courses are restricted)</p> <p>Syllabus System (in Japanese only): http://syllabus3.jm.kansai-u.ac.jp/syllabus/search/curri/CurriSearchTop.html</p>
<p>Concept of credit and study hours</p>	<ul style="list-style-type: none"> ● Study hours per credit According to the provisions of the Ministry of Education, Culture, Sports, Science and Technology, one credit is given to 45 hours worth of learning activities including class sessions. ● Study time per course One course requires 90 hours of study including hours for self-study as well as in-class activities.
<p>Course Load per Week</p>	<p>Undergraduate students need to register for at least 7 slots per</p>

	week. This requirement does not apply to graduate students.	
Courses Not Available to Exchange Students	Seminars, laboratory experiments, and language courses for degree-seeking students are NOT open to exchange students.	
Grading System	Undergraduate: S (90-100%), A (80-89%), B (70-79%), C (60-69%), F (0-59%) Graduate: A (80-100%), B (70-79%), C (60-69%), F (0-59%)	
4. Application for 2017-2018 Academic Year		
Application Deadline	Spring Semester Admission:	Fall Semester Admission:
	20 October	20 April
Application Procedure:	<p>(1) apply from our online application. The URL can be obtained only from your university coordinator.</p> <p>(2) Submit the following documents to Kansai University</p> <ol style="list-style-type: none"> 1. Kansai University Exchange Program Recommendation form 2. Kansai University Exchange Program Covenants application 3. Kansai University Exchange Program Research Plan (only applicants who wish to study at graduate level) 	
5. Student dormitories		
Kansai University student dormitories	<p>Exchange students at Kansai University can apply to reside in one of the following three student dormitories.</p> <p>(1) Kansai University International Dormitory Dormitory entrance fee: 15,000 yen Dormitory charges: 30,000 yen per month (single room) or 25,000 yen per month (twin room) Meals: Prepared by individual residents (Cooking is possible in a shared kitchen) Address: 3-3 Tsukumodai, Suita, Osaka 565-0862 Other: An amount equivalent to the monthly dormitory charge will be taken as a deposit at the time of entry. The dormitory charges include light, heating and water utility charges, internet connection fee and linen leasing fee. Access to Senriyama Campus: Approx. 20 minutes by train</p> <p>(2) Student House "Shurei-ryo" (Male dormitory) Dormitory entrance fee: Not necessary Dormitory charges: 31,500 yen per month (twin room) Meals: Breakfast 240 yen, evening meal 480 yen Linen fee: 9,720 yen/year *The full amount must be paid even if the period of residence is shorter than one year. Address: 3-3 Yamate-cho, Suita 564-0073 Other: An amount equivalent to the monthly dormitory charge will be taken as a deposit at the time of entry. The dormitory charges include light, heating and water utility charges, internet connection fee and linen leasing fee. Access to Senriyama Campus: Approx. 10-minute walk</p> <p>(3) Dormitory "Tsukigaoka" (Female dormitory) Dormitory entrance fee: Not necessary Dormitory charges: 31,500 yen per month (twin room) Meals: Breakfast 240 yen, evening meal 480 yen Linen fee: 9,720 yen/year *The full amount must be paid even if the period of residence is shorter than one year. Address: 25 Senriyama Tsukigaoka, Suita 565-0847 Other: An amount equivalent to the monthly dormitory charge will be taken as a deposit at the time of entry. The dormitory charges include light, heating and water utility</p>	

