

V/v thông báo chương trình trao đổi sinh viên tại Đại học Soka, Nhật Bản

Hà Nội, ngày 09 tháng 3 năm 2018

Kính gửi: Các đơn vị đào tạo

Đại học Quốc gia Hà Nội (ĐHQGHN) nhận được thông báo của Đại học Soka, Nhật Bản về chương trình trao đổi sinh viên năm 2018.

ĐHQGHN thông báo tới các đơn vị về chương trình trao đổi này như sau:

1. **Đối tượng tham gia:** sinh viên đại học hệ chính quy và học viên thạc sĩ.
2. **Thời gian trao đổi:** 1 kỳ hoặc 1 năm (bắt đầu từ kỳ Thu 2018).
3. **Chỉ tiêu:** 05 sinh viên/học viên đi trao đổi.
4. **Tiêu chí xét chọn**
 - Đáp ứng các yêu cầu của ĐHQGHN đối với sinh viên đi học trao đổi và yêu cầu của trường đối tác.
 - Được sự đề cử của ĐHQGHN.
 - Là sinh viên đại học năm thứ 2 hoặc thứ 3 hệ chính quy hoặc học viên thạc sĩ đã hoàn thành ít nhất 01 kỳ học trở lên.
 - Đáp ứng yêu cầu về điểm trung bình chung (các kỳ học tối thiểu) đạt từ 2.8/4.0 trở lên.
 - Có trình độ tối thiểu tiếng Anh IELTS 5.5, TOEFL iBT 71 hoặc tương đương (còn hạn 2 năm tính đến hạn đăng ký và nếu đăng ký học trao đổi bằng tiếng Anh) hoặc đạt yêu cầu về trình độ tiếng Nhật N2 hoặc tương đương (nếu học chương trình bằng tiếng Nhật).
5. **Hồ sơ đăng ký:** theo đơn đăng ký của ĐHQGHN (mẫu đính kèm) và của đối tác gồm:
 - Đơn đăng ký trực tuyến theo mẫu của đối tác tại website <https://soka-exchange.campus-p.jp>
 - Thư đề cử của ĐHQGHN
 - Giấy khám sức khỏe
 - Giấy trúng tuyển đại học/thạc sĩ (copy bản chính)

- Bảng điểm bằng tiếng Anh (cập nhật đến kỳ học đăng ký tham gia chương trình trao đổi)
- 2 ảnh 3*4 và Hộ chiếu
- Chứng chỉ ngoại ngữ

6. **Hạn nộp hồ sơ:** 23/3/2018.

7. **Học phí:** Sinh viên/học viên được miễn học phí trao đổi. Các chi phí vé máy bay, bảo hiểm, sinh hoạt phí, tài liệu học tập...sinh viên/học viên tự chi trả (phí phòng ở có thể được miễn nếu sinh viên ở trong ký túc xá của trường).

Để biết thêm thông tin về chương trình trao đổi sinh viên/học viên tham khảo tài liệu đính kèm và website: <https://soka-exchange.campus-p.jp/en/>

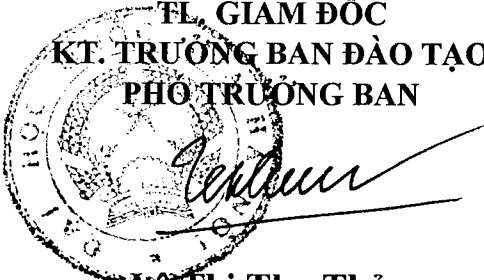
ĐHQGHN thông báo để các đơn vị đào tạo gửi thông tin, tư vấn cho sinh viên/học viên, xét chọn hồ sơ đáp ứng yêu cầu chương trình và gửi hồ sơ về ĐHQGHN (qua Ban Đào tạo).

Trân trọng thông báo./.

Nơi nhận:

- Như trên;
- PGĐ. Nguyễn Hồng Sơn (đề b/c);
- Lưu: VT, ĐT, NTh15.

