

FACT SHEET for Chuo Student Exchange Program (Inbound)

April/Spring AY2023 Enrollment

(As of July/2022)

***Remarks:**

Due to the unpredictability of the COVID-19 situation which can result in unexpected changes the program.

***Update topics:**

- 1) Faculty/Graduate school of Law move into the new campus "Myogadani" from April 2023.
https://www.chuo-u.ac.jp/connect/future/law_transfer/
- 2) Japanese language course for exchange students will be change from AY2023. >>>See page4

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		https://www.chuo-u.ac.jp/english/ https://www.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/																	
Contact Information	Inbound Coordinator	Chuo Exchange Program Inbound: Our partners >>> Chuo Coordinators: Ms. Konagaya / Ms. Sato Email address: exchange-grp@g.chuo-u.ac.jp																	
	For your Reference	Outbound: Chuo students >>> our partners																	
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	By Region																		
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 (Undergraduate Only)
Campus Location	TAMA: Economics / Commerce / Letters / Policy Studies/Global Management KORAKUEN: Science and Engineering MYOGADANI: Law Campus information: https://www.chuo-u.ac.jp/english/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, 2023 – Late January, 2024

	<p>* First(spring) semester only: April 1, 2023 – Late July, 2023</p> <p>* Second(fall) semester only: September 21, 2023 – Late January, 2023</p> <p>* Second semester and first semester of the following academic year: September 21, 2023 – Late July, 2023</p>																														
Eligibility	<p>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.</p> <p>- Undergraduate: Must have completed secondary education.</p> <p>- 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.</p>																														
GPA	<p>2.5 or above out of 4.0 (a GPA below 2.5 can be considered on a case by case basis)</p>																														
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> <p>*Applicants for the Faculty of Science and Engineering: JLPT N3 certificate is mandatory</p> <p>*Applicants for Graduate schools (except Science & Engineering): Japanese language proficiency (JLPT N1 or N2) is required to take causes taught in Japanese.</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 N3 certificate or equivalent at least.</p>																														
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.</p> <p>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 2023</th> <th>September/Fall 2023 (Tentative schedule)</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Nomination period * for coordinators only</td> <td>G</td> <td>Jul05-Aug31, 2022</td> <td>Jan06-Feb15, 2023</td> </tr> <tr> <td>UG</td> <td>Jul05-Sep30, 2022</td> <td>Jan06-Mar15, 2023</td> </tr> <tr> <td rowspan="2">Online application period * for nominated students</td> <td>G</td> <td>Sep15-Sep30, 2022</td> <td>Mar01-Mar15, 2023</td> </tr> <tr> <td>UG</td> <td>Oct15-Oct31, 2022</td> <td>Apr01-Apr15, 2023</td> </tr> <tr> <td colspan="2">Welcome package will be sent</td> <td>Mid February, 2023</td> <td>Mid July, 2023</td> </tr> <tr> <td colspan="2">Accommodation assignment</td> <td>Early February, 2023</td> <td>Early August, 2023</td> </tr> <tr> <td colspan="2">Arrival & Orientation See "4. Arrival Guide" at P5</td> <td>Late March, 2023</td> <td>Mid September, 2023</td> </tr> </tbody> </table>	Admission period		April/Spring 2023	September/Fall 2023 (Tentative schedule)	Nomination period * for coordinators only	G	Jul05-Aug31, 2022	Jan06-Feb15, 2023	UG	Jul05-Sep30, 2022	Jan06-Mar15, 2023	Online application period * for nominated students	G	Sep15-Sep30, 2022	Mar01-Mar15, 2023	UG	Oct15-Oct31, 2022	Apr01-Apr15, 2023	Welcome package will be sent		Mid February, 2023	Mid July, 2023	Accommodation assignment		Early February, 2023	Early August, 2023	Arrival & Orientation See "4. Arrival Guide" at P5		Late March, 2023	Mid September, 2023
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Choice of faculty at Chuo University	<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 N3 certificate or equivalent at least.</p>																														
Nomination Procedure *Only for exchange coordinators	<ol style="list-style-type: none"> 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. 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 through the online form, we will contact each 																														

	student by email as specified in “Application and Admission Procedures” after nomination deadline.
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, especially for the graduate school applicants. 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) 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) 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: <ol style="list-style-type: none"> 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. 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. 8. Students who rent Chuo accommodation will be assigned and notified. 9. A link to the “Online Arrival Form” will be sent thorough the system to the students. * Please refer to the “Arrival Guide” section of this FACT SHEET. (p. 5) 10. Welcome to Chuo University!
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 Late January</p> <p>*Important</p> <p>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"> 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.

