

FACT SHEET for Student Exchange Program AY2020

(As of July 2019)

1. General Information

Name of the University	Chuo University			
Contact Office	International Center Address: 742-1 Higashinakano, Hachioji-shi, Tokyo, Japan, 192-0393 Tel: +81-42-674-2211 Fax: +81-42-674-2214			
Contact E-mail add.	exchange-grp@g.chuo-u.ac.jp			
Official Website for Incoming Students	http://www.chuo-u.ac.jp/chuo-u/index_j.html http://global.chuo-u.ac.jp/english/ http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/			
Regional Coordinators		Name	Email address	Region
	Regional Incoming/Outgoing Exchange Coordinator	Ms. Sato	rumikosm@tamajs.chuo-u.ac.jp	Korea, Indonesia, Malaysia, Vietnam
		Mr. Fujisawa	International-grp@g.chuo-u.ac.jp	Europe (except for Belgium, France, Switzerland, Netherlands), Mexico, Australia, Hong Kong, Singapore, India
		Ms. Watanabe	yumiko@tamajs.chuo-u.ac.jp	U.S.A., Canada, Europe (Belgium, France, Switzerland, Netherlands), Turkey, China
		Mr. Kanemura	kkanemura435@tamajs.chuo-u.ac.jp	Netherlands, Taiwan, Thailand, Philippines
Language in Use	Japanese (Partially English)			
Number of Exchange Students	Based on our student exchange agreement. Please contact with regional coordinator before your selection procedure.			

2. Nomination, Application and Admission Procedures

Levels of Study of Exchange Students	Undergraduate/Graduate Law / Economics / Commerce / Letters / Science and Engineering / Policy Studies *Global Management (ONLY from September 2020 Admission)
Campus Location	Tama Campus: Law / Economics / Commerce / Letters / Policy Studies Korakuen Campus: Science and Engineering http://global.chuo-u.ac.jp/english/siteinfo/visit/
Restricted Courses for Exchange students	Professional Graduate Program (Law School, Business School), Faculty of Global Informatics *Faculty of Global Management (ONLY April 2020 admission)
Length of Study	One year (two semesters) / One semester *As a general rule, exchange students are accepted to Chuo either from April or September. Since we have many full-year courses at Chuo University, joining the program for full academic year is highly recommended, however, the three options stated below with an asterisk (*) are available for partner institutions as well. Full academic year: April 1, 2020– Early February, 2021 (recommended) *First semester only: April 1, 2020– Late July, 2020 *Second semester only: Mid September, 2020– Late January, 2021 *Second semester and first semester of the following academic year: Mid September, 2020 – Late July, 2021
Eligibility	Students must be currently enrolled at the partner institutions, and are expected to complete at least one academic year (two semesters) of study at the home institution before starting to study at Chuo University. -Undergraduate: Must have completed secondary education. -Graduate: Must have completed their undergraduate program and obtained an undergraduate university degree (bachelor's degree) or equivalent from their home institutions by the time of application.

GPA	N/A (2.5 out of 4.0 is preferable)																														
Language Requirement	<p>N/A (JLPT-N3 is preferable)</p> <p>Chuo does not request an official language proficiency score, but students should be able to take courses taught in either English or Japanese.</p> <p>*The students who wish to be enrolled in Faculty of Science of engineering are highly recommended to have a JLPT N3 certificate.</p> <p>*Some faculties such as Faculty of Commerce and Faculty of Science of Engineering don't have courses offered in English.</p>																														
Tuition Waivers for Exchange Students	<p>As a general rule, exchange students from institutions with which Chuo University has concluded reciprocal student exchange agreements with mutual tuition fee waivers are exempt from registration fee and tuition fee of Chuo University.</p> <p>Students from partner institutions with no mutual fee waiver arrangements are required to pay registration fee and tuition fee to Chuo University. For detailed arrangements, students should contact the exchange program coordinator at their home institutions.</p>																														
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Choice of faculty at Chuo University	The exchange students should apply for a faculty, which relates to the major of their home university. If there is no such faculty at Chuo, (Japan Studies, etc.), the choice of faculty should correspond to the selection of the courses to take.																														
Nomination Procedure	<ol style="list-style-type: none"> Chuo will send a fact sheet of our exchange program to exchange coordinators of the partner universities. Exchange coordinators consult with our regional coordinators regarding the number of nominees. *We count the number of students per year, not per semester. Once the number of nominees has been confirmed, exchange coordinators will receive an email with a link to "Online Nomination Form". When we receive the official nomination through the online web form, we will contact each student by email as specified in the following "Application and Admission Procedures". 																														
Application and Admission Procedures	<ol style="list-style-type: none"> After receiving official nominations from our partner universities, International Center of Chuo will send an email to the nominated students with a link to Online Application Form as well as ID & Password to log in. * ID & Password are provided a few days before the application period. The students are required to fill in the application form and submit the related documents through the system by the dead line. The submitted application documents for admission to Chuo University will be forwarded by the International Center to the Faculty/Graduate School that the student wishes to enroll for a formal decision on acceptance. *If there is no suitable academic advisor we could find based on the study plan and the language proficiency, we wouldn't be able to accept the student at our exchange program. A link to Online Application Form for Certificate of Eligibility (COE; visa document) will be sent to the students through the system. The students should submit the online form and related support documents by the deadline. * Please refer to the "5. Visa Requirements" section of this fact sheet. (p. 5-6) 																														

