

FACT SHEET for Chuo Student Exchange Program (Inbound)
April/Spring 2021 Admission
(As of July 2020)

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																	
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/																	
Contact Information	Inbound Coordinator	Chuo Exchange Program (Inbound: Our partners to Chuo) Coordinator: Ms. Konagaya / Ms. Sato Email address: exchange-grp@g.chuo-u.ac.jp																	
	Outbound Coordinator	Chuo Exchange Program (Outbound: Chuo to our partners)																	
	By Region	<table border="1"> <thead> <tr> <th>Region/Countries</th> <th>Coordinator</th> <th>Email address</th> </tr> </thead> <tbody> <tr> <td>Asia: China, India, Indonesia, Korea, Malaysia, Philippines, Singapore, Taiwan, Thailand</td> <td>Mr. Kanemura Ms. Sato</td> <td>exchange01-grp@g.chuo-u.ac.jp</td> </tr> <tr> <td>USA, Canada, Europe: Belgium, France, Italy, Malta, Swizerland, Turkey</td> <td>Ms. Nakahara Ms. Watanabe</td> <td>exchange02-grp@g.chuo-u.ac.jp</td> </tr> <tr> <td>Europe: Croatia, Denmark, Germany, Netherland, Spain, Sweden, UK</td> <td>Mr. Fujisawa</td> <td>exchange03-grp@g.chuo-u.ac.jp</td> </tr> <tr> <td>Others: Australia, Mexico, Uruguay,</td> <td>Mr. Fujisawa</td> <td>exchange04-grp@g.chuo-u.ac.jp</td> </tr> </tbody> </table>	Region/Countries	Coordinator	Email address	Asia: China, India, Indonesia, Korea, Malaysia, Philippines, Singapore, Taiwan, Thailand	Mr. Kanemura Ms. Sato	exchange01-grp@g.chuo-u.ac.jp	USA, Canada, Europe: Belgium, France, Italy, Malta, Swizerland, Turkey	Ms. Nakahara Ms. Watanabe	exchange02-grp@g.chuo-u.ac.jp	Europe: Croatia, Denmark, Germany, Netherland, Spain, Sweden, UK	Mr. Fujisawa	exchange03-grp@g.chuo-u.ac.jp	Others: Australia, Mexico, Uruguay,	Mr. Fujisawa	exchange04-grp@g.chuo-u.ac.jp		
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Language in Use		Japanese (Partially English)																	
Number of Exchange Students		Based on our student exchange agreements with each partner university *For exchange coordinators at our partner universities, please contact us before you select your exchange students to Chuo.																	

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
Campus Location	Tama Campus: Law / Economics / Commerce / Letters / Policy Studies/Global Management Korakuen Campus: Science and Engineering http://global.chuo-u.ac.jp/english/siteinfo/visit/
Restricted programs for Exchange students	Professional Graduate Program (Law School, Business School) Faculty of Global Informatics
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, entering for a full academic year is highly recommended. However, the three options below with an asterisk (*) are available for partner institutions: Full academic year: April 1, 2021 – Late January, 2022 (recommended) * First semester only: April 1, 2021 – Late July, 2021 * Second semester only: Mid September, 2021– Late January, 2022 * Second semester and first semester of the following academic year: Mid September, 2021 – Late July, 2022
Eligibility	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 starting

