

## FACT SHEET for Chuo Student Exchange Program (Inbound)

### April / Spring AY2025 Enrollment

(As of July / 2024)

**\*NOTES**

- 1) Faculty/Graduate school of Law move into the new campus located “Myogadani” from April 2023.  
[https://www.chuo-u.ac.jp/connect/future/law\\_transfer/](https://www.chuo-u.ac.jp/connect/future/law_transfer/)
- 2) Japanese language course for exchange students was redesigned from AY2023. >>>See page5
- 3) Japanese language requirement is updated, please refer page 2 before the coordinator nominate student.
- 4) Faculty of Global Informatics (started taking exchange students from the Fall 2023)
  - The placement is very few, so if you apply (or nominate) for the Global Informatics please prepare the “Plan B”.
  - Faculty of Global Informatics needs to bring your own device (PC) to every classes.
- 5) Faculty of Global Management
  - The placement is very competitive. If you apply (or nominate) for the Global Management, please prepare “Plan B”.

**1. General Information**

<b>Name of the University</b>		Chuo University		
<b>Contact Office</b>		International Center Address: 742-1 Higashinakano, Hachioji-shi, Tokyo, Japan, 192-0393 Tel: +81-42-674-2211 Fax: +81-42-674-2214		
<b>Official Website for Incoming Students</b>		<a href="https://www.chuo-u.ac.jp/english/">https://www.chuo-u.ac.jp/english/</a> <a href="https://www.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/">https://www.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/</a>		
<b>Contact Information</b>	<b>Inbound Coordinator</b>	Chuo Exchange Program Inbound Our partners >>> Chuo Coordinators: Ms. Ishigooka & Ms. Mukoyama Email address: exchange-grp@g.chuo-u.ac.jp		
	<b>&lt;For your Reference&gt;</b>	Outbound: Chuo students >>> our partners		
	<b>Outbound Coordinator By Region</b>	<b>Region/Countries</b>	<b>Coordinators</b>	<b>Email address</b>
		Asia: China, India, Indonesia, Korea, Malaysia, Philippines, Singapore, Taiwan, Thailand etc.	Mr. Kakimoto Mr. Fujisawa	exchange01-grp@g.chuo-u.ac.jp
		USA, Canada, Europe: Belgium, France, Italy, Malta, Switzerland, Turkey	Ms. Nakahara	exchange02-grp@g.chuo-u.ac.jp
		Europe: Croatia, Denmark, Germany, Ireland, 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
<b>Language in Use</b>		Japanese (Partially English)		
<b>Number of Exchange Students</b>		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

