



FACT SHEET for Chuo Student Exchange Program (Inbound)

September/Fall AY2024 Enrollment

(As of January/2024)

***NOTES**

- 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 was redesigned from AY2023. >>>See page5
- 3) Faculty of Global Informatics started taking exchange students from the Fall semester 2023.

-Language requirement is JLPT N2.

-The placement is very few, so if you apply (or nominate your student) for the Global Informatics please prepare the "Plan B".

-Faculty of Global Informatics needs to bring your own devise (PC) to the every class.

4) Faculty of Global management

-The placement is very competitive.

If you apply (or nominate your student) for the Global Informatics, please prepare "Plan B".

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 <for th="" your<=""><th>Chuo Exchange Program Inbound: Our partn Coordinators: Ms. Sato & Ms. Mukouyama Email address: exchange-grp@g.chuo-u.ac.jp Outbound: Chuo students >>> our partners</th><th></th><th></th></for>	Chuo Exchange Program Inbound: Our partn Coordinators: Ms. Sato & Ms. Mukouyama Email address: exchange-grp@g.chuo-u.ac.jp Outbound: Chuo students >>> our partners		
	Reference> Outbound Coordinator By Region	Region/Countries Asia: China, India, Indonesia, Korea, Malaysia, Philippines, Singapore, Taiwan, Thailand etc. USA, Canada, Europe: Belgium, France, Italy, Malta, Switzerland, Turkey Europe: Croatia, Denmark, Germany, Ireland, Netherland, Spain, Sweden, UK, Others: Australia, Mexico, Uruguay,	Coordinators Mr. Kakimoto Mr. Fujisawa Ms. Nakahara Mr. Fujisawa Mr. Fujisawa	Email address exchange01-grp@ g.chuo-u.ac.jp exchange02-grp@ g.chuo-u.ac.jp exchange03-grp@ g.chuo-u.ac.jp exchange04-grp@ g.chuo-u.ac.jp
Language in Use		Japanese (Partially English) Based on our student exchange agreements with	each partner unive	ersity
Number of Exchange Students		*For exchange coordinators at our partner universi exchange students to Chuo.		-

2. Nomination, Application and Admission Procedures

Levels of Study of Exchange StudentsUndergraduate/Graduate Law / Economics / Commerce / Letters / Science and Engineering / Policy Studies / Global Management (undergraduate only) / Global Informatics (undergraduate only)Campus LocationTAMA: Economics / Commerce / Letters / Policy Studies/Global Management KORAKUEN: Science and Engineering MYOGADANI: Law ICHIGAYA TAMACHI: Global Informatics Campus information: https://www.chuo-u.ac.jp/english/visit/Restricted programs for Exchange studentsProfessional Graduate Program (Law School, Business School)Length of StudyOne year (two 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 is highly recommended. However, the options below with an asterisk (*) are available for September/Fall enrol Full academic year: April 1, 2024 – Late January, 2025 * First(spring) semester only: April 1, 2024 – Late July, 2024 Application closed * One semester>> Second(fall) semester only: September 21, 2024 – Late January, 2025 * Two semesters>> Second(fall) semester 2024 + first(spring) semester 2025: September 21, 2024 – Late JulyEligibilityStudents must be currently enrolled at the partner institution, and are expected to cor at least one academic year (two semesters) of study at the home institution before sta exchange study at Chuo University.	n April)
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	-
evchange study at Chuo University	rt
- 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 inst	itution
by the time of application.	
2.5 or above out of 4.0	
GPA (a GPA below 2.5 can be considered on a case by case basis)	
Language Requirement Undergraduate Program	
*Law / Economics / Letters / Policy Studies / Global Management	
JLPT-N3 is suggested	
Chuo does not request an official language proficiency score, but students must be ab	le to
follow courses taught in either English or Japanese.	
*Commerce: JLPT N2 or equivalent, certificate is not necessary	
*Science & Engineering: JLPT N2 certificate is mandatory	
*Global Informatics: JLPT N2 certificate is mandatory	
Caralante Deserver	
Graduate Program	
* Law / Economics / Commerce / Letters / Policy Studies	
JLPT N1 or N2 is required to take causes taught in Japanese	
*Science & Engineering:	
JLPT-N3 suggested (no Japanese proficiency required, however you might not be able	to
earn any credit depending on your study/research field)	
Tuition Waivers for Exchange As a general rule, exchange students from institutions that have concluded a mutual tu	ition
Students 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 requ	ired to
*Students from partner institutions with NO mutual fee waiver arrangements are requ pay registration fees and tuition fees to Chuo University. For detailed arrangements, stu should contact the exchange program coordinator at their home institutions or Chuo	

