



CHUKYO UNIVERSITY

Student Exchange Program (CSEP) Fact Sheet for Fall 2023 and Spring 2024

Contact Information

Name of the institution	Chukyo University
Office	Global Education Center (GEC)
Address	101-2 Yagoto Honmachi, Showa-ku, Nagoya, Aichi 4668666 JAPAN
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Website	https://global.chukyo-u.ac.jp/ex_inbound/
Exchange coordinator	Ms. Tamami Zanzi

Application

Exchange period	<ol style="list-style-type: none">1. One year (September – July or March – January*)2. One semester (September – January* or March – July) <p>*Students from the US or institutions where the next semester starts in January will take exams in December and will have to leave by the end of December.</p>
Qualification	Undergraduate and Graduate students
Documents required for Application <i>Start ahead and prepare the documents highlighted in yellow once you have been nominated by your home university!</i>	<p>Applicants will have to complete or obtain the documents below and upload them to our online application form. The URL to the online application form, a detailed application guideline, and the forms to be completed will be announced after nomination</p> <ol style="list-style-type: none">1) Home University Approval Form (to be completed by the Home Coordinator)2) Statement of Purpose (Type in Japanese or English)3) Academic Reference Letter (to be completed and uploaded by a Professor)4) Self-Assessment Medical Form5) Statement of Financial Guarantee6) Financial Supporter's Bank Statement and/or Scholarship Award Letter7) Application for Certificate of Eligibility8) Academic Transcript9) ID Photo (jpeg data)10) Passport Bio-Data Page (PDF) <p>The form for 1, 2, 3, 4, 5, and 7 will be provided by the GEC. Students are highly suggested to start gathering the documents highlighted in yellow once nominated by their home university. See the next page for further details.</p>

<p>Documents to prepare as soon as possible</p>	<p>Financial Supporter's Bank Statement</p> <ul style="list-style-type: none"> - Financial supporter: the person that will pay for the student's study abroad - Bank Statement: document that shows how much there is in the bank account. It must contain the name of the account holder (should be the same as the financial supporter's), the date of issuance (within three months from application date), and the total amount (it must be superior to the amount they will use to support the student, see "<i>Cost of the Student Exchange Program</i>" below). <p>Scholarship Award Letter</p> <p>If applicable, students need to submit a document that contains the name of the scholarship recipient (the student's name), the name of the scholarship, the scholarship award period (it must cover the length of the study abroad), and the amount awarded (it must be superior to the amount required)</p> <p>Academic Transcript</p> <p>Only official transcripts with the latest grades are taken into consideration.</p> <p>ID Photo (jpeg data)</p> <p>Students are required to submit a photo of their face and submit its data. The photo required has similar characteristics to a passport photo and must follow the rules below.</p> <ul style="list-style-type: none"> - The applicant must face the camera - There must be no background (including no shadow) - It must have been taken within three months of the date of submission - It must be a clear photograph. - The applicant's face must be clearly visible (no hair covering the face) <p>Passport Bio-Data Page (PDF)</p> <p>Students are required to submit the page of the passport with their personal details. Students who do not have a passport are highly advised to apply for it as soon as possible.</p>																		
<p>Application fee</p>	<p>Waived for exchange students</p>																		
<p>Cost of the Student Exchange Program</p>	<p>For visa purposes, students are required to prove to have the following amount available.</p> <ul style="list-style-type: none"> - Partner University Students: 90,000 per month (minimum) <table border="1" data-bbox="568 1462 1434 1615"> <tr> <td>One Semester</td> <td>September – December*</td> <td>360,000 JPY minimum</td> </tr> <tr> <td></td> <td>September – January</td> <td>450,000 JPY minimum</td> </tr> <tr> <td>One Year</td> <td>September - August</td> <td>990,000 JPY minimum</td> </tr> </table> <p>* Students from the US or institutions where the next semester starts in January will have to leave by the end of December.</p> <ul style="list-style-type: none"> - ISEP Students: 20,000 per month (minimum) <table border="1" data-bbox="568 1756 1434 1908"> <tr> <td>One Semester</td> <td>September – December*</td> <td>80,000 JPY minimum</td> </tr> <tr> <td></td> <td>September – January</td> <td>100,000 JPY minimum</td> </tr> <tr> <td>One Year</td> <td>September – August</td> <td>220,000 JPY minimum</td> </tr> </table> <p>* Students from the US or institutions where the next semester starts in January will have to leave by the end of December.</p>	One Semester	September – December*	360,000 JPY minimum		September – January	450,000 JPY minimum	One Year	September - August	990,000 JPY minimum	One Semester	September – December*	80,000 JPY minimum		September – January	100,000 JPY minimum	One Year	September – August	220,000 JPY minimum
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One Year	September – August	220,000 JPY minimum																	