TL. GIÁM ĐỐC
KT. TRƯỞNG BAN ĐÀO TẠO
PHÓ TRƯỞNG BAN



Lê Thị Thu Thủy

Attach your
photo size 3x4

APPLICATION FORM
STUDENT EXCHANGE PROGRAM
(for outbound students)

1	Name:		
	<i>(Write your full name in capital letters)</i>	Last	First Middle
2	Date of birth (DD/MM/YY):	
	Place of birth:	
3	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Religion:	
4	Civil status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other:		
5	Nationality:	
6	Passport:	Number:	Place of issue:
		Date of issue:	Expiry date:
7	Contact Address:	
	Email:	
	Phone number/Cell phone:	
8	Contact person at family and Home University (Program coordinator):		
	Name 1:	Name 2:	
	Contact address:	Contact address:	
	Cell phone:	Cell phone:	
	Email:	Email:	
	Relationship:	Relationship:	
9	Home University:	
	Major:	GPA:	
	Degree:	Year:	
10	Host University:	
	Address:	
	The field of study:	
	Program: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester	Academic year:	

	Exchange Scheme	<input type="checkbox"/> AUN <input type="checkbox"/> MOU Another:		
	Student leadership record (if applicable)	Time (From/ to)	Organization	City/country

11 English language proficiency (indicate your certificate and score):

12 Other languages: Level:

13 Are you applying for another student exchange program: Yes No
 if yes, please indicate the University and program:

14 I, the undersigned, hereby acknowledge that all the information supplied herein in complete and accurate. Withholding or giving false information will make me ineligible for admission or subject to dismissal. If admitted, I agreed to abide by the policies, rules, and regulations of the Vietnamese Government and Vietnam National University, Hanoi.

Applicant's signature:
 (Signed and written in full name)

Date:

Home University:
 We confirm that the proposed program of studying/learning agreement is approved:

Board of Rectors/Directors (Signed, written in full name and stamped)	Representative of the office responsible for the exchange program (Signed, written in full name)
Date:	Date:

Representative of the Board of Directors of Academic Affairs Department, VNU
 (Signed, written in full name)

Date:

Document Checklist

Each applicant should submit 01 set of documents (printed on A4-size paper) listed hereunder. Documents in languages other than English or Vietnamese must be attached with duly notarized translation into English or Vietnamese. The submitted documents will not in any case be returned to the applicants.

1. Application documents required by Host University
2. Completed VNU's application form.
3. Academic transcript of all studied courses at Home University (in English) with GPA 2.8/4.0 at least or meets Host University's requirement.
4. Medical examination certificate issued within 6 months from the date of application by competent health authorities of the sending country to with conclusion of good health for studying abroad.
5. Duly certified copy of international language proficiency (at least IELTS 5.5, TOEFL 500, TOEFL iBT 61, TOEIC 600) and/or meeting Host university's language requirement.
6. Home University's nomination letter.
7. Resume with photo attached and 04 pictures (size 3x4 cm).
8. Copy of passport with a validity at least one year duration from the starting date of semester in Vietnam.

***Soka University Student Exchange Program
Acceptance Information
(Enrolment in September 2018)***

1. Admission requirements for exchange students

Undergraduate or graduate students enrolled at partner universities who are recommended by their home institutions.

2. Class Outlines for exchange students

Exchange students can take the following classes at Soka University.

Note:

- *graduate level courses are not available*
- *course list of AY2017 is attached for your reference*
- *some courses may not be offered depending on the registration situation*

a. Japanese language courses:

- All international students are eligible

b. Courses from the Undergraduate Program (Japanese):

- International students with Japanese proficiency equivalent to N2 in Japanese-Language Proficiency Test (JLPT) or above

**Students' Japanese level will be determined by the placement test*

c. Courses from the Undergraduate Program (English):

**If you wish to take courses from the JAS program, you are required to either be a native speaker of English or have English proficiency equivalent to TOEFL iBT 71*

**English requirement for other English medium courses differs*

3. Tuition and Accommodation Fees

- a. Soka University offers free tuition and accommodation to all exchange students for one academic year.
- b. The fees for accommodation will be waived only for the University dormitory.

4. Required Documents

Exchange student who are planning to apply must submit the following documents. All documents must be filled out in either Japanese or English.

