

Partner Information Sheet

EXCHANGE PROGRAM 2024 FALL

GENERAL INFORMATION	
University Name	SUGIYAMA JOGAKUEN UNIVERSITY
Contact Address for Exchange Programs	SUGIYAMA JOGAKUEN UNIVERSITY Center for International Exchange Programs (CIEP) 17-3 HOSHIGAOKA-MOTOMACHI, CHIKUSA-KU, NAGOYA, AICHI 464-8662 JAPAN Tel: +81 52 781 5674 Fax: +81 52 781 2038 Email: ciep@sugiyama-u.ac.jp
General Websites	Japanese - https://www.sugiyama-u.ac.jp/ English - https://www.sugiyama-u.ac.jp/en/ (TBU)
Exchange Programs Websites	Japanese - https://www.sugiyama-u.ac.jp/univ/about/center/ciep/index.html English - https://www.sugiyama-u.ac.jp/en/about-u/exchange/ (TBU)
STAFF MEMBER	CONTACT DETAILS
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APPLICATION INFORMATION *We will keep you updated.	
Nomination Deadline	April 16, 2024
Application Deadline	April 30, 2024
Official Arrival Dates	September 10 and September 11, 2024
Fall Semester 2024 *Winter break *Final exam period *Spring break	September 23, 2024 – January 10, 2025 (15 weeks) *December 28, 2024 – January 5, 2025 *January 20, 2025 – January 25, 2025 *January 26, 2025 – First week of April
Spring Semester 2025 *Final exam period *Summer break	TBA The Spring semester is usually from April to the last week of July or the first week of August for 15 weeks.
Orientation Session	TBA (usually held one week before the semester starts)
Number of Exchange Students	Please confirm with CIEP about the number of exchange students.

Partner Information Sheet

<p>Application Procedure and Materials Required</p>	<p>Please email us the nomination list, and submit all application materials by email.</p> <ul style="list-style-type: none"> -Application Form (Form provided) -Medical Treatment Consent Form (Form provided) -Official Transcripts from Home University (<u>English</u>) -Copy of Passport (If you have another page described something additionally, please submit that page as well.) -ID Photo Data taken after February 2024 (JPEG, 40mm x 30mm/ 600pixels width x 800pixels height) ※Refer to the following URL and confirm the standards for submitted photos, as the photo will be used when applying for CoE later. https://www.moj.go.jp/isa/applications/procedures/photo_info_00002.html -Recommendation Letter (Form provided) <u>in English or Japanese</u> -Official Certificate of N3 level or above of Japanese Proficiency ※ Exceptions: Refer to the section “Language Requirements” for more detailed information. -Official Certificate of English Proficiency (if applicable) ※ Refer to the section “Credits/Courses/Study Areas available” for more detailed information. <p>-Certificate of Health (Form provided), valid only for the one issued within 3months prior to entering SJU, which is issued after June 22. The due to submit will be announced later.)</p>
<p>Language Requirements</p>	<p>JLPT N3 level proficiency in Japanese ※If the student doesn't have N3, contact us earlier in advance. We will inform you another required recommendation of home university. ※If the students would like to take classes taught in English, you need to meet the English requirements. For details, please see the section “Credits/Courses/Study Areas available”.</p>
<p>Application Materials for Certificate of Eligibility (CoE)</p> <p>※Information and deadline for CoE Application will be announced separately.</p>	<ul style="list-style-type: none"> -COE Application Form -Financial Certificate of the Student <u>in Japanese YEN</u>, and <u>under the student's name</u> <p>※ In case of the bank statement from your family, only parents are accepted. An official document proving the family relationship is to be submitted. If students would like to submit their parents' one, contact us earlier in advance. (Amount required: JPY ¥300,000 for 1 semester JPY ¥600,000 for 2 semesters)</p>