Calendar

	Fall 2023	Spring 2024
Nomination Deadline	March 1 st , 2023	October 1 st , 2023
Application Deadline	April 1st, 2023	November 1st, 2023
Arrival Date	September 3 rd , 2023	March 17 th , 2024
Orientation/Registration	First two weeks of September, 2023	Last two weeks of March, 2024
Beginning of Classes	September 21 st , 2023	Early April, 2024
End of Classes	January 22 nd , 2024*	End July, 2024
Exams	January 26 th to February 1 st , 2024*	Last week of July, 2024
Leaving Date	By February 8 th , 2024*	Within 10 days from last exam
Transcript available	Late February, 2024*	Late August, 2024*

All dates are tentative. The arrival date will be officially announced with the letter of acceptance. **Applicants are highly advised not to book their flight before official confirmation from Chukyo University.**

*Students from the US or institutions where the next semester starts in January will take exams in December and will have to leave by the end of December. In their case, the transcript will be available in late January.

Classes

Course List	<p>The complete course list for the Fall 2023 semester will be available in April 2023. The course list shared includes only courses recommended for exchange students, Japanese language courses*, and courses for international students.</p> <p>*The level of the course cannot be chosen by the students. Exchange students will take a Japanese language placement test during Orientation Week. The results of the test have the sole purpose to place the student in the right course level and will not affect the final grade.</p>
Syllabus	<p>The syllabi for the AY 2023 will be available from April on Chukyo University homepage. Before that, students can check the syllabi for the AY 2022 following the instructions provided on a separate document (“Syllabus Search Instructions”).</p>
Language Requirement	<p>There is no language requirement to apply for CSEP*. International Exchange Students can take courses from all our academic offerings, including courses delivered in Japanese.</p> <p>*<u>Recommended language level</u></p> <ul style="list-style-type: none"> -courses delivered in Japanese: JLPT N2 or above -courses delivered in English: CEFR B2 or above
Class Registration	<p>Students will register for classes once in Japan during orientation week. They do not have to register before coming to Japan.</p>
Add/Drop Classes	<p>Once classes start, students have one week to try the courses of their interest. They can add and/or drop classes before finalizing their classes.</p>

Accommodation

All Exchange Students are required to stay in the dorms assigned by Chukyo University. **All other accommodations will not be accepted.**