- ① Exchange Student Application Form:
Please submit your application form via online application system:
<https://soka-exchange.campus-p.jp>
- ② Letter of recommendation from their home institution (any format)
- ③ Physical Examination Certificate to be filled out by a medical doctor (designated format)
- ④ Certificate of enrolment at home institution (original copy)
- ⑤ Latest transcript of one full academic year record (original copy)
- ⑥ 2 headshot photos (4cm×3cm size)
- ⑦ Photocopy of passport
- ⑧ Photocopy of the Certificate of JLPT or certificate issued at the applicant's university regarding his/her Japanese language ability; photocopy of the score report of English exams (e.g., TOEFL iBT) if you wish to take JAS courses

Soka University and the Tokyo Immigration Office require all the documents mentioned above to be eligible for the Certificate of Eligibility, a document needed for visa application. The documents (② – ⑧) should be sent to Soka University no later than **March 30, 2018** to the address below:

International Affairs Office
Soka University
Tangi-machi 1-236
Hachioji, Tokyo, 192-8577, Japan
Tel +81-42-691-8200 Fax +81-42-691-9456

If you fail to submit all completed documents or do not have all documents by the deadline, visa procedures may not be completed in time for admission in September 2018.

5. Visa Application Procedure and Arrival Schedule

- ① Submission of all required documents by home institution, and sent to Soka University no later than **March 30, 2018**.
- ② Screening of applicants by Soka University
- ③ Application for the Certificate of Eligibility at Tokyo Immigration Office by Soka University
- ④ Admission letter and the Certificate of Eligibility is scheduled to be sent around mid-July
- ⑤ Application for visa at the nearest Japanese embassy or consulate by the applicant
- ⑥ Arrival in Japan at the beginning of September: We will notify you the designated date of arrival and arrange a pick-up service for exchange students. If a student cannot arrive on the designated dates, we cannot provide a pick-up service from the airport. In addition, there will be no early check-in for the dormitories other than those designated dates.
- ⑦ Enrolment (early-September)
- ⑧ Orientation, Course Registration, Placement test (early-September)
- ⑨ Classes will begin from mid-September

*Please be aware that if the documents are not sent by the due date, it may affect your enrolment and other procedures.

健康診断書

Physical Examination Certificate

氏名 Name		性別 Sex	男 M	女 F	年齢 Age
生年月日 Date of birth	住所 Address			電話 Tel:	

1. 下記の中で過去にかかった病気がある場合、該当する項目にチェックをしてください。

Please check if you have had any of the following diagnosis.

- | | | |
|--|--|---|
| <input type="checkbox"/> 結核
tuberculosis | <input type="checkbox"/> 腸チフス・パラチフス
typhoid fever · paratyphoid fever | <input type="checkbox"/> 胃・腸疾患
gastric/intestinal disorder |
| <input type="checkbox"/> 肝炎
hepatitis | <input type="checkbox"/> 心臓病
heart disease | <input type="checkbox"/> 麻疹
measles |
| <input type="checkbox"/> 喘息
asthma | <input type="checkbox"/> 糖尿病
diabetes | <input type="checkbox"/> 神経疾患
nerve disorder |
| <input type="checkbox"/> 小児麻痺
poliomyelitis | <input type="checkbox"/> 赤痢
dysentery | <input type="checkbox"/> 精神病
psychosis |
| <input type="checkbox"/> 癌・白血球・悪性腫瘍
cancer · leukemia · malignant tumor | <input type="checkbox"/> 高血圧症
high blood pressure | <input type="checkbox"/> 大きな外傷(手術・骨折)
major injuries (operation, fracture) |

2. 身体検査 Physical Examination

身長 Height	cm	体重 Weight	kg	視力 右 Eye sight R	左 L	血液型 Blood type A·B·O·AB Rh ()	血圧 Blood pressure / mmHg
聴力 Hearing	右 R	左 L		眼疾患 Eye disease		耳鼻咽喉疾患 Nose, ear, and throat disorder	
心臓 Heart		肺 Lungs		腹部 Abdomen	筋・骨格 Musculoskeletal system	精神 Mental condition	

3. 胸部レントゲン撮影 Chest X-ray Examination done within 6 months prior to registration can be accepted.

撮影日 Date taken : _____ (mm/dd/yyyy)

結果 Result : 正常 Normal 要精密検査 Need close exam. 要治療 Need medical treatment

所見 Findings : 肺結核の所見なし No findings of pulmonary tuberculosis

異常所見なし No chest X-ray abnormalities

異常所見あればそれを記載して下さい

Please describe if any chest X-ray abnormalities.

