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       • Scholarship
       • Entering Japan
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1. Outline of Exchange Programs

1-1. Kyoto University International Education Program (KUINEP)

- Tuition
- Scholarship
- Entering Japan
- Comprehensive Health Insurance
- Restriction of Choosing Courses
- Japanese Language studies

1-2. Kyoto University General Exchange Program

This is the program in which students take ordinary courses taught in Japanese. Students in undergraduate faculties and in graduate schools are affiliated (Special Auditor). For graduate students, there is another option to deepen their own research under the instruction of academic supervisors without taking any courses lectured in classrooms. Japanese proficiency is not required if supervisor can guide the student by any other language (Special Research student). As for undergraduate level of this program, all students are to take regular classes in their faculty which are given in Japanese. Therefore undergraduate students in this program must have sufficient Japanese language proficiency.

Because details on application information vary among faculty/graduate school, applicants for general exchange program must complete “Step 1” weeks before application deadline.

<table>
<thead>
<tr>
<th>Exchange Programs</th>
<th>KUINEP</th>
<th>General Exchange( GE) Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student status available for the program (student status at Home U while in Kyoto)</td>
<td>Undergraduate</td>
<td>Undergraduate, Master, Doctor</td>
</tr>
<tr>
<td>Language proficiency</td>
<td>TOEFL iBT 79 or IELTS 6.0 and over is desirable (KUINEP student must be proficient in English.)</td>
<td>1st level Japanese Language Proficiency Test or the equivalent is required. *1</td>
</tr>
</tbody>
</table>

*1 Faculty of Engineering/Graduate School of Informatics/Graduate school of Economics provides a few number of the courses lectured in English. It is possible to join the General Exchange Program without having sufficient Japanese language proficiency. If student is able to find the courses matches to the subject he/she wishes to study at Kyoto-U, he/she may take those courses in English. For more information, please contact us well in advance before the dead-line date.
• **Tuitions**
  Based on the student exchange agreement, students will be exempted from all academic fees (examination fee, matriculation fee and tuition fee) at Kyoto University.

• **Scholarship**
  A limited number of scholarships are available through Japan Student Services Organization (JASSO). JASSO is a government-sponsored non-profit organization dedicated to promoting international student exchange. Recipients will be selected by Kyoto University based on their academic record. Those who 1) will receive any other financial support more than 80,000 yen per month or 2) will not stay in Japan with “College Student Visa Status” are not eligible for it. For Example, those who have Nationality or Permanent Residency of Japan are come under 2). JASSO Scholarship is a monthly stipend of 80,000 yen.

• **Entering Japan**
  There are certain formalities which must be observed by foreign students intending to pursue studies in Japanese universities. Students must possess a valid passport issued by their home country. Students those who does not have Japanese permanent residency are also required to have a “College Student Visa Status” to enter Japan. Kyoto University will apply for exchange students’ “Certificate of Eligibility” to the Kyoto Immigration Bureau for processing. Students, on receiving their “Certificate of Eligibility,” should apply to the nearest Japanese diplomatic mission (embassy or consulate) in their country for a “College Student Visa Status”. Students have Japanese Nationality can also join exchange program.

• **Comprehensive Health and Liability Insurance**
  The Japanese law specifies that students staying in Japan must join the Japanese National Health Insurance Program, which costs around 2,000 yen per month. Many students additionally enroll in insurance from their countries to be safer since the coverage and the regulations are different. When entering Kyoto University, to enroll university coop “Student Mutual Benefit” is obligation. Yearly premium for it is around 2,000 yen (Initiation Fee for Coop membership is ¥4,000 and will be refunded fully upon deregistration).
  We recommend students to bring along sufficient fund in case for any emergency. (There was a case that a student had an operation and needed to settle huge amount of medical fees temporarily.)

• **Restrictions of choosing courses**
  1) Exchange students who are enrolled in an undergraduate faculty of Kyoto University (including all KUINEP students) can take courses offered by undergraduate faculties including ones they are not enrolled in, but cannot take any courses offered by graduate schools.
  2) Exchange students who are enrolled in a graduate school of Kyoto University as “Special Auditor” can take courses offered by graduate schools including ones they are not enrolled in, but cannot take any courses offered by undergraduate faculties.
  3) Exchange students who are enrolled in a graduate school of Kyoto University as “Special Research Student” under supervision of an academic advisor cannot take any courses.
4) Exchange students can take courses which start and end within the period he/she enrolls in Kyoto University.  
Academic year of Kyoto University starts in April and ends in March.  
**Spring Semester**: April - September,  
**Fall Semester**: October - March

5) Faculties and graduate schools of Kyoto University offer courses which start and end within one semester from April to September or from October to March. However, some courses including a number of courses offered by the Faculty of Letters and the Graduate School of Letters start in April and end in March. Such courses can be taken ONLY by students who stay at Kyoto University for one full year from APRIL to MARCH.