	<p>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.</p> <p>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.</p>
<p>Student Status at Chuo</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"> 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>
<p>Japanese Language Courses (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"> 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. 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. 3. Course Components <ul style="list-style-type: none"> ◆ Levels: Mainly 3 levels (beginner, intermediate and advanced) ◆ Level Placement: will be decided based on students’ Japanese educational backgrounds. ◆ Campuses offered: Tama & Korakuen ◆ Course composition: <ul style="list-style-type: none"> Each course offered in two consecutive periods (ex. 1st & 2nd periods), students are required to register two classes as a set. ◆ Course load per semester: 200 minutes/week x 14 weeks/semester ◆ Credit(s) : 2 credits/semester <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>

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. 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. https://www.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/</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>																					
Course Registration	<p>Exchange students register for academic courses after arrival. 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>Your study plan in the application form is very important, it will be considered when the Faculty/Graduate School decides your acceptance.</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>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>																					
Credit	<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 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>																					
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4. Arrival guide

<p>On Arrival</p>	<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: https://www.chuo-u.ac.jp/english/visit/</p> <p>Due to the unpredictable situation of COVID-19, the self-quarantine/isolation may be needed before check-in in the Chuo dormitory or Chuo rented accommodation. All the cost of self-quarantine period is the student's responsibility.</p>
<p>Tentative Schedule</p>	<p>April enrollment: - Designated dormitory check-in dates: March 28-29, 2023 - Orientation week: March 30 to April 8, 2023 - Classes start: April 9, 2023</p> <p>September enrollment: - Designated dormitory check-in dates: September 12-13, 2023 - Orientation week: September 14 to 20, 2023 - Classes start: September 21, 2023</p>

5. Visa Requirements

<p>Student Visa</p>	<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>Dormitory information</p>	<p>Guaranteed University accommodation will be offered if exchange students reserve the accommodation by online survey.</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>Early February</td> </tr> <tr> <td>➤ September enrollment:</td> <td>- Online request survey</td> <td>Late June</td> </tr> <tr> <td></td> <td>- Information of reservation</td> <td>Mid July</td> </tr> </table> <p><u>Type of the accommodation:</u></p> <p>1) On-campus : International Residence Chuo https://www.chuo-u.ac.jp/english/admissions/residences/irc/</p> <p>2) Off-campus dormitory : Chuo International Residence at Seiseki-Sakuragaoka</p> <p>* The following students have priority</p> <ul style="list-style-type: none"> -Students in Faculty/Graduate School of Law -Students in Faculty/Graduate School of Science and Engineering -Graduate program students in Tama Campus. <p>*Time required to each campus by train</p> <ul style="list-style-type: none"> -Tama: 30-40 min. -Korakuen, Myogadani: 70-90 min. 	➤ April enrollment:	- Online request survey	Early December		- Information of reservation	Early February	➤ September enrollment:	- Online request survey	Late June		- Information of reservation	Mid July
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	<p>Rental Fee for Academic Year 2023:</p> <ul style="list-style-type: none"> *The room rental fee is 50,000JPY/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 monthly room rent. 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. *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. *It is your responsibility to bear the full amount of the dormitory 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. *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. <p><u>The rules to run community life smoothly</u> (The following are excerpts).</p> <ul style="list-style-type: none"> *Residents shall participate in weekly unit meetings, events, orientations, etc. in the dorm. *Entry into the dorm by non-residents is prohibited. *Entry into living areas of other genders is prohibited at all times. *Students are allowed to enter only the relevant areas. *All should maintain a quiet environment after 21:00.
Payment Method	<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>
Financial Support	<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>

7. Covid-19 Information

Precautions for activities on campus	<p>Everyone should take precautions to prevent the virus spreading, and students are required to be aware of the basic rules necessary to prevent infection, such as</p> <ul style="list-style-type: none"> - Wearing a mask when going to/from school, moving around on campus, and classes. - Measuring body temperature before going to school, and not going to school with a temperature of 37.5 ° C or higher. - Encouraging hand washing and hand disinfection on campus. Bring your own towel and disinfection sheet. - Utilizing the coronavirus contact confirmation app. <p>COVID-19 Vaccination is recommended</p> <p>A Government-designated quarantine may be required depending on the border control policy. Expenses for the quarantine is responsible students. (Approx. JPY10,000 per night)</p>
Useful Link	<p>Border Control Measures / Ministry of Health, Labor and Welfare https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html</p> <p>Measures by the Government of Japan / Japan National Tourism Organization https://www.japan.travel/en/coronavirus/</p> <p>About the Novel Coronavirus Disease / Hachioji City https://www.city.hachioji.tokyo.jp/kurashi/shimin/tagengo/english/004/p026269.html</p>

8. Others

Estimated Living Costs	Approx. 50,000 JPY/month (without accommodation fee)
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.
Part-time Work Permission	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. - 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. * NOTE: Those entering Japan on a re-entry visa are not eligible.
Other Useful Information for Exchange Students	Study in Japan Comprehensive Guide http://www.studyjapan.go.jp/en/index.html Living Guide http://www.clair.or.jp/tagengo/index.html