	<p>charges, internet connection fee and linen leasing fee. Access to Senriyama Campus: Approx. 15-minute walk</p> <p>(4) Requests for residence other than in student dormitories (homestay or lodging) If you wish to do a homestay, please state this at the time of your application. For students requiring lodgings (in an apartment around the university), we will introduce a separate estate agent.</p>
Off-campus Accommodation	If you wish to live in other than in student dormitories (homestay or lodging), please state this at the time of your application.
6. Other Support	
Airport Pick-up Service	<p>An airport pick-up service by a private bus is available to take the students from Kansai International Airport to the dormitories where residence is planned on the specified date of travel to Japan. (For students in private lodgings, the bus will only take you to Kansai University.) Students requiring the service should follow the procedures shown in the guidance. If the pick-up service will not be used, then guidance will be given on the route from Kansai International Airport to the lodgings, so please arrange the transportation by yourself.</p>
Emergency Support	<p>KU provides 24/7 emergency support for incoming exchange students in case of life-threatening problems. Contact: Mon. through Sat., 9am – 5pm: +81-6-6368-1174 Sun., after-hours, and university holidays (8/4~9/20, 12/26~1/6): +81-6-6388-1125 (Japanese only)</p>
7. Visa Information	
Procedures for Obtaining a Student Visa.	KU will obtain a Certificate of Eligibility (CoE) and send it to your home university. With a CoE, exchange students can apply for a Student visa at the nearest Japanese embassy or consulate.
8. Health Insurance and Overseas Travel Accident Insurance	
Health Insurance	<p>Most students have to purchase Japanese National Health Insurance for the duration of their stay in Japan. Students who are tourists and staying in Japan for the short term with a visa of three months or shorter do not have to purchase the insurance.</p>
Overseas Travel Accident Insurance	Before arriving in Japan, all exchange students are required to purchase overseas travel insurance coverage that includes liability.
9. Estimated Cost of Living (in Local Currency)	
Health Insurance (six month/ one year)	<p>One semester: approximately 12,000 -13,000 yen Two semesters: approximately 24,000 - 25,000 yen * Approximately 2,500 yen per month</p>
Books, Course Materials, and Stationery (per year)	20,000 yen or more
Local Transportation (Train)	<p>Kandai-mae Station (KU campus) to Umeda Station (city area in Osaka) 220 yen (one way)</p>

Other Personal Expenses (per month)	100,000 yen or above depending on lifestyle. (Dormitory fees, meals, miscellaneous expenses)
10. Life at KU	
	<u>Activities</u> The Division of International Affairs offers many activities for exchange students to interact with KU students and experience Japanese culture. <u>Facebook</u> https://ja-jp.facebook.com/kokusaibu

**Kansai University
Exchange Student
Procedure Guide (Spring Semester 2018)**

Kansai University International Education Group

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1. The exchange study system at Kansai University

(1) Characteristics of the curriculum

Exchange students at Kansai University are able to study the “KUGF (Kansai University Global Frontier) Curriculum.” In addition, students who have above a certain level of Japanese language ability can also study the specialist courses held by each department.

[1] KUGF Curriculum (General subjects)

The “KUGF Curriculum” is a module style curriculum. All of the courses except the Japanese language study are performed in English.

Other than international study, it is also possible to deepen knowledge of Japanese culture by studying various fields in English such as the study of Japanese history and the social systems of each era, cultural arts, martial arts, economics, philosophy and religion.

[2] KUGF Curriculum (Japanese language study subjects)

The Japanese language study subjects are divided into six classes according to levels from a beginner course to an advanced course. The aim of each class is to improve the skills of the students both in Japanese conversation and in reading and writing.

[3] Specialist subjects (Courses held by departments)

Students may study courses held by other departments if they are judged to have more than a certain level of Japanese ability as a result of the Japanese language placement tests which are held after the students arrive in Japan.

It is possible to take the courses held in the 13 departments of Kansai University, so students can learn a wide variety of subjects from general cultural subjects to specialist subjects. These courses are studied in Japanese and it can be expected that the level of Japanese ability will be improved further and that there will be learning at a high level of speciality.

The [Kansai University Syllabus System] can be used to search for the courses held by the departments.

* The following is used as a guideline for the level of Japanese ability required to study the courses held by the departments.

Test Name	Reference Score
JLPT (Japanese Language Proficiency Test)	N2 or higher
J.TEST (Test of Practical Japanese)	Level C or higher
CEFR	B2 or higher

(2) Extracurricular activities

[1] Japanese language support program¹

Kansai University also provides support for the Japanese language study of exchange students outside of the classes. Please use this support program effectively to improve your Japanese language ability.

[Japanese Language Tutor/Tutee System]

Tutors (Japanese students) give advice and support to tutees (foreign exchange students) for their study (mainly regarding Japanese language) and daily life.

[Conversational Japanese Brush-up Seminar]

Students will study Japanese conversational skills that are necessary in daily life to adopt to Japanese society by practical training.