所見 Findings :

4. 診断の結果、本人の健康状況は次の通りである。該当する項目にチェックをしてください。

I diagnose that the applicant's health and physical condition is:

優 Excellent 良 Good 可 Fair 不可 Poor

5. 現在の本人の健康状況は、支障なく日本留学を行うことができる。

Do you think the applicant's physical condition is good enough for him/her to study in Japan?

可 Yes 不可 No

その他特記事項

Other remarks

診断の結果上記の通り相違ないことを証明する。I hereby certify the above statements are accurate.

署名 Signature

医師名 Name of physician

住所 Address

診断年月日 Date

Application Check List for Exchange Students

- Letters of recommendation from the home institution** (free format)
- Exchange Program Application Form** (submit the form via online application system)
- Physical Examination Certificate** (to be completed on the designated form by a doctor)
- Certificate of enrollment at home institution** (original copy)
- Latest transcript of one full academic year record** (original copy)
- Certificate of Language Proficiency**
 - Japanese Language Proficiency Test result or equivalent certificate issued by the home institution
 - TOEFL iBT score (required for non-native English speakers who wish to take JAS courses)
- 2 headshot photos** (Size 4cm×3cm)
- Photocopy of Passport**

Soka University Fact Sheet 2018-2019

General & Contact Information

Country	Japan
City	Hachioji, Tokyo
Year of Founding	1971
Type of Institution	Private
Majors (Undergraduate)	Economics, Business Administration, Law, Letters, Education, Science and Engineering, Nursing, International Liberal Arts
Office Address	Soka University International Affairs Office 1-236, Tangi-machi, Hachioji-Shi Tokyo, Japan 192-8577
Office Telephone / Fax	+81-42-691-8200/ +81-42-691-2039
English Homepage	http://www.soka.ac.jp/en/

Application Deadlines for Inbound Exchange

2018 Fall semester (September, 2018- January, 2019)	March 30 th , 2018
2019 Spring semester (April-July, 2019)	End of October, 2018

Fall Semester Dates (September 2018-January 2019)

* subject to change

Arrival date/Airport Pickup	September 3-4 th , 2018
Move-in date	September 3-4 th , 2018
Orientation starts	Early-September, 2018
Classes start	Mid-September, 2018
Completion ceremony	Late-January, 2019
Move-out date	By February 10, 2019

Spring Semester Dates (April-July 2019) * subject to change

Arrival date/Airport Pickup	Late-March, 2019
Move-in date	Late-March, 2019
Orientation starts	Early-April, 2019
Opening ceremony	April 2 nd , 2019
Classes start	Mid-April, 2019
Completion ceremony	Late-July, 2019
Move-out date	By August 10 th , 2019

Study Area & Course registration

Minimum & Maximum Credits per a semester	Minimum 10 hours (600 minutes) of class (at least 7 classes) per week.
Language course for exchange students	ES, E0, E1, E2, E3, E4, and E5. Only E4 and E5 level students can take Undergraduate courses.
Language course hours per a week	At least 10 hours (600 minutes) of class (at least 7 classes) per week. 1 to 2 credits depending on the course.

Students who have N2 level or above are eligible to enroll in some elective classes taught in Japanese on the Course Registration Orientation lists.

Students who have TOFEL iBT 71 or above are eligible to enroll in some elective classes taught in English on the Course Registration Orientation lists. All students are eligible to enroll in Japanese-language courses and Physical Education courses.

Japanese Language courses are categorized into seven proficiency classes: ES, E0, E1, E2, E3, E4, and E5. ES level class provides minimal but necessary Japanese language studies to live in Japan. It is designed for students who would like to take courses mainly in English. E0 level class is also a basic level class but designed for those who would like to mainly learn Japanese.

Students going-on to their first semester: Level of class will be chosen, based on the results of your placement test.

Students going-on to their second semester and on: You will be placed in the subsequent class this semester. For example, students who were in E0 will proceed to E1. Students who were in E5, will remain in E5.

Course Information

Course list:

http://jsc.soka.ac.jp/en/non_degree_guidance/course_guideline/special_guideline_list/subjects/

Syllabus:

<http://plas.soka.ac.jp/csp/plas/syllabus11.csp>

Admission Procedure flow (after Acceptance)

※ Documents to submit will be sent to each student upon acceptance.