	Dormy Kawana	Dormy Akaike
Type of Accommodation	Single Occupancy Room in Male dormitory	Single Occupancy Room in Female dormitory
Website	https://dormy-ac.com/placehall/chubu/nagoya/13298/	https://dormy-ac.com/placehall/chubu/nagoya/12126/
Address in English / Address in Japanese *XXX = room number	XXX Dormy Kawana, 2-3-17 Hanamido-ri, Showa-ku, Nagoya, Aichi 466-0831 〒466-0831 <small>あいちけん なごやししやわく</small> 愛知県名古屋市昭和区 <small>はなみどおり</small> 花見通2-3-17 <small>どーみーがわな</small> ドーミー川名 XXX	XXX Dormy Akaike, 5-210 Akaike, Nisshin, Aichi 470-0125 〒470-0125 <small>あいちけんにつしんしあかいけ</small> 愛知県日進市赤池5-210 ドーミー赤池 XXX
Access to Nagoya campus	18 minutes by walk and subway	16 minutes by walk and subway
Facilities	1. Fully furnished single room (e.g. closet, desk and chair, bed) 2. Communal bathrooms (lavatory, showers, and Japanese-style bath) 3. Bed linen including a pillow 4. WiFi access 5. Laundry machines 6. Mini Fridge 7. (Optional Rental) TV	1. Fully furnished single room (e.g. closet, desk and chair, bed) 2. Communal bathrooms (lavatory, showers, and Japanese-style bath) 3. Bed linen including a pillow 4. WiFi access 5. Laundry machines 6. Mini Fridge 7. (Optional Rental) TV 8. Vanitory
Meals	<ul style="list-style-type: none"> • Two meals per day - breakfast and dinner - provided in the dorm cafeteria. • No optional meals for different dietary needs available (e.g., allergies, vegetarian, vegan, halal). • Students with specific dietary needs will have to provide for their own food. <p><i>IMPORTANT: Students do not pay for meals at the dorm. Therefore, even if students do not plan to eat in the cafeteria, the rent will not change</i></p>	<ul style="list-style-type: none"> • Two meals per day - breakfast and dinner - provided in the dorm cafeteria. • No optional meals for different dietary needs available (e.g., allergies, vegetarian, vegan, halal). • Students with specific dietary needs will have to provide for their own food. <p><i>IMPORTANT: Students do not pay for meals at the dorm. Therefore, even if students do not plan to eat in the cafeteria, the rent will not change</i></p>
Check In	Only on the Official Arrival Date* (see "Calendar" above). The dorm personnel will organize an orientation only once for all students. Attendance to orientation is compulsory as essential information will be provided. *Students who arrive earlier will have to arrange accommodation on their own.	Only on the Official Arrival Date* (see "Calendar" above). The dorm personnel will organize an orientation only once for all students. Attendance to orientation is compulsory as essential information will be provided. *Students who arrive earlier will have to arrange accommodation on their own.

Rent	one semester student	53,000 JPY per month	53,000 JPY per month
	one-year student	51,000 JPY per month on average (+utilities)	51,000 JPY per month on average (+utilities)
Payment	one semester student	Before coming to Japan (by international bank transfer)	Before coming to Japan (by international bank transfer)
	one-year student	<u>Option 1</u> Before coming to Japan (by international bank transfer) <u>Option 2</u> One month rent before coming to Japan (by international bank transfer) + every month once in Japan	<u>Option 1</u> Before coming to Japan (by international bank transfer) <u>Option 2</u> One month rent before coming to Japan (by international bank transfer) + every month once in Japan
	ISEP Students	Rent Fee is waived	Rent Fee is waived

Students are liable for all damages caused to the room or any furniture.

Insurance

Japanese National Health Insurance (NHI)	All people residing in Japan (Japanese citizens and foreigners) for more than 90 days must sign up for the NHI. The insurance fee is about 2,000 JPY per month. Students will sign up for it when they register their residency at the ward or city office (see "Orientation Schedule" below).
Chukyo University Overseas Travel Insurance (CUOTI)	<p>All International Exchange Students are required to enroll in CUOTI policy. This is mandatory since the Personal Liability Insurance included in CUOTI policy covers the tenants' liability, which is compulsory for staying in the dorm. The fee varies from 5,000 JPY (4 months) to 15,000 JPY (12 months) depending on the length of the study abroad. The benefits include:</p> <ul style="list-style-type: none"> - Death from Injury - Physical Impediment from Injury - Death from Disease - Rescue Expenses - Personal Liability Insurance - Baggage Delay Expenses - Flight Delay Expenses

The prices of the CUOTI plans are for illustrative purposes only. A detailed description of the CUOTI coverage will be provided after official confirmation.