6) Exchange students can audit any courses conditional upon the permission of instructor(s) of such courses. In such cases, official evaluations or credits will not be given, will not be printed in transcripts.

- **Official transcript of the record**
  Official transcript for students taking courses will be issued at the end of the semester.
  - Spring semester: Official transcript will be issued at the end of September
  - Fall semester: Official transcript will be issued at the end of March

- **Japanese Language Study**
  In both exchange programs, it is also possible to take Japanese language courses, offered by The International Center, with tuition exemption. For “Special Auditor”, evaluation of those Japanese language classes will be included in the official transcript and one official credit will be conferred for each course.

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2. **Flowchart of Application Procedures**

Read the **Outline of Exchange Programs** and decide which exchange program you wish to apply.  
*<Online Application procedure steps>*

<table>
<thead>
<tr>
<th>E-mail Nomination:</th>
<th>All nominations of incoming exchange students are submitted by email to ISMD office (<a href="mailto:ryuga-exchange@mail2.adm.kyoto-u.ac.jp">ryuga-exchange@mail2.adm.kyoto-u.ac.jp</a>) by the students’ coordinator at the home university.</th>
</tr>
</thead>
</table>
| **Students information needed for the nomination** | Name, DOB and Gender  
Program (KUIJEP or General Exchange Program) wishes to be participated at Kyoto U  
Intended period of exchange at Kyoto University  
Field of study and admission grade at home university |
| **Nomination Dead-line:** | Fall semester (to come on October): by **15th of February** of that year  
Spring semester (to come on April): by **15th of September** in the previous year |

Log-on ID and password for online application are sent to the students’ coordinator at the home university.  
Your students log on to Online application and start completing application “Step 1”.

| **Step 1** |  
General information  
Select the program, period and faculty/graduate school at Kyoto University |

After complete “Step 1”, ISMD will review it, and send the URL to “**Step 2**” appropriate to selected exchange program, to students’ and coordinators’ email address, to continue to complete the application.

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2 Some seminars and courses involving practical training or experiments may preclude exchange students because of limit of numbers of students who are allowed to take them, on the basis of priority for regular students.  
3 Kyoto U offers two types of exchange programs to the students of our partner universities (see p.2-3 on the Kyoto U fact sheet).
### Online application

**Step 2**

<table>
<thead>
<tr>
<th><strong>KUINEP</strong></th>
<th><strong>General Exchange Program</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Special Auditor Application: Selection of courses to take" /></td>
<td><img src="#" alt="Special Auditor Application: Selection of courses to take" /></td>
</tr>
<tr>
<td><img src="#" alt="Academic History" /></td>
<td><img src="#" alt="Academic History" /></td>
</tr>
</tbody>
</table>

#### Required documents (to upload and send)

- Statement of purpose for KUINEP (Form 1)
- Recommendation letters (Form 2-1, 2-2)
- Health certificate (Form 3)
- Certificate of enrollment in home university (Form 4)
- Language Proficiency Supporting Documents* (TOEFL, IELTS)
  *required for the applicants whose native language is not English
- Transcript
- Copy of Passport
- Documents for JASSO scholarship

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#### General Exchange Program (Special Auditor)

- Statement of purpose for General Exchange Program (Form 1)
- Recommendation letters (Form 2-1, 2-2)
- Health certificate (Form 3)
- Certificate of enrollment in home university (Form 4)
- Language Proficiency Supporting Documents* (Japanese Language Proficiency Test <JLPT> score sheets, or reference letter from Japanese language instructor) *required for the applicants of special auditor taking courses in Japanese language
- Transcript
- Copy of Passport
- Documents for JASSO scholarship

### General Exchange Program (Special Research student)

- Academic History
- Upload "Research Plan essay" (Free form)

#### Required documents (to upload and send)

- Research Plan (Free form)
- Statement of purpose for General Exchange Program (Form 1)
- Recommendation letters (Form 2-1, 2-2)
- Health certificate (Form 3)
- Certificate of enrollment in home university (Form 4)
- Transcript
- Copy of Passport
- Documents for JASSO scholarship

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**Print out** the online application, sign them and submit to the coordinator.

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**Send all the documents** (the printed pages of the completed student exchange online application, and required documents). Both student and coordinator sign the documents and send it along with all the required documents (ex: Language Proficiency Supporting Documents, document for JASSO scholarship) to the following address. **Only the documents sent through the office of partner university are accepted.**

**TO:** International Student Mobility Division, Kyoto University.

Yoshidahonmachi, Sakyo-ku, Kyoto, 606-8501, Japan.