All dates are subject to change

(Before Arrival)

1st step

① Dormitory Application Form

(Fall estimated deadline: Mid-June, 2018)

(Spring estimated deadline: Mid-January, 2019)

2nd step

① Arrival Information

② Immunization Questionnaire for Measles

(Fall estimated deadline: Early-July, 2018)

(Spring estimated deadline: Early-February, 2019)

- Students will report Arrival Date, Sign up for Airport Pickup
(Fall: Mid-July, 2018)
(Spring: Mid-January, 2019)
- Students will receive notification on Dormitory Placement, Acceptance Letter, and Certificate of Eligibility
(Fall: Late-July to August 2018)
(Spring: Late-January to February 2019)
- Airport Pickup
(Fall: Early-September, 2 days)
(Spring: Late March, 2 days)

(Upon Arrival)

3rd step

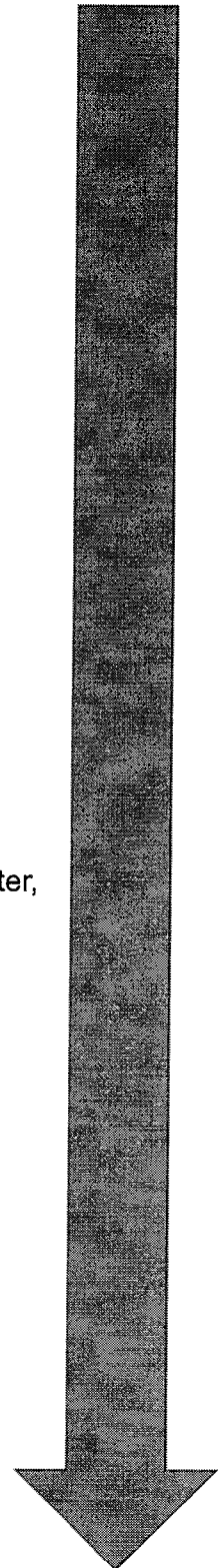
① Agreement on Handling Personal Information at Soka University

② Dormitory Terms of Agreement

③ Passport and Residence Card copies

Submission method

Submit to: outbound@soka.ac.jp



Campus Guide

Cafeterias on Campus

New Prince Hall
New Loire Hall
Central Tower 13th floor

Students also have access to food at:

Gran café 4th floor of Global Square
Convenience Store inside Global Square as well as Student Hall *Some Halal foods available
SUBWAY in Student Hall 2nd floor

***All meals are approximately 250-500JPY**

Other services:

ATMs are available on the 1st floor of Student Hall.
Health Center available on B1 floor on the East wing of the Global Square for all students.
Gym facilities are available for students on the 3rd floor of the Gymnasium.

International Dormitories

On International Dormitories

Soka University provides dormitories (fee exempt) for exchange students, however, those willing to live in a different place will have to pay the expenses on their own.

Dormitory Rules

Each dormitory has its own rules on curfew, shower time, cleaning time, etc.

Bedding and Furniture

Each dormitory rooms will come furnished with bedding.

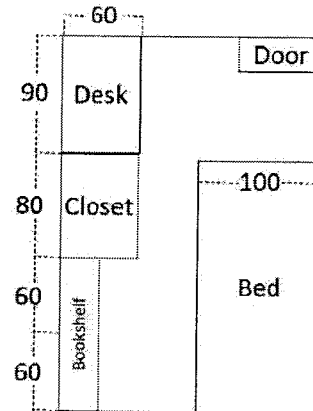
Eating at the dormitories (male dormitories only)

Only male dormitories (Hoyu and Takiyama International dormitories) include cafeterias inside. Exchange students living in these dormitories preferring to eat in the cafeterias may purchase meal tickets at the Certificate Issuing Machine at the university after their arrival, on the monthly cost of 22,000 JPY for breakfast and dinner (from Mondays to Saturdays). Students in dormitories without cafeterias have access to cafeterias on campus and kitchen space in the living rooms of each dormitory.