[2] Activities to experience Japanese culture

Kansai University offers various kinds of activities throughout the year. You will be able to experience Japanese culture and activities to enhance mutual exchanges between the Japanese students as well as the community. While you are studying at Kansai University please take this great opportunity and enjoy many Japanese culture activities.

[3] Multilingual Immersion Room (Mi-Room)

The Mi-Room is a study space where you can experience cross-cultural communication in many languages. English and non-English sessions are conducted everyday to improve your proficiency. Topic sessions range from basic conversation to technical skills, as well as study abroad advising.

(3) Study support

[1] Academic advisors

A member of the teaching staff of the Division of International Affairs is assigned to each individual exchange student as an Academic Advisor and provides guidance. After the student arrives in Japan, such as course registration is supported. Time is also set as office hours for an interview (so called office hours) to respond to consultations regarding study and life during the period of exchange study.

[2] Special supervisors

Special supervisors are assigned to the students who wish to perform graduate level research at Kansai University. These supervisors provide support for research activities.

Students who wish to perform the overseas study at the graduate school level

¹ The programs and contents implemented are subject to change.

must submit a research plan (produced in either Japanese or English), so please prepare this for when making an application.

In addition, please use the [KANSAI UNIVERSITY System for Academic Information] beforehand to search for a special supervisor suitable for the research theme.

(4) Grading

The results for each subject studied are announced using the grading shown below.

Points	Undergraduate student	Graduate student
100 - 90	S	A
89 - 80	A	
79 - 70	B	B
69 - 60	C	C
under 59	F	F

* If a course includes examinations for the results assessment and the examination was not taken, then 'I' (not taken) is displayed.

(5) Credit-based system

[1] Hours of study per credit

In accordance with the rules of the Ministry of Education, Culture, Sports, Science and Technology, one credit is defined as contents requiring 45 hours of study.

[2] Class hours per course

The total class hours for each course is approximately 90 hours worth of learning, including hours spent for assignment, tutoring and homework.

(6) Issuance of CERTIFICATE OF ACADEMIC RECORD

The CERTIFICATE OF ACADEMIC RECORD (in English) for each semester will be sent to the person responsible at the home university. The schedule for the sending of the records is planned as follows.

Fall Semester (completion in March) ... Plan to send at end of March

Spring Semester (completion in September) ... Plan to send at end of September

* Only one copy of the CERTIFICATE OF ACADEMIC RECORD will be sent. An issuing fee and postage fee will be charged from the second copy onwards.

2. Academic year

2018 academic year (Planned)			
Spring semester (April to September)		Fall semester (September to March)	
April 1 st	Start of spring semester	September 21 st	Start of fall semester
April 5 th	Start of spring semester classes	September 21 st	Start of fall semester classes
		December 26 th to January 6 th	Vacation
July 23 rd	End of spring semester classes	January 21 st	End of fall semester classes
July 24 th to 31 st	Spring semester examinations	January 23 rd to 30 th	Fall semester examinations
August 2 nd to September 20 th	Vacation	March 21 st to 31 st	Vacation
September 20 th	End of spring semester	March 31 st	End of fall semester

3. Student dormitories²

Exchange students at Kansai University can apply to reside in one of the following three student dormitories.

Unless there are special circumstances, the decision on the student dormitory that will be entered is made by Kansai University.

In addition, no changes or cancellations will be accepted after an application has been made. Please ensure that you fully understand the fees and conditions for the use of each dormitory before applying for dormitory residence.

(1) Kansai University International Dormitory

Dormitory entrance fee: 15,000 yen

Dormitory charges: 30,000 yen per month (single room) or 25,000 yen per month (twin room)

Meals: Prepared by individual residents (Cooking is possible in a shared kitchen)

Address: 3-3 Tsukumodai, Suita, Osaka 565-0862

Other: An amount equivalent to the monthly dormitory charge will be taken as a deposit at the time of entry.

The dormitory charges include light, heating and water utility charges, internet connection fee and linen leasing fee.

Access to Senriyama Campus: Approx. 20 minutes by train

² Dormitory fees and other matters are reviewed each academic year.