<b>Levels of Study of Exchange Students</b>	Undergraduate Program / Graduate Program Law / Economics / Commerce / Letters / Science and Engineering / Policy Studies Undergraduate Program only Global Management / Global Informatics
<b>Campus Location</b>	Tama Campus: Economics / Commerce / Letters / Policy Studies/Global Management Korakuen Campus: Science and Engineering Myogadani Campus: Law Ichigaya Tamachi Campus: Global Informatics Campus information: <a href="https://www.chuo-u.ac.jp/english/visit/">https://www.chuo-u.ac.jp/english/visit/</a>
<b>Restricted programs for Exchange students</b>	Professional Graduate Program (Law School, Business School)
<b>Length of Study</b>	One year (2 semesters) / One semester * Exchange students are accepted to Chuo either from April or September. Since we have many full-year courses at Chuo University, entering for a full academic year (starting in April) is highly recommended.  Full academic year (2 semesters): April 1, 2025 – Late January, 2026 First(spring) semester only (1 semester): April 1, 2025 – Late July, 2025 Second(fall) semester only (1 semester): September 21, 2025 – Late January, 2026 Second(fall) semester 2025 + First(spring) semester 2026: Sep 21, 2025 – Late July, 2026
<b>Eligibility</b>	Students must be currently enrolled at the partner institution, and are expected to complete at least one academic year (two semesters) of study at the home institution before start exchange study at Chuo University. - 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.
<b>GPA</b>	2.50 or above out of 4.00 (a GPA below 2.50 can be considered on a case by case basis, please consult before the nomination.)
<b>Language Requirement</b>	<b>Undergraduate Program</b> *Law / Economics / Letters / Policy Studies / Global Management JLPT N3 is suggested Chuo does not request an official language proficiency score, but students must be able to follow the academic courses taught in either English or Japanese. *Commerce: JLPT N2 or equivalent, JLPT certificate is not necessary *Global Informatics: Either JLPT N1 or N2 certificate is mandatory *Science & Engineering: Either JLPT N1 or N2 certificate is mandatory However, if an applicant has not obtained JLPT N1 or N2 and still strongly desires to study at the Faculty of Science & Engineering as an exchange student, the following additional materials must be submitted for individual review. -Study Plan (Format C1) written in Japanese -Certificate of Japanese Language Proficiency (Format F) -Certificate of JLPT if you have  <b>Graduate Program</b> JLPT N1 or N2 is required to take academic causes taught in Japanese. JLPT Certificate is mandatory.
<b>Tuition Waivers for Exchange Students</b>	As a general rule, exchange students from institutions that have concluded a mutual tuition fee waiver exchange agreement with Chuo University are exempt from the registration fees and tuition fees of Chuo University.  *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><b>Timeline</b></p>	<p>Nomination and application period are different for each program.  G: Graduate Program  UG: Undergraduate Program</p> <table border="1" data-bbox="486 241 1497 526"> <thead> <tr> <th colspan="2">Admission period</th> <th>April/Spring 2025</th> <th>September/Fall 2025 Tentative</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Nomination deadline * for coordinators only</td> <td>G</td> <td>Aug 31, 2024</td> <td>Feb. 15, 2025</td> </tr> <tr> <td>UG</td> <td>Sep 30, 2024</td> <td>Mar 15, 2025</td> </tr> <tr> <td rowspan="2">Online application period * for nominated students</td> <td>G</td> <td>Sep 15-Sep 30, 2024</td> <td>Mar 1 -15, 2025</td> </tr> <tr> <td>UG</td> <td>Oct 15-Oct 31, 2024</td> <td>April 1-15, 2025</td> </tr> <tr> <td colspan="2">Acceptance letter will be issued</td> <td>Early Feb., 2025</td> <td>Late June, 2025</td> </tr> <tr> <td colspan="2">Arrival &amp; Orientation</td> <td>Late March, 2025</td> <td>Mid of Sep., 2025</td> </tr> </tbody> </table>	Admission period		April/Spring 2025	September/Fall 2025 Tentative	Nomination deadline * for coordinators only	G	Aug 31, 2024	Feb. 15, 2025	UG	Sep 30, 2024	Mar 15, 2025	Online application period * for nominated students	G	Sep 15-Sep 30, 2024	Mar 1 -15, 2025	UG	Oct 15-Oct 31, 2024	April 1-15, 2025	Acceptance letter will be issued		Early Feb., 2025	Late June, 2025	Arrival & Orientation		Late March, 2025	Mid of Sep., 2025
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<p><b>Choice of faculty at Chuo University</b></p>	<p>Exchange students should apply for a faculty that relates to their major at their home university. If there is no such faculty at Chuo, (Japan Studies, etc.), the choice of faculty should correspond to the courses the student would like to take.</p> <p>*Some faculties such as the Faculty of Commerce and the Faculty of Science and Engineering offers very few courses in English, i.e. student should have JLPT certificate.  *Faculty of Global Management is very competitive, please prepare “Plan B”, in case you can’t be accepted.  *Faculty of Global Informatics takes very few exchange students, please prepare “Plan B” in case you can’t be accepted.</p>																										
<p><b>Nomination Procedure</b>  <b>*Only for exchange coordinators</b></p>	<ol style="list-style-type: none"> <li>Exchange coordinators will consult with us at exchange-grp@g.chuo-u.ac.jp regarding the number of nominees possible before select exchange students. We count the number of students per year, not per semester.</li> <li>Exchange coordinators will receive a Fact Sheet outlining the details of our exchange program and a link to the “Online Nomination Form”.</li> <li>When we receive official nomination through the online form, we will contact each student by email as specified in “Application and Admission Procedures” after nomination deadline.</li> </ol>																										
<p><b>Application and Admission Procedures</b></p>	<ol style="list-style-type: none"> <li>After receiving official nominations from our partner universities, the Chuo International Center will send an email to the each nominated students, including a link to the Online Application portal site “manaba” and an ID &amp; Password to log in.  * ID &amp; Password are provided a few days before the application period.</li> <li>The students are required to fill in the application form and submit related documents through the portal site “manaba” by the deadline.</li> <li>The application documents will be forwarded by the International Center to the Faculty/Graduate School selected by the student for an acceptance decision.  * If there is no suitable academic advisor available for the student’s study plan and language proficiency, Chuo will not be able to accept the student for exchange, especially for the graduate school applicants.</li> <li>Through the portal site “manaba”, 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.</li> <li>A link to “Online Accommodation Request Form” will also be sent to students through the system. The students should submit this online form by the deadline.  *Please refer to the “Accommodation” section of this FACT SHEET.</li> </ol>																										

