



Seikei Institute for International Studies

Seikei University

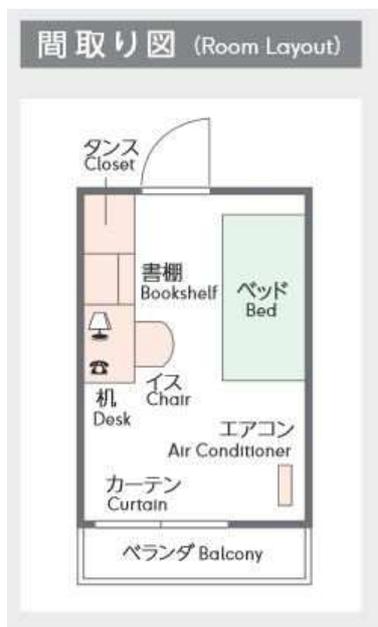
3-3-1 Kichijoji Kitamachi, Musashino-shi, Tokyo 180-8633

Tel: +81-422-37-3536 / Fax: +81-422-37-3865

Seikei University Exchange Program Information Sheet 2022-2023

1. General Information	
Name of Institution	Seikei University
President	Hiroshi Kitagawa
Address	Seikei University 3-3-1 Kichijoji-Kitamachi, Musashino-shi, Tokyo 180-8633 Japan
Faculties	Economics, Business Administration, Science and Technology, Humanities, Law (Undergraduate and graduate school)
Website	https://www.seikei.ac.jp/university/
Information website for exchange students	https://www.seikei.ac.jp/gakuen/siis/intl/incoming.html
International Office (Seikei Institute for International Studies)	Seikei Institute for International Studies (SIIS) Seikei University 3-3-1 Kichijoji-Kitamachi, Musashino-shi, Tokyo 180-8633
Email	siis@jim.seikei.ac.jp
Phone	+81-422-37-3536
Fax	+81-422-37-3865
SIIS Director	Fuhito Endo
Contact person for incoming exchange students (students coming to Seikei)	Semester 1 (Spring): Daigo Tomomura (Mr.) Semester 2 (Fall) : Kaori Oriksa (Ms.)
2. Academic Term Dates for 2022-2023	
Semester 1: (Spring 2022) ➤ Academic term dates ➤ Dormitory check-in/Orientation dates for incoming exchange students	TBD Academic term dates 2022: 11 April 2022 – 1 August 2022 (including examination period) Exchange students are supposed to check-in at the dormitory in late March 2022 for orientation. (check-in dates are subject to change)

Semester 2: (Fall 2022) ➤ Academic term dates ➤ Dormitory check-in/Orientation dates for incoming exchange students	TBD 23 September 2022 – 1 February 2023 (including examination period). Exchange students are supposed to check-in at the dormitory in mid September 2022 for orientation. (check-in dates are subject to change)
Academic Calendar	https://www.seikei.ac.jp/university/pdf/koyomi.pdf
3. Admission requirements	
Minimum GPA (or academic result in other scales)	No official requirement, but preferably equivalent to 2.5 or higher.
Japanese language requirements	Minimum of one year of Japanese language study (aiming for N4 level) or approximately 300 hours of study. Exchange students are required to take a placement test for their Japanese proficiency upon arrival (Set in late March for spring students and in early September for fall students). They will be advised by our Japanese lecturers which Japanese courses to take (Therefore, we cannot give any evaluation of the availability of preferred classes by only checking their application forms).
Degree level (undergraduate/postgraduate):	Undergraduate or Postgraduate
Available exchange period (one semester/one year):	One semester or One year
4. Application Deadlines and Procedures	
Nomination deadline	Semester 1 (Spring) : Beginning of October Semester 2 (Fall) : 5th March 2022
Application deadline	Semester 1 (Spring) : Middle of October Semester 2 (Fall) : 19th March 2022
Application procedure	Applications for exchange must be submitted to your home university's exchange coordinator. Once selected for exchange, the exchange coordinator will forward all documents to Seikei University by email attachment .
Required documents	1. Application Documents for the Exchange Program ➤ Exchange Student Application (4 pages) ➤ Japanese Language Study Background ➤ Health Certificate ➤ Statement of financial situation ➤ Declaration of intention for scholarships ➤ Medical declaration form ➤ Full Transcript in English including grade(s) of Japanese language course(s) ➤ An identical photo (4 x 3 cm)