(2) Student House "Shurei-ryo" (Male dormitory)

Dormitory entrance fee: Not necessary

Dormitory charges: 31,500 yen per month (twin room)

Meals: Breakfast 240 yen, evening meal 480 yen

Linen fee: 9,720 yen/year *The full amount must be paid even if the period of residence is shorter than one year.

Address: 3-3 Yamate-cho, Suita, Osaka 564-0073

Other: An amount equivalent to the monthly dormitory charge will be taken as a deposit at the time of entry.

The dormitory charges include light, heating and water utility charges, internet connection fee and linen leasing fee.

Access to Senriyama Campus: Approx. 10-minute walk

(3) Dormitory "Tsukigaoka" (Female dormitory)

Dormitory entrance fee: Not necessary

Dormitory charges: 31,500 yen per month (twin room)

Meals: Breakfast 240 yen, evening meal 480 yen

Linen fee: 9,720 yen/year *The full amount must be paid even if the period of residence is shorter than one year.

Address: 25 Senriyama Tsukigaoka, Suita, Osaka 565-0847

Other: An amount equivalent to the monthly dormitory charge will be taken as a deposit at the time of entry.

The dormitory charges include light, heating and water utility charges, internet connection fee and linen leasing fee.

Access to Senriyama Campus: Approx. 15-minute walk

(4) Requests for residence other than in student dormitories (homestay or lodging)

If you wish to live in other than in student dormitories, please state this at the time of your application.

4. Student life

(1) Living expenses

The living expenses necessary to live a normal life in Osaka are around 100,000 yen per month, including the dormitory fees. When coming to Japan, please establish a funding plan that will be sufficient enough for your stay.

(2) Scholarships

[1] Student Exchange Support Program (Scholarship for Short-term Study in Japan)

This is a scholarship paid by the Japan Student Services Organization (JASSO). Students are selected if they have achieved above a certain level of academic results and also fulfill the conditions. A monthly amount of 80,000 yen may be paid for 12 months (maximum).

The University makes the application to JASSO and then JASSO decides the selection and the total number of students to be chosen. The criteria for selection vary from year to year. If the systems of our University are selected, then we will notify the details only to the students who may be able to receive the scholarship. The details are not decided at the time of the applications for exchange study, so we can not respond to inquiries in advance.

[2] Scholarships limited to specific universities

There are cases where a scholarship may be paid to exchange students from some specific universities, based on an agreement between the universities. Please check the details of this with the person responsible at your home university.

(3) Insurance

[1] National Health Insurance (paid by the student)

If you get sick or injured during your stay in Japan, National Health Insurance makes it possible to receive medical treatment by only paying part of the medical expenses (partial obligation). As a rule, it is possible to receive medical treatment with the payment of just 30% of the total medical care expenses. Foreigners who have a status of residence for a stay that exceeds three months have an obligation to apply for the National Health Insurance.

[2] Personal Accident Insurance for Students Pursuing Education and Research (PAS) (paid by the University)

The Personal Accident Insurance for Students Pursuing Education and Research (PAS) is taken out collectively so that a minimum level of insurance benefits can be received if an unexpected accident or disaster occurs during the education or research which results in injury.

Applicable case / Type of benefit	During regular curriculum activities and school events	During recess on campus and extracurricular activities
Death benefits	12,000,000 yen	6,000,000 yen
Permanent disability indemnity	720,000 yen to 18,000,000 yen depending on the severity	360,000 yen to 9,000,000 yen depending on the severity
Medical benefits	3,000 yen to 300,000 yen Applicable from the first day of treatment and depending on the number of days required for the treatment	30,000 yen to 300,000 yen Applicable from the 14th day of treatment and depending on the number of days required for the treatment
	(Additional hospitalization coverage) 4,000 yen per day hospitalized	

[3] Others

Please also take out overseas travel insurance for yourself.

(4) International exchange

Throughout the year, the Division of International Affairs hosts activities to encourage mutual exchange between exchange students, Japanese students and the local region. There are a wide range of activities, from activities that students can participate in within the campus such as experiencing Japanese culture, Japanese language support, consultations about daily life, sports events and parties for exchange, to activities where the participants leave the campus such as home visits to households in the local area, study tours to consider Japanese society and field trips to museums and cultural assets. Apart from being participants in the activities, there are also programs where the students can become the teachers and teach the language and culture of their home country, such as in multilingual programs and multicultural seminars.