	<p>to study at Chuo University.</p> <ul style="list-style-type: none"> - Undergraduate: Must have completed secondary education. - 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. 																														
GPA	2.5 or above out of 4.0 (a GPA below 2.5 can be considered on a case by case basis)																														
Language Requirement	<p>JLPT-N3 is suggested</p> <p>Chuo does not request an official language proficiency score, but students must be able to take courses taught in either English or Japanese.</p> <ul style="list-style-type: none"> * Students who wish to enroll in the Faculty of Science and Engineering are highly recommended to have a JLPT N3 certificate. * Some faculties such as the Faculty of Commerce and the Faculty of Science and Engineering do not offer courses in English. 																														
Tuition Waivers for Exchange Students	<p>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.</p> <p>*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.</p>																														
Timeline	<p>Nomination and application period are different for each program. G: Graduate Program UG: Undergraduate Program</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Admission period</th> <th>April/Spring 2021 Admission</th> <th>September/Fall 2021 Admission (Tentative)</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Nomination period * for coordinators only</td> <td>G</td> <td>Jul10-Aug31, 2020</td> <td>Jan06-Feb15, 2021</td> </tr> <tr> <td>UG</td> <td>Jul10-Sep30, 2020</td> <td>Jan06-Mar15, 2021</td> </tr> <tr> <td rowspan="2">Online application period * for nominated students</td> <td>G</td> <td>Sep15-30, 2020</td> <td>Mar01-Mar15, 2021</td> </tr> <tr> <td>UG</td> <td>Oct15-31, 2020</td> <td>Apr01-Apr15, 2020</td> </tr> <tr> <td colspan="2">Welcome package will be sent</td> <td>Mid February, 2021</td> <td>Late July, 2021</td> </tr> <tr> <td colspan="2">Accommodation information will be provided</td> <td>Early February, 2021</td> <td>Early August, 2021</td> </tr> <tr> <td colspan="2">Arrival & Orientation See "4. Arrival Guide" at P5</td> <td>Late March, 2021</td> <td>Mid September, 2021</td> </tr> </tbody> </table>	Admission period		April/Spring 2021 Admission	September/Fall 2021 Admission (Tentative)	Nomination period * for coordinators only	G	Jul10-Aug31, 2020	Jan06-Feb15, 2021	UG	Jul10-Sep30, 2020	Jan06-Mar15, 2021	Online application period * for nominated students	G	Sep15-30, 2020	Mar01-Mar15, 2021	UG	Oct15-31, 2020	Apr01-Apr15, 2020	Welcome package will be sent		Mid February, 2021	Late July, 2021	Accommodation information will be provided		Early February, 2021	Early August, 2021	Arrival & Orientation See "4. Arrival Guide" at P5		Late March, 2021	Mid September, 2021
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Choice of faculty at Chuo University	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.																														
Nomination Procedure *Only for exchange coordinators	<ol style="list-style-type: none"> 1. Exchange coordinators will consult with our regional coordinators regarding the number of nominees possible before select exchange students. * We count the number of students per year, not per semester. 2. Exchange coordinators will receive a Fact Sheet outlining the details of our exchange program and a link to the "Online Nomination Form". 3. When we receive official nomination forms through the online system we will contact each student by email as specified in "Application and Admission Procedures". 																														
Application and Admission Procedures	<ol style="list-style-type: none"> 1. 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 Form and an ID & Password to log in. * ID & Password are provided a few days before the application period. 2. The students are required to fill in the application form and submit related documents through the system by the deadline. 3. The application documents will be forwarded by the International Center to the Faculty/Graduate School selected by the student for an acceptance decision. * 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. 4. 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. * Please refer to the "5. Visa Requirements" section of this FACT SHEET. (p. 6) 																														

	<p>5. 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. *Please refer to the "Accommodation" section of this FACT SHEET. (p.6)</p> <p>6. 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. The Package will contain the following documents: a. Official Letter of Acceptance issued by Chuo University* b. Certificate of Eligibility for Status of Residence issued by the Immigration Bureau* c. Other information documents for the arrival/orientation week * "a" and "b" are original hard copies for the student's visa application.</p> <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 through the system to the students. * Please refer to the "Arrival Guide" section of this FACT SHEET. (p. 5)</p> <p>10. Welcome to Chuo University!</p>
Application Documents	<p>Refer to attachments 1 & 2 at the end of this document.</p> <p><<Important>> * 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.</p>

3. Academic Information

Academic Advisement	<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. 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>
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</p> <p><<Important>> For exchange students who are considering first semester study only, second semester only, or second and first semesters, please read the following notice:</p> <ol style="list-style-type: none"> 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. 2. Especially the Graduate Schools of Law and Letters offer many full-year courses and few semester courses. 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. 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.
Student Status at Chuo	<p><u>Undergraduate program:</u> Senkasei * 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** 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"> 1) We do not offer exchange program Senkasei-status at the doctorate level. If you are doctoral student you must select Kenkyusei. 2) The Graduate schools of Economics, Commerce, Letters and Policy Studies offer very few academic courses taught in English. 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. <p>*Senkasei: Full time non-degree student Credits and grades will be granted if students satisfactorily fulfill course requirements.</p> <p>** Kenkyusei (Non-degree research student) 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>
Japanese Language Courses (Free of charge for Exchange Students)	<p>8 levels from Beginner to JLPT N1</p> <ul style="list-style-type: none"> ◆ Beginner to Intermediate: 5 levels, intensive course ◆ Intermediate (JLPT N3) to Advanced (JLPT N1): 3 levels <p>* Japanese language courses are Undergraduate level courses. Though the courses are open to Graduate students, they cannot obtain credits for Japanese language courses.</p> <p>* Students will find out their courses/levels <u>only after</u> a placement test taken upon arrival at Chuo University.</p> <p>* If a student has no language proficiency and wishes to study Japanese, they will need to study Hiragana and Katakana (reading AND writing) before arriving in Japan. Beginner classes are limited and Hiragana and Katakana are required to pass the placement test.</p> <p>* The Intensive Beginner Course is a set of 6 classes, and students must take all 6 classes each week. These classes may cause clashes with other academic courses that students need to take. Therefore, if 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 deciding to apply for the Chuo exchange program.</p> <p>* Japanese language courses are primarily offered on the Tama Campus, and the intensive courses are only offered at Tama.</p> <p>* Two Japanese language classes are offered on the Korakuen Campus. The course level is approximate JLPT N3 level.</p>
Academic Courses	<p>To fulfill visa requirements, exchange students <u>must</u> attend 6 classes or more, or conduct research more than 10 hours per week.</p> <ol style="list-style-type: none"> 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 integrate into classes. 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 syllabi. http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/ <p>* If students focus on studying Japanese language at Chuo, we highly recommend they take at least one or two academic courses from the regular curriculum in parallel with the above-mentioned Japanese language courses and Japanese studies.</p> <p>* This will give students more opportunities to study in a regular classroom with degree-seeking international students as well as Japanese students.</p> <p>* Faculty of Science and Engineering has restricted course selections so please consider this when you select the Science and Engineering Faculty.</p>
Course Registration	<p>Basically, students do NOT need on line registration before arrival. You have about 2 weeks to visit courses before official registration. However, your application form study plan is very important: it will be considered when the Faculty decides your acceptance. Only Japanese Law courses taught in English and offered by the Faculty of Law require that you apply through the online system <u>about a month before your arrival</u>. The International Center will provide necessary information to all Law Faculty applicants.</p>
Method of Assessment	<p>ALL students are evaluated on the same basis and are expected to complete ALL course work and examinations.</p>