	<p>5. A link to "Online Accommodation Request Form" will be sent to the students through the system. The students should submit the online form by the deadline. * Please refer to the "Accommodation" section of this fact sheet. (p. 7)</p> <p>6. When the application is approved (it will take 2.5 months [3.5 months for graduate program]), the "Welcome package" will be sent to the student's home university by International registered post mail. Enclosed documents are as follows.</p> <ol style="list-style-type: none"> Official Letter of Acceptance issued by Chuo University Certificate of Eligibility for Status of Residence issued by Immigration Bureau. Other information documents for the arrival/orientation week *"a" and "b" are original hard copies for visa application. <p>7. The students must apply for a student visa at a local Japanese Embassy/Consulate as soon as they receive the Welcome Package.</p> <p>8. Chuo rented accommodation will be assigned and informed to each student.</p> <p>9. A link to "Online Arrival Form" will be sent thorough the system to the students. * Please refer to the "Arrival Guide" section of this fact sheet. (p. 7)</p> <p>10. Welcome to Chuo University!</p>
Application Documents	<p>Refer to the attachments 1 & 2 at the end of this document. <<important>> *Since the online application period is very limited, (uploading purpose only) the nominated students are required to start preparing all the necessary documents when they are elected.</p>

3. Academic Information

Academic Advisement	<p>Each student will be registered to a Faculty/Graduate Schools at Chuo based on his/her major/minor. Exchange students will be advised by an academic advisor or a Faculty.</p> <p>The Faculty Offices and Graduate School Office are always available for advice and consultation throughout the year. The International Center will consult with the student's home institution for any concerns about academic matters. Tutoring program is available for international students at the graduate level.</p>
Academic Calendar	<p>Academic year: April to March 1st semester/Spring (term of classes) : April 1st to the late July 2nd semester/Fall (term of classes): Mid September to the early February <<Important>> For exchange students who are considering to study for first semester only, second semester only, or second and first semesters, please read the following notice.</p> <ol style="list-style-type: none"> The academic year at Chuo University lasts from April 1 to March 31. Only exchange students who are enrolled for full academic year beginning 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. Especially Graduate Schools of Law and Letters offer a lot of full-year courses and few semester courses. There is a possibility that exchange students who are enrolled for first semester only, second semester only, or second and first semesters in these graduate school may not register the courses and can't get the credits. Though they are not able to register the full-year courses, they can be allowed to just attend the full-year courses if your academic adviser permits.
Student Status at Chuo	<p><u>Undergraduate program</u>: Senkasei *</p> <p>Students can apply to any academic courses in the regular curriculum offered by the Faculty in which they are registered. Academic courses offered by Faculties other than the one that students are registered may be taken upon approval of the Faculties concerned and according to the regulations of the 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. Students may not obtain enough credits as</p>