	<p>*Strictly observe the assigned photo size due to use on official documents.</p> <ul style="list-style-type: none"> ➤ A copy of a valid passport (photograph page). <p>2. Application Documents for Certificate of Eligibility</p> <ul style="list-style-type: none"> ➤ Application forms for a Certificate of Eligibility (3 pages) ➤ A copy of documents that verify the annual income of your supporter.
5. Course information	
Areas of study open to exchange students	In general, exchange students are allowed to take any courses in any faculty except for the Law School. Approval of the teacher of each course is necessary, but in general it is granted.
Courses <u>NOT</u> open to exchange students:	Courses of Law School, courses of Physical Education and Teacher Training, and some of the courses with limited enrollment are not open to the exchange students.
Language of instruction	Japanese
Language classes other than Japanese available as a part of exchange (if applicable)	Other language classes are an option depending on space availability and level of ability. (German, French, Spanish, Chinese, Korean, Thai)
Syllabus (Japanese Course)	https://www.seikei.ac.jp/gakuen/siis/intl/1.%20SeikeiUniversityJapaneseCourseDescription%28Mar012021%29.pdf
Syllabus (Undergraduate)	https://portal.seikei.ac.jp/campusweb/slbsrch.do?clearAccessData=true&contenam=slbsrch&kinmnNo=3
6. Cost of Living Expenses	
<p>Accommodation :</p>  <p>The diagram is titled '間取り図 (Room Layout)'. It shows a rectangular room with the following features: a closet (ダンス) at the top left, a bookshelf (書棚) and a bed (ベッド) on the right side, a desk (机) and a chair (イス) on the left side, an air conditioner (エアコン) at the bottom center, a curtain (カーテン) at the bottom left, and a balcony (ベランダ) at the bottom.</p>	<p>“Dormy Inokashira-Koen” (ドーミー井の頭公園) Address : 4-2-34 Mure, Mitaka-shi, Tokyo, 1810002, Japan</p> <p><Access> 12-minute walk from Inokashira-Koen station / 15-minute walk from Kichijoji station / 12-minute bicycle ride from Seikei University (2.9km)</p> <p><Descriptions></p> <ul style="list-style-type: none"> ➤ All single rooms (13.44 m², Furnished) ➤ Capacity 60 rooms: 30 for exchange students, 30 for Japanese students ➤ Meals included (breakfast & dinner : Monday-Saturday except holidays) ➤ Wi-Fi available ➤ Curfew : 00:00 – 06:30AM <p><Facilities> Dining room, Public bath, Private shower room (24-hour availability), Laundry room, Powder room, Bicycle parking etc</p> <p><Fees></p> <ul style="list-style-type: none"> ➤ Rent : ¥2,000/day (including meals, internet, heat, light and water) ➤ Deposit : ¥40,000 (Refundable) ➤ Bedding & linen lease fee : ¥25,000~/year, ¥17,820~/semester (prices for beddings are subject to change) <p>*In case applications from exchange students exceed the dormitory’s capacity,</p>

	we will select the residents by lottery and accommodate the remaining students in a different dormitory.
Website	https://seikei.gakuseikaikan.com/senyo_kokusai.html
Health insurance	National Health Insurance Approx. ¥10,000 /year https://www.city.mitaka.lg.jp/foreign/english/003/006.html
Other personal expenses	Approximately ¥20,000 -¥ 50,000/month.
Telecommunication expenses (if any)	Mobile phone: ¥3,000- ¥5,000/month Internet: Free Wi-Fi available on campus and in the Dormitory.
7. Scholarships	
Available scholarship for exchange students	Seikei University offers scholarships of ¥40,000/ month for up to 10 months. The annual number of recipients is 40 students. Number of exchange students studying at Seikei in the past: 2020: 6 students, 2019: 24 students, 2018: 34 students, 2017: 21 students
Application deadline	Same as exchange application deadline.
8. Notes	
Overseas Partner Institutions (As of November 2021)	Canada : Memorial University of Newfoundland U.S.A. : American University, The University of Memphis, Western Washington University France : Jean Moulin University Lyon 3 Belgium : Free University of Brussels Germany : Heidelberg University , University of Bonn Iceland : University of Iceland Italy : Ca' Foscari University of Venice Norway : University of Bergen Spain : University of Santiago de Compostela U.K. : Cardiff University, Oxford Brookes University, The University of Edinburgh Australia : Griffith University, Monash University, Murdoch University China : East China University of Political Science and Law, Fudan University, Guangdong University of Foreign Studies, Tongji University, Peking University, Shanghai Jiao Tong University, Malaysia : Asia Pacific University South Korea : Ewha Womans University, Korea University, Taiwan : Shih Chien University, Tamkang University, Wenzao Ursuline University of Languages Thailand : Chiang Mai University