	<p>6. When the application is approved (it will take about 2.5 months, 3.5 months for graduate programs), a “Acceptance Letters” will be provided through the portal site “manaba” .</p> <p>The Package will contain the following documents:</p> <ol style="list-style-type: none"> <li>Official Letter of Acceptance issued by Chuo University*</li> <li>Certificate of Eligibility for Status of Residence issued by the Immigration Bureau*</li> <li>Other information documents for the arrival/orientation week</li> </ol> <p>* “a” and “b” is needed 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 documents.</p> <p>8. Students who rent Chuo accommodation will be assigned and notified.</p> <p>9. Information on arrival and orientation week will be provided thorough the “manaba”.</p> <p>10. Welcome to Chuo University!</p>
<b>Application Documents</b>	<p>Refer to attachments 1 &amp; 2 at the end of this document. All the application procedure will be finished online.</p> <p><b>*Important</b> 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. Students’ study plan in the application form is very important, it will be considered when the Faculty/Graduate School decides your acceptance.</p>

### 3. Academic Information

<b>Academic Advisement</b>	<p>Each student will be registered to a Faculty/Graduate School at Chuo based on his/her major/minor. Exchange students will be advised by an advisor or Faculty office. Faculty Offices and Graduate School Offices are available for advice and consultation throughout the year. The International Center will consult with the student’s home institution regarding any concerns about academic matters. Tutoring is available for international students at the graduate level.</p>
<b>Academic Calendar</b>	<p>Academic year: April to March 1<sup>st</sup> semester/Spring (term of classes): April 1<sup>st</sup> to late July 2<sup>nd</sup> semester/Fall (term of classes): September 21 to late January</p> <p><b>*Important</b> For exchange students who are considering study first semester study only, second semester only, or second and first semesters, please read the following notice:</p> <ol style="list-style-type: none"> <li>The academic year at Chuo University lasts from April 1 to March 31. Only exchange students who are enrolled for the full academic year beginning in April can take full-year courses. Exchange students who are enrolled for first semester only, second semester only, or second and first semesters can’t take full-year courses. They can take only semester courses.</li> <li>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.</li> <li>Though they are not able to register for full-year courses, they may be allowed to simply audit the full-year courses, if your academic adviser permits.</li> </ol>