	<p>student plans if the student has not enough Japanese language proficiency (preferably N1 level) to take academic courses taught in Japanese.</p> <p>* We don't offer exchange program as a status of Senkasei at doctor level. If you are doctor level student, you must select Kenkyusei.</p> <p>*Please note Graduate school of Economics, Letters and Policy Studies don't offer enough academic courses taught in English. If there is no suitable academic advisor we could find based on the study plan and the language proficiency, we wouldn't be able to accept the student at our exchange program.</p> <p>*Senkasei: Full time non-degree student Credits and grades will be granted if the student satisfactorily fulfills the course requirements.</p> <p>** Kenkyusei (Non-degree research student) A Kenkyusei conducts specific research under the supervision of an academic adviser. Credits or grades are not granted. If you are doctor level student, you must select Kenkyusei.</p>
<p>Japanese Language Course for Exchange Students</p>	<p>Available (free of charge) 7 levels from Beginner to JLPT N1.</p> <ul style="list-style-type: none"> • Beginner to Intermediate: 4 levels intensive course • Intermediate to Advanced (JLPT N1): 3 levels <p>*Japanese language courses are Undergraduate level courses. Though the courses are open to Graduate program students, they cannot obtain credits of Japanese language courses.</p> <p>*Students will find out their courses/levels only after the placement test which the students take upon arrival at Chuo University.</p> <p>*If students has no Japanese language proficiency, we highly recommend you to learn how to write/read "Hiragana" and "Katakana" before you arrive Japan.</p> <p>*Intensive beginner course is a set of 6 classes, and it is not allowed to attend only some parts of the course. This may cause clashes of the intensive beginner classes with other academic courses which the students need to take. Therefore, if the students have any essential academic courses to take at Chuo, they are strongly recommended to consult with the International Center of Chuo at the earliest opportunity before making decision to apply for the exchange program.</p> <p>*Japanese language course is offered mainly at Tama campus, especially the intensive courses offered at Tama only.</p> <p>*Two classes of Japanese language course is offered at Korakuen Campus. Course level is approximate JLPT N3 level.</p>
<p>Academic Courses</p>	<p>To fulfill the visa requirements, it is obligatory to attend 6 classes or more, or conduct research more than 10 hours per week.</p> <p>a. Courses in Japanese: Generally, academic courses are taught in Japanese. English texts are used in many courses. Every effort will be made by course teachers to help students to get integrated in the class.</p> <p>b. Courses in English: Chuo University offers some courses taught in English such as Japanese Law etc. Please refer to the website below for the course list and syllabus. http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/</p> <p>*If the students focus on studying Japanese language at Chuo, we highly recommend to take at least one or two academic courses from among a variety of major course in the regular curriculum in parallel with the above-mentioned Japanese language courses and Japanese studies. This will give students more opportunities to study in a regular classroom with degree-seeking international students as well as Japanese students.</p>

Course Registration	<p>Basically, student does NOT need on line registration before your arrival. You have about two weeks to try and see the courses before the official registration. Your study plan in the application form is very important, it will be considered when the faculty decide your acceptance. Only Japanese Law course taught in English which offered by the faculty of law needs to apply about a month before your arrival by online system. International Center will provide the information to all the applicants.</p>																																							
Method of Assessment	<p>Students will be evaluated on the same basis as degree-seeking Japanese and international students, and will be expected to complete the course work and examinations. Methods of assessment differ among teaching staff in charge of the course, but generally by written examination at the end of the first and/or second semesters. Other methods used include assessment of essays, class participation, attendance, or other as appropriate.</p>																																							
Transcript Issuance	<p>2 Original academic transcripts will be issued after each semester and send it to student's home university. (N/A for research students) Date of Issue *First semester --- Late September *Second semester --- Early March</p>																																							
Credit	<p>Academic course (Major course subject) 100min./class x 14 weeks/semester = 2 credits 100min./class x 28 weeks/year = 4 credits Japanese Language class 100min./class x 14 weeks/semester = 1 credits *There is no minimum/maximum number of credits for the exchange students to take. However, to fulfill the visa requirements, it is obligatory to attend 6 classes or more, or conduct research more than 10 hours per week. * The credits and grades earned at Chuo University may be transferred to the student's own degree program at the home institution, depending on the regulations of the home institution. Even in the case Chuo University does not give credits, home institutions may give their own credits for those courses. The arrangements for credit transfer must be negotiated between the student and the home institution.</p>																																							
Grade	<p><u>Undergraduate:</u></p> <table border="1" data-bbox="781 1100 1289 1371"> <thead> <tr> <th>Grade</th> <th>Definition</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>A</td> <td rowspan="4">Pass</td> <td>90-100</td> </tr> <tr> <td>B</td> <td>80-89</td> </tr> <tr> <td>C</td> <td>70-79</td> </tr> <tr> <td>D</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>W</td> <td>Withdrawal</td> <td>—</td> </tr> </tbody> </table> <p><u>Graduate Schools:</u></p> <table border="1" data-bbox="781 1415 1289 1646"> <thead> <tr> <th>Grade</th> <th>Definition</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>A</td> <td rowspan="4">Pass</td> <td>90-100</td> </tr> <tr> <td>B</td> <td>80-89</td> </tr> <tr> <td>C</td> <td>70-79</td> </tr> <tr> <td>D</td> <td>69-60</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> </tbody> </table>	Grade	Definition	Score	A	Pass	90-100	B	80-89	C	70-79	D	60-69	E	Fail	0-59	F	Unofficial Withdrawal	—	W	Withdrawal	—	Grade	Definition	Score	A	Pass	90-100	B	80-89	C	70-79	D	69-60	E	Fail	0-59	F	Unofficial Withdrawal	—
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Course Registration	<p>Exchange student register academic courses after arrival. No registration needed before arrival. (Online pre-registration for Japanese Law Causes is T.B.A.)</p>																																							