5. Application procedures

(1) Application eligibility

Students enrolled at universities with which Kansai University has concluded a student exchange agreement.

* Depending on the university enrolled at, there may also be other criteria for application eligibility. Please ask the international department staff of each university for details.

(2) Application method

Please ask the international department staff of the university you are enrolled at for details of the procedures required at that university.

When it is decided that an application will be made to Kansai University, the student should carry out the procedures below.

[1] Online Application for Exchange Program

When the making of an application has been decided, the student should apply

from the [[Online Application for Exchange Program](#)].

During the online application, in addition to entering the items required, it is also necessary to upload the data listed below. Please prepare these beforehand. It is only possible to upload data in PDF, JPEG or PNG format.

1. Identification photograph
2. The passport page containing the face photograph
3. Kansai University Certificate of Health

* When making the application, please refer to the [[Online application manual](#)].

[2] Submission of documents to university enrolled at

Submit the following documents to your own university.

1. Kansai University Exchange Program Covenants application
2. Kansai University Exchange Program Research Plan (only applicants who wish to study at graduate level)

* Each form can be downloaded [[here](#)].

(3) Online application period

Start of acceptance	Application period
Spring semester (April)	to October 20 th
Fall semester (September)	to April 20 th

(4) Selection

The Division of International Affairs will check that there are no deficiencies in the details of the online application.

A committee will then be held to consider the application details and decide whether or not the acceptance will be possible.

6. Schedule

The schedule from application to arrival in Japan is as follows.

The actual schedule may be changed.

Details	Spring semester acceptance	Fall semester acceptance	Subject
Online application period	to October 20 th	to April 20 th	Student → Kansai University
(1) Application procedures for Certificate of Eligibility	November	May	Kansai University ³ → Student
(2) Check of details of Certificate of Health			
(3) Notification of acceptance decision	Mid-January	Early July	Kansai University → partner university
(4) Visa application			Student → overseas diplomatic establishment

³ If necessary, interviews will be held by Kansai University or by a party commissioned by Kansai University.

(5) Guidance on procedures for coming to Japan	Mid-January	Mid-July	Kansai University → Student
(6) Arrival in Japan and orientation	Late March	Early September	Student
Start of classes (Planned)	April 6 th onwards	September 21 st onwards	Student

(1) Application procedures for Certificate of Eligibility (hereinafter referred to as “COE”)

The COE is a certificate necessary for the visa application for the exchange student to enter Japan.

For the acquisition of a COE, Kansai University will make the application to the Immigration Bureau on behalf of the student, based on the details reported at the time of the application. It may sometimes be necessary to interview the student in connection with the application for a COE. In this case, the interview will be performed by a party commissioned by Kansai University. The interview is in principle conducted via email.

(2) Check of details of Certificate of Health

If there are any items on the Certificate of Health that require confirmation, an interview will be carried out by Kansai University.

(3) Notification of acceptance decision

When the preparation of the Letter of Acceptance and COE has been completed, they will be sent by mail from Kansai University to the person responsible at the partner university.

* The COE is issued after screening by the Immigration Bureau. Kansai University cannot give any guarantees about the issuance of a COE or the timing of issuance. The sending of the documents may be delayed if the screening for the COE issuance at the Immigration Bureau is prolonged.

(4) Visa application

After receiving the Letter of Acceptance and the COE, the student must personally make the application for a visa at the overseas diplomatic establishment. The documents necessary for the application will vary depending on the country, so please check on your own.

A certain amount of time is required from the application to the issuance, so allow plenty of time when making the application.

* Please purchase an airline ticket after a visa has been obtained.

* It is not possible to receive the visa within Japan. Always complete the procedures before coming to Japan.

(5) Guidance on procedures for coming to Japan

In addition to notifying the student by email of the following important information regarding the visit to Japan, other necessary information is also available on the

website. Notification of the URL will be given separately.

[1] Notification of decision on dormitory

The dormitory will be decided by Kansai University and notification of this will be given together with notification of the date of dormitory entry (specified date of travel to Japan).