**Application Dead-line**

- Fall semester (to come on October): due by the end of February of that year
- Spring semester (to come on April): due by the end of September in the previous year

**Notification of Result**

The results (The first packet includes pdf copy of letter of acceptance, instruction for application of COE, housing information, etc.) will be sent to coordinator in **July** (Application for October) / **January** (Application for April).
3. KUINEP
(Kyoto University International Education Program)

3-1. 2015-16 KUINEP Academic Calendar

3-2. Eligibility

3-3. Language of Instruction

3-4. Student Status

3-5. What classes are designed for KUINEP

3-6. Japanese Language Classes

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3-1. KUINEP Academic Calendar

**Fall Semester:** October 1, 2015 to March 31, 2016

**Spring Semester:** April 1, 2016 to September 30, 2016

Note: KUINEP is, in principle, a one-year program. However, single semester enrollment is possible.

3-2. Eligibility

An applicant must

1. be enrolled, until completion of KUINEP, as an undergraduate student at a non-Japanese academic institution with which Kyoto University has a student exchange agreement.
2. terminate studying at Kyoto University and return to his/her country on the completion of KUINEP.
3. have an excellent academic and personal record.
4. have a concrete purpose for studying in Japan.

3-3. Language of Instruction

Because all KUINEP lectures are given in English language, KUINEP students must be proficient in English (TOEFL iBT 79 or IELTS 6.0 and over level of English proficiency is desirable). Japanese language proficiency is not required.

3-4. Student Status

Each KUINEP student will be affiliated, as a special auditor, to one of the nine faculties at Kyoto University according to their area of interest. As it is not possible to change the faculty after students’ arrival in Japan for any reason, please select your proposed faculties up to 2nd choice carefully from the following list.
3-5. **What classes are designed for KUINEP**

KUINEP students are required to take at least six classes each semester of which two (or more) has to be from KUINEP (two credits per class). KUINEP students are able to take courses from Liberal Arts and General Education catalog (some of them are taught in English). The students can also take regular class from Faculty courses with the lecturer’s permission. They may even take more than 6 classes each semester. Students’ grades are reported at the end of each semester.

Note: The below courses are subject to change. See the attached “KUINEP Syllabus” for detailed description of lectures.

**Fall Semester (October ~ March)**
1. Development Economics A
2. Applied Statistics
3. Sustainable Development in Asia and the Global Context
4. Agriculture and Foods in Japan
5. Contemporary Philosophy in Japan - Shozo OMORI (1921-97) and His Students
6. Japan in World History
7. Global Business Strategy I
8. Understanding Education, Human Lives and Cultures from Philosophical and Sociological Perspectives
9. Self-Formation in Adolescence
10. Introduction to Classical Japanese Literature
11. The World Open Education
12. Energy and Resources I
13. Social Science Research Methods in Education I

**Spring Semester (April ~ September)**
1. Development Economics B
2. Modern Physics
3-6. **Japanese Language Classes**

The International Center also offers Courses to study Japanese Language which are divided into three different levels (elementary, intermediate, and advanced). Students will be required to take a placement test at the beginning of each semester to determine their level of Japanese language proficiency. KUINEP students can take maximum of 7 sessions; each of them deserves one official credit, per week each semester. Evaluations for such Courses will be included in official transcript Kyoto University issue at the end of each semester. Students will be evaluated on the basis of attendance, participation in the classes, and the results of examinations.
4. General Exchange Program (Special Auditor, Special Research Student)

4-1. Academic Calendar
- Spring Semester: April 1 to September 30
- Fall Semester: October 1 to March 31 in the following year

Note: Some courses start in April and end in September or March while others start in October and end in March. No course starts in October and end in September. Maximum study period is one year.

4-2. Enrollment
Each faculty/graduate school on the following list will screen the applicants for admission, and will enroll students.

4-3. Eligibility
An applicant must
1. be enrolled, until completion of the exchange program, at a non-Japanese academic institution with which Kyoto University has a student exchange agreement.
2. terminate studying at Kyoto University and return to her/his country on the completion of the exchange program.
3. have an excellent academic and personal record.
4. have a concrete purpose for studying in Japan.

4-4. Language requirements
Undergraduate level:
Special Auditor: In order to enroll regular classes with Kyoto Univ. Japanese students, 1st level (N1) Japanese Language Proficiency Test (JLPT) or the equivalent is required.

Graduate level:
Special Auditor*: In order to enroll regular classes with Kyoto Univ. Japanese students, 1st level (N1) of Japanese Language Proficiency Test (JLPT) or the equivalent is required.
Special Research*: Depends on the academic advisor in Kyoto University accepting the applicant.