<p><b>Student Status at Chuo</b></p>	<p><u>Undergraduate program</u>: Senkasei *</p> <p>Students can apply to enroll in any academic courses in the regular curriculum offered by the Faculty in which they are registered. Academic courses in other Faculties may be taken upon approval of the Faculties concerned and according to the regulations of those Faculties.</p> <p><u>Graduate program</u>: Senkasei* or Kenkyusei**</p> <p>Senkasei can apply to any academic courses in the regular curriculum offered by the Graduate School in which they are registered. Caution: Students may not be able to obtain as many credits as the student plans if the student does not have enough Japanese language proficiency (preferably JLPT N1 level) to take academic courses taught in Japanese.</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1) We do not offer exchange program Senkasei-status at the doctorate level. If you are doctoral student you must select Kenkyusei.</li> <li>2) The Graduate schools of Economics, Commerce, Letters and Policy Studies offer very few academic courses taught in English.</li> <li>3) If we cannot find a suitable academic advisor based on a student’s study plan and language proficiency, we will not be able to accept that student in our exchange program.</li> </ol> <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>
<p><b>Japanese Language Courses</b> (Free of charge for Exchange Students, with grade and credit)</p> <p>NOT mandatory</p>	<p>Program redesigned from AY2023      *Details subject to change without notice.</p> <ol style="list-style-type: none"> <li>1. Aim New program emphasizes not only lectures in class, but the learning process such as research, discoveries, and expressing the outcomes in words. The program aims to “connect with society” through each student’s learning of the language and culture in order to take full advantage of studying Japanese in Japan.</li> <li>2. Content and Objectives If you have no opportunity to use any language, you will not be able to use it. In addition, if you learn in classroom only the content focused on the language knowledge, your understanding of Japanese society and culture can be just superficial with stereotypes. Therefore, this program focuses on learning activities in which students decide a topic of interest in Japanese culture and society, as well as research, presentations, and review, so that you will have your own ideas and opinions and put them into words. You also communicate with Japanese supporters and are given assignments of surveys or interviews on campus. We aim at stimulating students’ new awareness about the language, culture, and Japanese society (or your own country) through sharing the learning outcomes cultivated from your study, as well as reviewing.</li> <li>3. Course Components <ul style="list-style-type: none"> <li>◆ Levels: Mainly 3 levels (beginner(A1,A2), intermediate(B1) and advanced(B2, C1))</li> <li>◆ Level Placement: will be decided based on students’ Japanese educational backgrounds.</li> <li>◆ Campuses offered: Tama &amp; Korakuen</li> <li>◆ Course composition: Each course offered in two consecutive periods (ex. 1<sup>st</sup> &amp; 2<sup>nd</sup> periods), students are required to register two classes as a set.</li> <li>◆ Course load per semester: 200 minutes/week x 14 weeks/semester</li> <li>◆ Credit(s) : 2 credits/semester (1 credit each per class)</li> </ul> </li> <li>4. Class placement Writing test will be conducted during the orientation week.</li> </ol>

	<p>*Only exchange students enrolled in the Faculty of Science and Engineering are permitted to take just one class per week which will be offered on the Korakuen Campus. In this case student earn 1 credit per semester.</p>
<b>Academic Courses</b>	<p>To fulfill visa requirements, exchange students <u>must</u> attend 6 classes or more, or conduct research more than 10 hours per week. Enjoy academic interaction opportunities to study with local students as well as degree-seeking international students.</p> <p>a. Courses taught in Japanese: Generally, academic courses are taught in Japanese. English texts are used in many courses. Every effort will be made by academic staffs to help students integrate into classes.</p> <p>b. Courses taught in English: Chuo offers some courses taught in English, such as Japanese Law, etc. Please refer to the website below for the course list and syllabus. <a href="https://www.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/">https://www.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/</a></p> <p>Remarks: *Japanese language course is not mandatory. Maximum classes students can register is 2 classes per week. *Faculty of Science and Engineering has restricted course selections so please consider this when you select the Science and Engineering Faculty.</p>
<b>Course Registration</b>	<p>Exchange students register for academic courses after arrival during the orientation week. Basically, no registration is needed before arrival. If pre-registration is needed international center provide information after the official acceptance letter is issued.</p> <p>Students' study plan in the application form is very important, it will be considered when the Faculty/Graduate School decides your acceptance.</p>
<b>Method of Assessment</b>	<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>
<b>Transcript Issuance</b>	<p>Two original academic transcripts will be issued after each semester and sent to the student's home university. Transcript is not available for research students. Date of Issue: *First (Spring) semester: Late September *Second (Autumn) semester: Early March</p>
<b>Credit</b>	<p>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 student 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.</p>

Grade	Grade	Definition	Score
	S	Pass	90-100
	A		80-89
	B		70-79
	C		60-69
	E	Fail	0-59
	F	Unofficial Withdrawal	—
		Withdrawal	—