4. Arrival guide

On Arrival	<p>Chuo provides meeting service at Narita and Haneda International Airport only if the students stay at Chuo rented accommodation, and arrive on the designated date & time.</p> <ul style="list-style-type: none"> * Actual transportation fee is responsible of each student. * Recommended flight arrival time at Japan is earlier than 11:00a.m. * Advance reservation is required. (a web link to "Online Arrival Form" will be informed later) * Access to each campus is available at the website below. http://global.chuo-u.ac.jp/english/siteinfo/visit/
Tentative Schedule	<p>April admission of AY2020 (Tentative)</p> <ul style="list-style-type: none"> -Designated Arrival Date: March 27, 2020 -Orientation week: March 28 to April 4, 2020 -Classes start: April 10 <p>September admission of AY2020</p> <ul style="list-style-type: none"> -Designated Arrival Date: Mid September

5. Visa Requirements

Student Visa	<p>All incoming exchange students who don't have resident status in Japan must have a Student Visa to study at Chuo University.</p> <p>In advance to apply for student visa at a local Japanese Embassy/Consulate in their home country, the students need to have a Certificate of Eligibility (COE), which is issued by Immigration Bureau in Japan. International Center of Chuo University applies the student's COE on behalf of the applicants.</p> <p>In order for this certificate 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 length of time they plan to study at Chuo University. For example, a bank statement indicating saving balance of the financial supporter, an official letter from the scholarship foundation indicating the amount and duration of the scholarship, or other official evidence of cash available and transferable.</p> <p>* A link to Online COE Application Form will be informed later for the applicants.</p>
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6. Accommodation

Chuo Rented Accommodation	<p>Guaranteed University accommodation (only for single occupancy) will be offered if exchange student reserve the accommodation by the deadline through our Online Accommodation Request Form. (A notice will be provided later)</p> <p><u>Reservation/Offer :</u></p> <table border="0"> <tr> <td>➤ April admission</td> <td>- Online request</td> <td>Early December</td> </tr> <tr> <td></td> <td>- Information of reservation</td> <td>Early February</td> </tr> <tr> <td>➤ September admission</td> <td>- Online request</td> <td>Late June</td> </tr> <tr> <td></td> <td>- Information of reservation</td> <td>Mid August</td> </tr> </table> <p>*Once exchange student reserve the accommodation, they will be charged the cancellation fee.</p> <p>*The new university on campus dormitory will open in April 2020. The information on the new dormitory will be updated as soon as it is ready.</p> <p>*The amount of rent fee is subject to change without notice.</p> <p>For your reference, below is the information for the previous year, AY2019.</p> <p><u>-Rent (45,000yen/month) :</u></p> <table border="0"> <tr> <td>➤ 1 semester</td> <td>Spring (4 months: April-July)</td> <td>180,000 yen</td> </tr> <tr> <td></td> <td>Fall (5 months: Mid/September – Mid/February)</td> <td>225,000 yen</td> </tr> <tr> <td>➤ 1 year</td> <td>Spring (10.5 months: April-Mid/February)</td> <td>472,500 yen</td> </tr> <tr> <td></td> <td>Fall (10.5 months: Mid/September-July)</td> <td>472,500 yen</td> </tr> </table> <p>Type of the accommodation</p> <ol style="list-style-type: none"> 1) International Shared house (dormitory: off-campus) 2) Apartment (off-campus) 	➤ April admission	- Online request	Early December		- Information of reservation	Early February	➤ September admission	- Online request	Late June		- Information of reservation	Mid August	➤ 1 semester	Spring (4 months: April-July)	180,000 yen		Fall (5 months: Mid/September – Mid/February)	225,000 yen	➤ 1 year	Spring (10.5 months: April-Mid/February)	472,500 yen		Fall (10.5 months: Mid/September-July)	472,500 yen
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Payment Method	Please pay in cash after arrival at the university Co-op cashier counter during the orientation session. Please prepare the cash in advance for this payment.
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7. Others