*See the chart on following page for further information.
4-5. Student Status

<table>
<thead>
<tr>
<th>Status at Kyoto Univ.</th>
<th>Possible Faculty / Graduate School to be affiliated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate level</td>
<td>Special Auditor</td>
</tr>
<tr>
<td></td>
<td>Any of 9 faculties on the following list</td>
</tr>
<tr>
<td>Graduate level*¹</td>
<td>Special Auditor*²</td>
</tr>
<tr>
<td></td>
<td>Special Research Student*³</td>
</tr>
<tr>
<td></td>
<td>Any of 17 graduate schools on the following list</td>
</tr>
</tbody>
</table>

*¹ Students in graduate level are to choose their student status at Kyoto University based on their intention concerning university credits.

*² “Special Auditor” of Graduate level enrolls classes at her/his graduate school to pursue university credits for them.

*³ “Special Research Student” of Graduate level does research under her/his academic advisor’s supervision without taking classes-seeking credits. Official credits will not be conferred even if they take courses to study Japanese Language offered by The International Center.

<List of faculties at Kyoto University to which General Exchange students could be affiliated>

NOTE: It is policy in principle of Kyoto U not to make exchange students take course about field s/he never taken in Home U.

<table>
<thead>
<tr>
<th>Faculty (for undergraduate students)</th>
<th>Graduate Schools (for graduate students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Faculty of Integrated Human Studies <a href="http://www.h.kyoto-u.ac.jp/">http://www.h.kyoto-u.ac.jp/</a></td>
<td>• Graduate School of Human and Environmental Studies <a href="http://www.h.kyoto-u.ac.jp/">http://www.h.kyoto-u.ac.jp/</a></td>
</tr>
<tr>
<td>• Faculty of Letters <a href="http://www.bun.kyoto-u.ac.jp/">http://www.bun.kyoto-u.ac.jp/</a></td>
<td>• Graduate School of Letters <a href="http://www.bun.kyoto-u.ac.jp/">http://www.bun.kyoto-u.ac.jp/</a></td>
</tr>
<tr>
<td>• Faculty of Education <a href="http://www.educ.kyoto-u.ac.jp/">http://www.educ.kyoto-u.ac.jp/</a></td>
<td>• Graduate School of Education <a href="http://www.educ.kyoto-u.ac.jp/">http://www.educ.kyoto-u.ac.jp/</a></td>
</tr>
<tr>
<td>• Faculty of Pharmaceutical Science <a href="http://www.pharm.kyoto-u.ac.jp/">http://www.pharm.kyoto-u.ac.jp/</a></td>
<td>• Graduate School of Biostudies “Special research student only” <a href="http://www.lif.kyoto-u.ac.jp/">http://www.lif.kyoto-u.ac.jp/</a></td>
</tr>
<tr>
<td>• Faculty of Engineering <a href="http://www.t.kyoto-u.ac.jp/ja">http://www.t.kyoto-u.ac.jp/ja</a></td>
<td>• Graduate School of Pharmaceutical Science <a href="http://www.pharm.kyoto-u.ac.jp/">http://www.pharm.kyoto-u.ac.jp/</a></td>
</tr>
<tr>
<td>• Faculty of Agriculture <a href="http://www.kais.kyoto-u.ac.jp/japanese/">http://www.kais.kyoto-u.ac.jp/japanese/</a></td>
<td>• Graduate School of Engineering <a href="http://www.t.kyoto-u.ac.jp/ja">http://www.t.kyoto-u.ac.jp/ja</a></td>
</tr>
<tr>
<td></td>
<td>• Graduate School of Informatics <a href="http://www.i.kyoto-u.ac.jp/">http://www.i.kyoto-u.ac.jp/</a></td>
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<tr>
<td></td>
<td>• Graduate School of Energy Science <a href="http://www.energy.kyoto-u.ac.jp/">http://www.energy.kyoto-u.ac.jp/</a></td>
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<tr>
<td></td>
<td>• Graduate School of Agriculture <a href="http://www.kais.kyoto-u.ac.jp/japanese/">http://www.kais.kyoto-u.ac.jp/japanese/</a></td>
</tr>
<tr>
<td></td>
<td>• Graduate School of Asian and African Area Studies <a href="http://www.asafas.kyoto-u.ac.jp/">http://www.asafas.kyoto-u.ac.jp/</a></td>
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<tr>
<td></td>
<td>• Graduate School of Advanced Integrated Studies in Human Survivability <a href="http://www.gsa.sais.kyoto-u.ac.jp/">http://www.gsa.sais.kyoto-u.ac.jp/</a></td>
</tr>
</tbody>
</table>