#### 4. Arrival guide

<b>On Arrival</b>	<p>* All transportation costs from the airport to accommodation is the student's responsibility.</p> <p>* How to access each campus is available on the website below:  <a href="https://www.chuo-u.ac.jp/english/visit/">https://www.chuo-u.ac.jp/english/visit/</a></p>
<b>Tentative Schedule</b>	<p>April 2025 enrollment:</p> <ul style="list-style-type: none"> <li>- Designated dormitory check-in dates: March 28-29, 2025</li> <li>- Orientation week: March 30 to April 8, 2025</li> <li>- Classes start: April 9, 2025</li> </ul> <p>September 2025 enrollment:</p> <ul style="list-style-type: none"> <li>- Designated dormitory check-in dates: September 12-13, 2025</li> <li>- Orientation week: September 14 to 20, 2025</li> <li>- Classes start: September 21, 2025</li> </ul>

#### 5. Visa Requirements

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

<p><b>Dormitory information</b></p>	<p>Guaranteed University accommodation will be offered if exchange students reserve the accommodation by online survey. Chuo University will try to provide accommodation (dormitory) to all the exchange students. However, if room spaces are limited, we may not guarantee for all the exchange students.</p> <p><u>Reservation/Offer:</u></p> <table border="0"> <tr> <td>➤ April enrollment:</td> <td>- Online request survey</td> <td>Early December</td> </tr> <tr> <td></td> <td>- Information of reservation</td> <td>Late December</td> </tr> <tr> <td>➤ September enrollment:</td> <td>- Online request survey</td> <td>Mid June</td> </tr> <tr> <td></td> <td>- Information of reservation</td> <td>Late June</td> </tr> </table> <p><u>Type of the accommodation:</u></p> <ol style="list-style-type: none"> <li>1) On-campus : International Residence Chuo (IRC) <a href="https://www.chuo-u.ac.jp/english/admissions/residences/irc/">https://www.chuo-u.ac.jp/english/admissions/residences/irc/</a></li> <li>2) Off-campus dormitory : Chuo International Residence at Seiseki-Sakuragaoka <ul style="list-style-type: none"> <li>* The following students have priority <ul style="list-style-type: none"> <li>-Students in Faculty/Graduate School of Law</li> <li>-Students in Faculty/Graduate School of Science and Engineering</li> <li>-Graduate program students in Tama Campus.</li> </ul> </li> <li>*Time required to each campus by train <ul style="list-style-type: none"> <li>-Tama: 30 min. -Korakuen, Myogadani: 70-90 min.</li> </ul> </li> </ul> </li> </ol> <p><u>Rental Fee for Academic Year 2025:</u></p> <ul style="list-style-type: none"> <li>*The room rental fee for a semester is approx. 300,000JPY for one semester (approx. 610,000JPY for two semesters) for all accommodations that Chuo University offers (single occupancy only) to exchange students.</li> <li>*All residents are required to pay the room cleaning fee and linen fees etc. as the initial cost which is included to the above rent.</li> <li>*Room rental fees are subject to change without notice.</li> <li>*Once exchange students reserve accommodation they will be liable for a cancellation fee.</li> <li>*Contract period depends on study period at Chuo. In principle, student cannot move out during the contract period. There will be no refunds of the money once paid under any circumstances.</li> <li>*It is your responsibility to bear the full amount of the room rental fee for the entire term of the contract even if you move out of the dormitory in the middle of the contract for an inevitable reason, except for health or family emergencies.</li> <li>*Even If you move in to the dormitory after the designated contract period starts, the dormitory fee and other fees will be charged from the contract start date.</li> </ul> <p><u>The rules to run community life smoothly</u> (The following are excerpts).</p> <ul style="list-style-type: none"> <li>*Residents shall participate in weekly unit meetings, events, orientations, etc. in the dorm.</li> <li>*Entry into the dorm by non-residents is prohibited.</li> <li>*Entry into living areas of other genders is prohibited at all times.</li> <li>*Students are allowed to enter only the relevant areas.</li> <li>*All should maintain a quiet environment after 21:00.</li> </ul>	➤ April enrollment:	- Online request survey	Early December		- Information of reservation	Late December	➤ September enrollment:	- Online request survey	Mid June		- Information of reservation	Late June
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<p><b>Payment Method</b></p>	<p>On campus international dormitory must be paid by credit card and other off-campus dormitory must be paid by cash at the university Co-op after arrival.</p> <p>Necessary information will be provided when the dormitory assignment.</p>												