Partner Information Sheet

ACADEMIC & EXCHANGE RELATED INFORMATION	
Credits/Courses/Study Areas available	<p>Japanese Classes (by level of Japanese proficiency)</p> <p>※Exchange students with “N2 or above” can register "regular classes" <i>taught in Japanese</i> for undergraduate students at SJU. However, those who meet the following English requirements are allowed to take some regular classes taught in English, even if not have N2. (IELTS 4.5、TOEFL iBT 55、TOEFL CBT 160、TOEFL PBT 480、CEFR B1)</p> <p>※Students with under N3 level have to take five classes in “Japanese language course” and two of “Japanese Society” which is the class for only exchange students.</p> <p>※The selection of regular classes will be decided considering the results of Placement Test after arrival at SJU and consulting Exchange Student Coordinator.</p> <p>※Total class hours required of Japanese classes and Regular classes are 10 hours per week (at least 7 classes).</p>
Courses/Credits Restrictions	It may differ depending on each department.
A number of credits/Courses for the full-time load Credit point system/Equivalences	<p>1 credit for each Japanese class and language course</p> <p>Basically 2 credits for a course from undergraduate schools</p> <p>*The results of Internship will be announced after half a year.</p>
Short-term Programs available to the exchange students (Winter Program)	TBA
PRACTICAL INFORMATION	
Insurance Requirements	<p>All exchange students are required to have ‘The National Health Insurance’(*1), ‘Personal Accident Insurance for Students Pursuing Education and Research’, and ‘Liability Insurance coupled with PAS’(*2) during their stay in Japan.</p> <p>*1: JPY ¥1,500 /month approximately *2: JPY ¥1,340 /semester</p>
Accommodation https://www.sugiyama-u.ac.jp/univ/campus/life/residence/ Address: 3-5-3 Issha, Meito-ku, Nagoya, Aichi, 465-0093	<p>Exchange students are required to stay at FUJIMI DORMITORY during their stay.</p> <p><u>FUJIMI DORMITORY</u></p> <p>The dormitory is a self-catered and off-campus residence located close to Sugiyama Jogakuen University. We provide a fully furnished single room including a kitchen, bathroom, air-conditioning, single bed, desk, Wi-Fi, etc. (The basic rent fee is JPY ¥40,500 but the university covers JPY ¥10,500.)</p> <p>*Utility fees, such as electricity and gas: actual expenses</p> <p>*Rental fee for Bedding set(mandatory): JPY ¥12,000/1semester, JPY ¥20,000/2semesters approximately (payment in cash during the orientation week)</p> <p>* The students will need to apply for Wired Internet service in each room if in need.</p>

Partner Information Sheet

Living Expenses (1 month)	<p>-FUJIMI DORMITORY: The Rent Fee: JPY ¥32,500 including Common Service Fee (JPY ¥2,500)</p> <p>-Health Insurance: JPY ¥1,500</p> <p>-Meals, Personal Expenses: JPY ¥30,000 - ¥40,000</p> <p>※Others : Excursion Fee (JPY ¥15,000~¥30,000)</p>
Local Transportation	<p>Free school bus service is available between the campuses of SJU and the dormitory.</p> <p>※Nagoya City Subway, City buses, Train, Taxi information: https://www.kotsu.city.nagoya.jp/en/pc/OTHER/TRP0001448.htm</p>
Visa Information	<p>The international student needs to hold a student visa to enter Japan. Please bring with the “<u>Certificate of Eligibility (CoE)</u>” to the Japanese Embassy (or the Consulate office) in your country.</p> <p>※It may be better to confirm your Japanese Embassy in advance what will be required for visa application and the expected date of Visa issuance for purchase of the air ticket.</p> <p>*We send “an <u>electronic Certificate of Eligibility</u>” by attached file on “E-mail” to the student and home university.</p>
Arrival Assistance	<p>Please email us the data of “<u>e-ticket</u>” once the students get flight tickets.</p> <p>[NAGOYA (Chubu Intl. Airport)]</p> <p>We will arrange “Arrival Assistance” by SJU students from the airport to the dormitory.</p> <p>[OSAKA (Kansai Intl. Airport), TOKYO(Narita/Haneda)]</p> <p>Please inform us of the student’s arrival date and time in Nagoya. We will arrange Arrival Assistance by SJU students, who will welcome your student at JR Nagoya Station (or Issha Subway Station) and accompany to the dormitory.</p> <p>※Official Arrival Dates will be <u>September 10 and September 11, 2024.</u></p>
Study Mate/ Volunteer Clubs	<p>[Study Mate]</p> <p>Study mates will support Japanese study of the exchange students while they are staying at SJU. The students will have a good time talking with at least once a week.</p> <p>[Student Supporters]</p> <p>Throughout the year, Sugiyama student supporters will help the exchange students in many ways. If your students wish, the student supporters will support their campus life.</p>
Campus Facilities	<p>*Free Wi-Fi on campus</p> <p>*3 Cafeterias on campus, Bookstore, Mini-mart, and Travel Agency</p>
Additional Information relevant to Scholarship	<p>Exchange students can apply for a Sugiyama scholarship (JPY ¥50,000 /month). The guidance will be held after their arrival.</p>
Others	<p>The exchange students will participate in Excursions (once every semester), and Home Stay (for one night two days) or One Day Home Visit.</p>