	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.																																							
Transcript Issuance	2 Original academic transcripts will be issued after each semester and sent to the student's home university. (N/A for research students) Date of Issue: *First (Spring) semester: Late September *Second (Autumn) semester: Early March																																							
Credit	Academic courses (Major course subjects) 100 min./class x 14 weeks/semester = 2 credits 100 min./class x 28 weeks/year = 4 credits Japanese Language classes 100 min./class x 14 weeks/semester = 1 credits * 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. * 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.																																							
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Course Registration	Exchange students register for academic courses after arrival. No registration is needed before arrival. (NOTE: Details of online pre-registration for Japanese Law courses is sent before arrival.)																																							

4. Arrival guide

On Arrival	<p>Chuo provides a "meeting service" at Narita and Haneda Airports, but only if the student will stay in Chuo accommodation, and arrives at a designated date & time.</p> <ul style="list-style-type: none"> * All transportation costs from the airport to accommodation is the student's responsibility. * All students are recommended to arrive in Japan before 11:00a.m. * Advance reservations are required for the "meeting service." (An "Online Arrival Form" link will be provided before arrival.) * How to access each campus is available on the website below: http://global.chuo-u.ac.jp/english/siteinfo/visit/
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Tentative Schedule	<p>April admission:</p> <ul style="list-style-type: none"> - Designated Arrival Date: March 27, 2021 - Orientation week: March 29 to April 8, 2021 - Classes start: April 9, 2021 <p>September admission:</p> <ul style="list-style-type: none"> - Designated Arrival Date: September 10, 2021 - Orientation week: September 11 to 19, 2021 - Classes start: September 21, 2021
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5. Visa Requirements

Student Visa	<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

Chuo Rented Accommodation	<p>Guaranteed University accommodation will be offered if exchange students reserve the accommodation by the deadline using our Online Accommodation Request Form (A notice will be provided later).</p> <p><u>Reservation/Offer:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">➤ April admission:</td> <td style="width: 40%;">- Online request</td> <td style="width: 30%;">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><u>Type of the accommodation:</u></p> <ol style="list-style-type: none"> 1) International dormitory (on-campus/off-campus dormitory) http://global.chuo-u.ac.jp/english/admissions/residences/ 2) Apartment (off-campus) <p><u>Rental Fee for Academic Year 2021:</u></p> <ul style="list-style-type: none"> *The room rental fee is 45,000JPY/month for all accommodations that Chuo University offers (single occupancy only) to exchange students. *All residents are required to pay the room cleaning fee as the initial cost in addition to the room rental fee. Estimated initial cost is approximately 20,000JPY. * Room rental fees are subject to change without notice. * Once exchange students reserve accommodation they will be liable for a cancellation fee. There will be no refunds of the money once paid under any circumstances, except for health or family emergencies. 	➤ April admission:	- Online request	Early December		- Information of reservation	Early February	➤ September admission:	- Online request	Late June		- Information of reservation	Mid August
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Payment Method	Students must pay cash at the university Co-op after arrival, during the orientation. Please prepare cash in advance for this payment.												

7. Others

Estimated Living Costs	40,000 - 50,000 JPY/month (without accommodation)
Insurance in Japan	ALL exchange students are <u>required</u> to enroll in Japanese National Health Insurance. This must be paid after arrival.
Scholarship	No scholarships are offered to exchange students, except by some partner universities.

<p>Part-time Work Permission</p>	<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 ports of entry in Japan: Narita, Haneda, Chubu, and Kansai airports only.</p> <ul style="list-style-type: none"> - During vacations in Summer and Spring, you are allowed to work up to 8 hours per day. - Only applies to persons entering Japan for the first time and 1.) granted "Student" status or 2.) who receive a Residence Card upon arrival. <p>* NOTE: Those entering Japan on a re-entry visa are not eligible.</p>
<p>Other Useful Information for Exchange Students</p>	<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>