Timeline	Nomination and application p G: Graduate Program UG: Undergraduate Prog		e different for each program.	
	Admission period		September/Fall 2024	April/Spring 2025 tentative
	Nomination deadline	G	Feb15, 2024	Aug31, 2024
	* for coordinators only	UG	Mar15, 2024	Sep30, 2024
	Online application period	G	Mar01-Mar15, 2024	Sep15-Sep30, 2024
				Oct15-Oct31, 2024
	Acceptance letter will be iss	ued	Early June, 2024	Early Feb., 2024
	Arrival & Orientation See "4. Arrival Guide" at P5		Mid September, 2024	Late March, 2024
Choice of faculty at Chuo University	Exchange students should app university. If there is no such f should correspond to the cou *Some faculties such as the Fa offers very few courses in Eng *Faculty of Global Manageme be accepted. *Faculty of Global Informatics	aculty at rses the s aculty of lish, i.e. s int is very	Chuo, (Japan Studies, etc.), student would like to take. Commerce and the Faculty of student should have JLPT cer competitive, please prepar	the choice of faculty of Science and Engineering tificate. e "Plan B", in case you can't
	case you can't be accepted.			
Nomination Procedure	1. Exchange coordinators wi			
*Only for exchange coordinators	number of nominees pos students per year, not per		ore select exchange students	. We count the number of
	 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. After receiving official nominations from our partner universities, the Chuo International 			
Application and Admission Procedures	 Center will send an email to Application portal site "ma * ID & Password are provide 2. The students are required to through the portal site "ma 3. The application documents Faculty/Graduate School see * If there is no suitable aca language proficiency, Chui for the graduate school ap 4. Through the portal site "ma Application Form for Certifit should submit the online for * Please refer to the "5. Visa 5. A link to "Online Accommo system. The students shoul *Please refer to the "Accom 6. When the application is app programs), a "Acceptance L The Package will contain th a. Official Letter of Accept b. Certificate of Eligibility" c. Other information docu 	o the ead naba" an ed a few o fill in the naba" by will be fo lected by demic ac o will not oplicants. anaba", s cate of E orm and r a Require dation Re d submit noodatio proved (in etters" w e followin ance issue for Statue ments fo l for the s	h nominated students, inclu d an ID & Password to log in days before the application p he application form and subry y the deadline. Drwarded by the Internation y the student for an acceptant visor available for the stude to able to accept the stude tudents will also be sent a lin ligibility" (COE), which is a vise elated support documents be ments" section of this FACT equest Form" will also be ser this online form by the dead on" section of this FACT SHEE t will take about 2.5 months, vill be provided through the ng documents: ued by Chuo University* s of Residence issued by the or the arrival/orientation we student's visa application.	ding a link to the Online beriod. mit related documents al Center to the nee decision. ent's study plan and nt for exchange, especially nk to the "Online sa document. Students by the deadline. SHEET. (p. 6) nt to students through the dline. ET. (p.6) 3.5 months for graduate portal site "manaba" . Immigration Bureau*

	 country as soon as they receive the documents. 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	Refer to attachments 1 & 2 at the end of this document.
	All the application procedure will be finished online.
	*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.
	Your study plan in the application form is very important, it will be considered when the
	Faculty/Graduate School decides your acceptance.

3. Academic Information Academic Advisement 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. Academic Calendar 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 Late January *Important For exchange students who are considering study first semester study only, second semester only, or second and first semesters, please read the following notice: 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. Undergraduate program: Senkasei * **Student Status at Chuo** 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. Graduate program: 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. Note: 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.

Japanese Language Courses (Free of charge for Exchange Students, with grade and credit) NOT mandatory	 *Senkasei: Full time non-degree student Credits and grades will be granted if students satisfactorily fulfill course requirements. *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. Program redesigned from AY2023 *Details subject to change without notice. 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 Level Placement: will be decided based on students' Japanese educational backgrounds. Course composition: 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/s
	*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.
Academic Courses	To fulfill visa requirements, exchange students must 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. 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.
	 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/ 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.

Course Registration	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. Your study plan in the application form is very important, it will be considered when the Faculty/Graduate School decides your acceptance.		
Method of Assessment	ALL students are evaluated on the same basis and are expected to complete ALL course work		
Method of Assessment	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.		
Transcript Issuance	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		
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 00 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. 		
Grade	Grade Definition Score S 90-100 A Pass 80-89 B 70-79 60-69		
	E Fail 0-59		
	F Unofficial Withdrawal _		
	Withdrawal _		

4. Arrival guide

On Arrival	* All transportation costs from the airport to accommodation is the student's responsibility.
	* How to access each campus is available on the website below: <u>https://www.chuo-u.ac.jp/english/visit/</u>
Tentative Schedule	September 2024 enrollment: - Designated dormitory check-in dates: September 12-13, 2024 - Orientation week: September 14 to 20, 2024 - Classes start: September 21, 2024
	April 2025 enrollment: - Designated dormitory check-in dates: March 28-29, 2025 - Orientation week: March 30 to April 8, 2025 - Classes start: April 9, 2025

5. Visa Requirements

5. Visa Requirements	
Student Visa	All incoming exchange students who do not have resident status in Japan must have a Student Visa to study at Chuo University.
	In advance: 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. 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.
	* A link to the online COE Application Form will be provided to the applicants.

6. Accommodation

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*Room rental fees ar *Once exchange stud	uired to pay the room cleaning fee and linen fees etc. as the initial			
*Once exchange stud	cost which is included to the above rent. *Room rental fees are subject to change without notice.			
	*Once exchange students reserve accommodation they will be liable for a cancellation fee.			
*Contract period der	*Contract period depends on study period at Chuo. In principle, student cannot move out			
	eriod. There will be no refunds of the money once paid under any			
circumstances.				
	ity to bear the full amount of the room rental fee for the entire term o			
	ou move out of the dormitory in the middle of the contract for an			
inevitable reason, ex				
-	ept for health or family emergencies.			
dormitory fee and ot	to the dormitory after the designated contract period starts, the			

	<u>The rules to run community life smoothly</u> (The following are excerpts). *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	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. Necessary information will be provided when the dormitory assignment.
Financial Support	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.

7. Others

Estimated Living Costs	Approx. 50,000 JPY/month (without accommodation fee)
Insurance in Japan	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.
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 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 Living Guide http://www.clair.or.jp/tagengo/index.html