[2] Guidance on airport pick-up service procedures

An airport pick-up service (charged 3,000 yen⁴) by a private bus is available to take the students from Kansai International Airport to the dormitories where residence is planned on the specified date of travel to Japan. (For students in private lodgings, the bus will only take you to Kansai University.)

Students requiring the service should follow the procedures shown in the guidance. If the pick-up service will not be used, then guidance will be given on the route from Kansai International Airport to the lodgings, so please arrange the transportation by yourself.

[3] Guidance on taking the Japanese language placement test (before coming to Japan)

Guidance will be given on the Japanese language placement test that must be taken before coming to Japan. Please take the test within the period specified.

(6) Arrival in Japan and orientation

After arrival in Japan, an orientation will be held to explain the study and life in Japan. The orientation will include the procedures required at the city office, how to open a bank account and procedures for mobile phone applications. Details of the schedule will be announced in the guidance on procedures for coming to Japan.

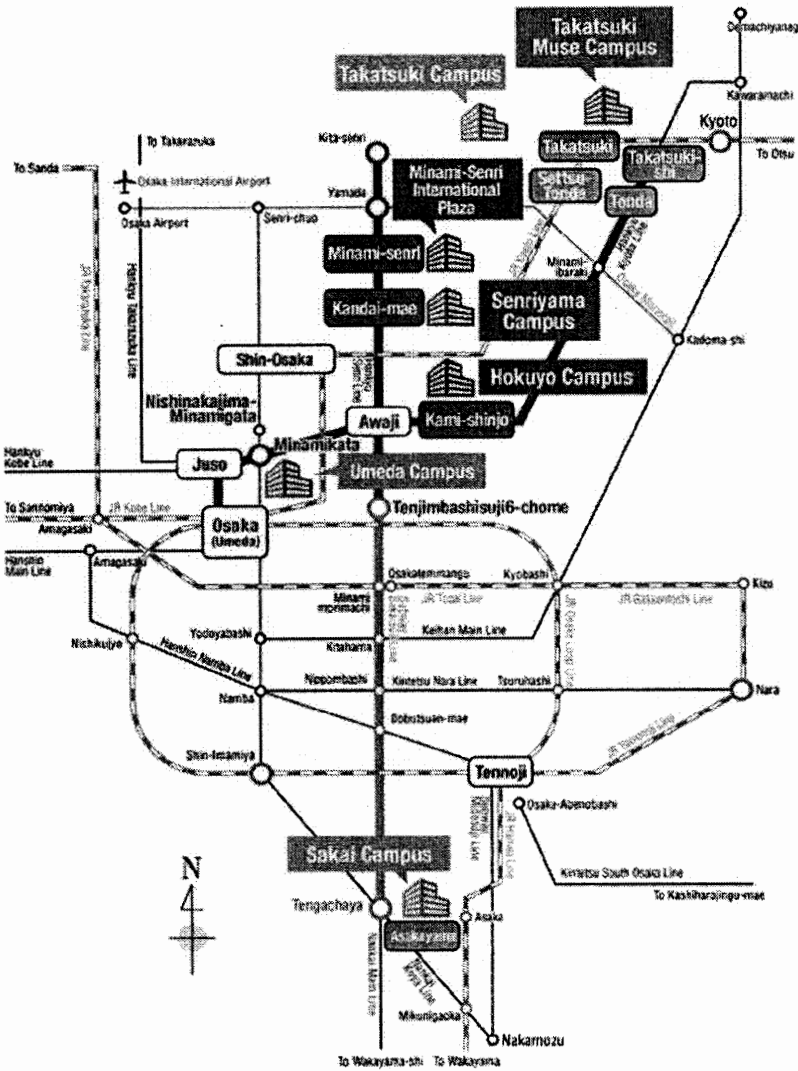
7. Others

- (1) The acceptance may be cancelled if details in the application are found to be false.
- (2) Please note that we cannot answer to any questions related to the details of the selection.

⁴ The amount is subject to change.

8. Access and inquiries

(1) Access



(2) Inquiries

Kansai University Division of International Affairs

Exchange study (acceptance) staff

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