Support and Events

<p>Airport pickup</p>	<p>A free shuttle bus from Chubu Centrair International Airport to the dorms will be available for students who arrive on time for the Pick-Up Service on the Official Arrival Date (see “Calendar” above).</p> <p><u>STUDENTS PLANNING TO USE THE PICK-UP SERVICE:</u> The Date and Time of the Pick-Up Service will be announced after official confirmation. Students are highly advised not to book a flight before receiving official confirmation.</p> <p><u>STUDENTS NOT PLANNING TO USE THE PICK-UP SERVICE:</u> Students who will not use the Pick-Up Service will be responsible to reach the dorm on their own on the Official Arrival Date (see “Calendar” above). The meeting time at the dorm will be announced after official confirmation. Students are highly advised not to book a flight before receiving official confirmation.</p>
<p>Buddy program</p>	<p>GEC will match exchange students with their Chukyo buddy. Buddies are Chukyo student volunteers who will support exchange students to get accustomed to life in Japan. Students will receive their buddy’s name and contact information before arriving in Japan to have more time to get to know each other. More information will be provided after official confirmation.</p>
<p>Events</p>	<p>GEC and Chukyo student volunteers will organize events throughout the year (e.g., Welcome and Farewell party, Nagoya trip, Hanami, Halloween party, Christmas party, cultural exchange events, day trips).</p>

Orientation Schedule (Sample)

<p>First Week</p>	<p>Welcome and instructions for class registration</p>
	<p>Japanese Language Placement Test</p>
	<p>Class Registration</p>
<p>Second Week</p>	<p>Resident registration at ward or city office</p>
	<p>Payment for CUOTI plan (insurance)</p>
	<p>Campus tour with Chukyo University student volunteers</p>
	<p>Nagoya day trip</p>
	<p>Special events organized by student volunteers</p>

Contents of Orientation Schedule are for illustrative purposes only and can change without prior notice.

Scholarship

Name of Scholarship	Chukyo University Scholarship for International Students
Scholarship Amount	150,000 JPY per semester
Payment Period	Fall semester: November*; Spring semester: June* <i>*Once per semester</i>
Eligibility	To be eligible, students must: 1) Be an Exchange Student 2) Have not been awarded another scholarship 3) Have a GPA* equal or superior to 2.8 (Bachelor Degree Student) or Have a GPA* equal or superior to 2.4 (Master Degree Students) <i>*Chukyo University uses a GPA 4.0 scale.</i>
Number of grantees	Up to 20 students per semester
Selection Method	A short essay and GPA of the most recent two semesters (E.g., students applying during the Fall Semester 2023 will have to submit the official transcripts of Fall 2022 and Spring 2022.)
Application Documents	Application materials and a list of the documents required will be sent after the student's official acceptance
Application Period	Between the first day of Orientation and the first day of class
Application Method	The hard copy of all the documents required must be submitted in person (including the hard copy of the official transcript)

Visa Application Process

Spring Applicant	Fall Applicant	Procedures
December	May	GEC submits the "Application for Certificate of Eligibility" that the students have filled in to the Nagoya Regional Immigration Bureau.
February	July	The Nagoya Regional Immigration Bureau sends the Certificate of Eligibility (CoE) to the GEC.
February	July/August	The GEC sends the CoE to students' home institutions (partner university students) or to students' homes (ISEP students) by EMS. Upon receipt of the email of notification from the GEC, students make an appointment with their nearest Embassy or Consulate-General of Japan for visa application.
March	August	Students apply for their student visa at their nearest Embassy or Consulate-General of Japan after receipt of the CoE.
March	August/September	Students receive their student visas and travel to Japan. Students will receive their Residence Card upon entering Japan from one of the major airports – Tokyo (HND/NRT), Nagoya (NGO), Osaka (KIX), Hiroshima (HIJ), Fukuoka (FUK), Chitose (CTS).

All dates are for illustrative purposes only. Please note that the CoE is issued by the Nagoya Regional Immigration Bureau (not Chukyo University).

[Important] All contents are tentative; the GEC reserves the right to make changes without notice. More details will be provided upon acceptance.