Estimated Living Costs	40,000-50,000 yen/month (without accommodation)
Insurance in Japan	All exchange student are required to enroll into Japanese National Health Insurance after arrival.
Scholarship	No allocation (including JASSO) for exchange students except some partner universities
Part-time Work Permission	<p>Person who meets the following conditions can apply for the permission to engage part-time work up to 28 hours per week (During the vacations in Summer and Spring, you are allowed to work up to 8 hours per day.) at a port of entry upon arrival in Japan. (Narita, Haneda, Chubu, and Kansai airport only)</p> <ul style="list-style-type: none"> -Person entering Japan for the first time *Those entering Japan with a re-entry are not candidates. -Person who is granted the status of Student -Person who receive the Residence Card upon arrival
Other Useful Information for Exchange Students	<p>Study in Japan Comprehensive Guide http://www.studyjapan.go.jp/en/index.html Living Guide http://www.clair.or.jp/tagengo/index.html</p>

Required documents and forms for application

*Submission schedule

Documents	Submission period for April 2020 Admission	Submission period for September 2020 Admission
Part ①	Graduate program: Sep. 15-30, 2019	Graduate program: Mar. 15-31, 2020
	Undergraduate program: Oct. 15-31, 2019	Undergraduate program: Apr. 15-30, 2020
Part ②	Graduate & Undergraduate: Nov. 15-25, 2019	Graduate & Undergraduate: May 15-25, 2020

* Details & Forms

	Documents/ Form	Remarks
Part ①	Online web application form	Refer to the Attachment 2
	[A] ID photo	*Refer to the website below before you take your ID photo. http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html *The photo file should be uploaded by JPEG 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.
	[C1] Study Plan** ※ for Undergraduate Program	*Fill in more than 2/3 parts of the blank space with your academic study plan which is very important for your acceptance procedure. -Why did you choose your major? -Why are you interested in the subject? -Is there a specific topic within this field which interests you? -What are your academic goals? *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. *Handwriting is not acceptable.
	[C2] Study Plan** ※ for Graduate Program	*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. *Course list is available at http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/
	[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. *Completed/signed by a Japanese language teacher. *The signature should be filled in by handwriting. *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 ** - Letter of recommendation ※ for Graduate Program Only	Ask your professor to fill in and sign it.
Part ②	[I] Certificate(s) of Undergraduate Degrees ※ for Graduate Program Only	Applicants of Graduate program only (Master degrees too, if applicable)
	[J] Declaration and Certification of Finances**	Please fill in the signature by handwriting.
	[K] Financial Statement Verification ※Support documents of [J]	*All the exchange students are required to submit current evidence that you will have at least ¥100,000 per month for the entire length of time you plan to study at Chuo University. *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.
	[L] Certificate of Health**	*Take a health examination and ask a doctor to fill in the data and sign the designated certificate. *The signature should be filled in by handwriting. *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:

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

List of Questions of Online Web Application Form

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 : i, ô, è, 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 ※ 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	
	Total Semester(s) at Chuo	1 semester/ 2 semesters (1 year)
Program at Chuo	Preferred Faculty / Graduate School * Choose a faculty which relates to the major at your home university * Choice of faculty should correspond to your course selection at Chuo	Undergraduate Senkasei (full-time non-degree student) , Graduate Senkasei (full-time non-degree student) Graduate Kenkyusei (full-time non-degree research student) * A Kenkyusei conducts specific research under the supervision of an academic adviser. Credits or grades are not granted.
	Major Field	Law/ Economics / Commerce/ Science and Engineering/ Letters/ Policy Studies
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	

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 2.8/4.0 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: