

FACT SHEET for Chuo Student Exchange Program

September 2020 Admission

(As of December 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 address	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 (Incoming/Outgoing)		Name	Email address	Region
	Regional 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 agreements with each partner university *For exchange coordinators at our partner universities, Please contact your regional coordinator 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 (BEGINNING September 2020 Admission)
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, 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 institution, 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 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	JLPT-N3 is suggested Chuo does not request an official language proficiency score, but students must be able to take courses taught in either English or Japanese. * 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	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. *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.																														
Timeline	Nomination and application period are different for each program. G: Graduate Program UG: Undergraduate Program <table border="1" data-bbox="486 689 1493 1070"> <thead> <tr> <th colspan="2">Admission period</th> <th>September 2020 Admission</th> <th>April 2021 Admission (Tentative Schedule)</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Nomination period * for coordinators only</td> <td>G</td> <td>Jan06 – Feb15, 2020</td> <td>Jul10- Aug31, 2020</td> </tr> <tr> <td>UG</td> <td>Jan06 – Mar15, 2020</td> <td>Jul10 -Sep30, 2020</td> </tr> <tr> <td rowspan="2">Online application period * for nominated students</td> <td>G</td> <td>Mar01-15, 2020</td> <td>Sep15-30, 2020</td> </tr> <tr> <td>UG</td> <td>Apr01-15, 2020</td> <td>Oct15-31, 2020</td> </tr> <tr> <td colspan="2">Welcome package will be sent</td> <td>Late July, 2020</td> <td>Mid- February, 2021</td> </tr> <tr> <td colspan="2">Accommodation information will be provided</td> <td>Mid-August, 2020</td> <td>Late January, 2021</td> </tr> <tr> <td colspan="2">Arrival & Orientation See “4. Arrival Guide” at P5</td> <td>Mid-September, 2020</td> <td>Late March, 2021</td> </tr> </tbody> </table>	Admission period		September 2020 Admission	April 2021 Admission (Tentative Schedule)	Nomination period * for coordinators only	G	Jan06 – Feb15, 2020	Jul10- Aug31, 2020	UG	Jan06 – Mar15, 2020	Jul10 -Sep30, 2020	Online application period * for nominated students	G	Mar01-15, 2020	Sep15-30, 2020	UG	Apr01-15, 2020	Oct15-31, 2020	Welcome package will be sent		Late July, 2020	Mid- February, 2021	Accommodation information will be provided		Mid-August, 2020	Late January, 2021	Arrival & Orientation See “4. Arrival Guide” at P5		Mid-September, 2020	Late March, 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"> 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. Exchange coordinators will receive a Fact Sheet outlining the details of our exchange program and a link to the “Online Nomination Form”. 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"> 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. The students are required to fill in the application form and submit related documents through the system by the deadline. 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. 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) 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>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.</p> <p>The Package will contain the following documents:</p> <ol style="list-style-type: none"> Official Letter of Acceptance issued by Chuo University* Certificate of Eligibility for Status of Residence issued by the Immigration Bureau* Other information documents for the arrival/orientation week <p>* “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 thorough the system to the students.</p> <p>* 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>></p> <p>* 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</p> <p>1st semester/Spring (term of classes): April 1st to the late July</p> <p>2nd semester/Fall (term of classes): Mid-September to the early February</p> <p><<Important>></p> <p>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"> 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. 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. 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 *</p> <p>Students can apply to enroll in any academic courses in the regular curriculum offered by the Faculty in which they are registered. Academic courses in other Faculties may be taken upon approval of the Faculties concerned and according to the regulations of those Faculties.</p> <p><u>Graduate program</u>: Senkasei* or Kenkyusei**</p> <p>Senkasei can apply to any academic courses in the regular curriculum offered by the Graduate School in which they are registered. Caution: Students may not be able to obtain as many credits as the student plans if the student does not have enough Japanese language proficiency (preferably JLPT N1 level) to take academic courses taught in Japanese.</p> <p>Note:</p> <ol style="list-style-type: none"> We do not offer exchange program Senkasei-status at the doctorate level. If you are doctoral student you must select Kenkyusei. The Graduate schools of Economics, Commerce, Letters and Policy Studies offer very few academic courses taught in English.

	<p>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> <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>7 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> <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 integrate into classes.</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 syllabi. http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/</p> <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. 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.</p>
Transcript Issuance	<p>2 Original academic transcripts will be issued after each semester and sent to the student's</p>

	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.																																							
Grade	<p><u>Undergraduate:</u></p> <table border="1"> <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"> <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	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> <p>* All transportation costs from the airport to accommodation is the student's responsibility.</p> <p>* All students are recommended to arrive in Japan before 11:00a.m.</p> <p>* Advance reservations are required for the "meeting service." (An "Online Arrival Form" link will be provided before arrival.)</p> <p>* How to access each campus is available on the website below: http://global.chuo-u.ac.jp/english/siteinfo/visit/</p>
Tentative Schedule	<p>September admission, 2020 (tentative):</p> <ul style="list-style-type: none"> - Designated Arrival Date: September 10, 2020 - Orientation week: September 11 to 19, 2020 - Classes start: September 21, 2020 <p>April admission, 2021:</p> <ul style="list-style-type: none"> - Tentative Arrival Date: Late March (March 27, 2021)

Required documents and forms for application

*Submission schedule

Documents	Submission period for September 2020 Admission	Submission period for April 2021 Admission
Part ①	Graduate program: Mar. 15-31, 2020	Graduate program: Sep. 15-30, 2020
	Undergraduate program: Apr. 15-30, 2020	Undergraduate program: Oct. 15-31, 2020
Part ②	Graduate & Undergraduate: May 15-25, 2020	Graduate & Undergraduate: Nov. 15-25, 2020

*Details & Forms

Documents/ Form	Remarks
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.
[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

Attachment 2

An online web application form will be open only for the designated period. (about two weeks)
As the period is very limited, the nominated students are strongly recommended to make a draft with this list before the application period.

*Letter to use should be the 26 letters of the English alphabet only.
(The system cannot identify letters of other languages, neither any marks such as accent.)

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

X : í, ô, ë, à, ç, ß, ø, Û, 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	Starting Period (AY)	
	Starting Period (Semester)	
	Finishing Period (AY)	
	Finishing Period (Semester)	
	Total Semester(s) at Chuo	1 semester/ 2 semesters (1 year)
	Program at Chuo	Undergraduate Senkasei (full-time non-degree student) , 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.
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		Law/ Economics / Commerce/ Science and Engineering/ Letters/ Policy Studies/Global Management *Global Management is undergraduate program only
	Major Field	
Personal Records	High School/ Name of School (Max. 35 letters)	
	High School/ Location (Only city & country names)	
	High School/ Duration(From)	
	High School/ Duration(To)	
	Undergraduate/ Name of School (Max. 35 letters)	
	Undergraduate Location (Only city & country names)	
	Undergraduate Duration(From)	
	Undergraduate Duration(To)	
	Undergraduate Earned Diploma	
	Graduate School/ Name of School (Max. 35 letters)	
	Graduate School Location (Only city & country names)	
	Graduate School Duration (From)	
	Graduate School (To)	
	Graduate School Earned Diploma	
Other Information	Do you wish to be arranged your accommodation by Chuo Univ.?	Yes/ No
	Have you ever studied Japanese?	Yes/ No
	If yes, Name of institution	
	Location of the Institution	
	Duration (from)	
	Duration (to)	
Do you wish to take Japanese Language course at Chuo?	Yes/ No	