<b>Financial Support</b>	<p>Tokyo is known for its expensive rent. Chuo University provides support to exchange students in many ways so that everyone can enjoy their study abroad life to the fullest. When it comes to dormitories, exchange students can stay at the dormitories at a special price. This is because Chuo University covers a part of the dormitory fees. The amount covered by Chuo University depends on the dormitory, but the coverage provided helps to ease the financial burden for everyone. The amounts of the subsidy are decided based on the location and normal dormitory fees.</p>
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## 7. Others

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

## Required documents and forms for application

\*Submission schedule

Documents	Submission period for April/Spring 2025 Enrollment	Submission period for September/Fall 2025 Enrollment Tentative
Part ①	Graduate program: <b>Sep. 15-30, 2024</b>	Graduate program: <b>Mar. 1-15, 2025</b>
	Undergraduate program: <b>Oct. 15-31, 2024</b>	Undergraduate program: <b>Apr. 1-15, 2025</b>
Part ②	Graduate & Undergraduate: <b>Nov. 1-10, 2024</b> *Certificate of health can be submitted later	Graduate & Undergraduate: <b>May 1-10, 2025</b> *Certificate of health can be submitted later

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

### \*Details & Forms

	Documents/ Form	Remarks
Part ①	Online web application form	Will be instructed on the application portal site "manaba".
	[A] Digital color ID photo	*Refer to the website below before you take your ID photo. <a href="https://www.isa.go.jp/en/applications/guide/photo_info.html">https://www.isa.go.jp/en/applications/guide/photo_info.html</a> *The photo file should be uploaded by JPEG format with the size of 4cm high, 3cm wide.
	[B] Passport Copy (ID page)	If your passport is under process, please upload a copy of your ID card which shown your nationality, birth date, birthplace, sex, and full name in the English alphabet. If your passport expires and needs to be renewed, please upload a copy of passport you currently have. New passport copy needs to be sent by email later.
	[C1] Study Plan** ※ for Undergraduate Program	Format C1/C2 is very important to consider for the acceptance. Handwriting is not acceptable. ■ Study Plan *Write in Japanese (日本語で記載する場合は600~800字程度) or English (approx. 700 words). *Your academic study plan which is very important for your acceptance. It will be considered when the Faculty/Graduate School decides your acceptance. Please write with the following aspects. -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? *Faculty of Science & Engineering: An applicant who has not obtained JLPT N1 or N2 and still strongly desired to study at the Faculty of Science & Engineering as an exchange student must write in Japanese. *Graduate students are required to describe your detailed study/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.
	[C2] Study Plan** ※ for Graduate Program	*For applicants of Kenkyusei (research student, Graduate student only): If you have contacted any faculty members of Chuo, which is not mandatory, please mention the communication status. ■ List of Courses you wish to register at Chuo *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. Be noted that the actual course selection and registration will be conducted after arrival. *Syllabus search is available on the application portal "manaba" *Course list is available at the following webste <a href="http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/">http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/</a>
	[D] Certificate of Enrollment	Recently issued by your home institution. English version.
	[E] Academic Transcript	Most recent, issued and certified by your faculty or collage. English version.
	[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. *Faculty of Science & Engineering: An applicant who has not obtained JLPT N1 or N2 and still strongly desires to study at the Faculty of Science & Engineering as an exchange student must submit this form (and a copy of JLPT Certificate if you have). *Graduate School of Science & Engineering: An applicant who wishes to take courses taught in Japanese must submit a copy of JLPT N1 or N2 certificate.
	[G1] Pledge** [G2] Confirmation on Application for Science & Engineering **	Fill in your signature by handwriting. [G1] All applicants [G2] Applicants for Science & Engineering only (both Undergraduate & Graduate Program)
	[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)	
Part ②	[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 JPY100,000 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:

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