【International Female Dormitories】

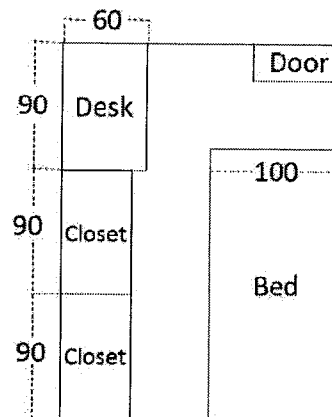
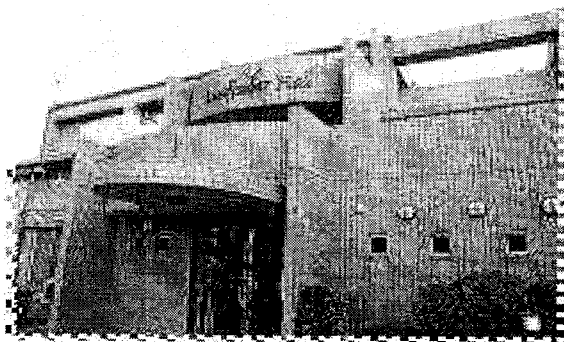
● Cosmos Dormitory (Maximum capacity: 80 students)

- ◆ **Western style room** ◆ **Single room**
- ◆ **Bedroom furniture:** Bed, closet, chest, desk, chair, bookshelf
- ◆ **Joint facilities:** Bath room, toilet, kitchen (IH stove, microwave oven, fridge, rice cooker), meeting room, lounge, Japanese style room, coin laundry machine and dryer, air conditioner
- ◆ **Address:** 1-582-1 Takiyama-cho, Hachioji-shi, Tokyo (outside campus - 20 minutes on foot)



● Sunflower Hall (Maximum capacity: 40 students)

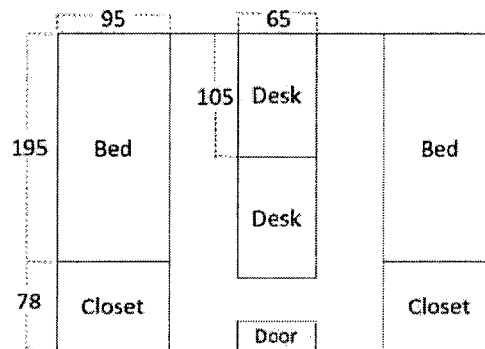
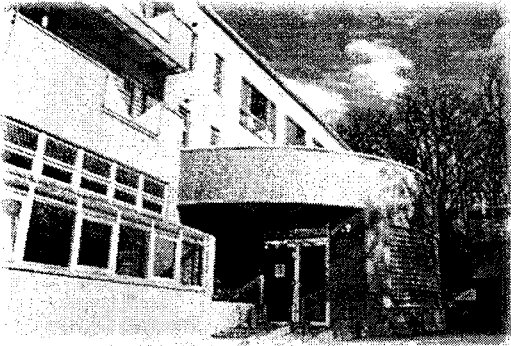
- ◆ **Western style room (carpet)** ◆ **Single room**
- ◆ **Bedroom furniture:** Bed, closet, chest, desk, chair, bookshelf
- ◆ **Joint facilities:** Bath room, toilet, kitchen (gas stove, microwave oven, fridge, rice cooker), meeting room, lounge, Japanese style room, coin laundry machine and dryer, air conditioner
- ◆ **Address:** 3-101-1 Tangi-machi, Hachioji-shi, Tokyo (outside campus, 15 minutes on foot)



【International Male Dormitories】

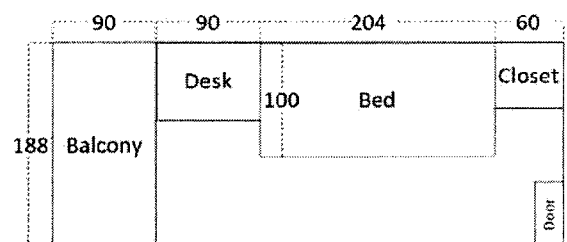
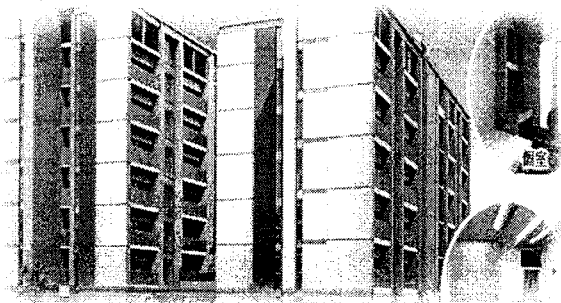
• Hoyu Dormitory Intl. Block (Maximum capacity: 64 students)

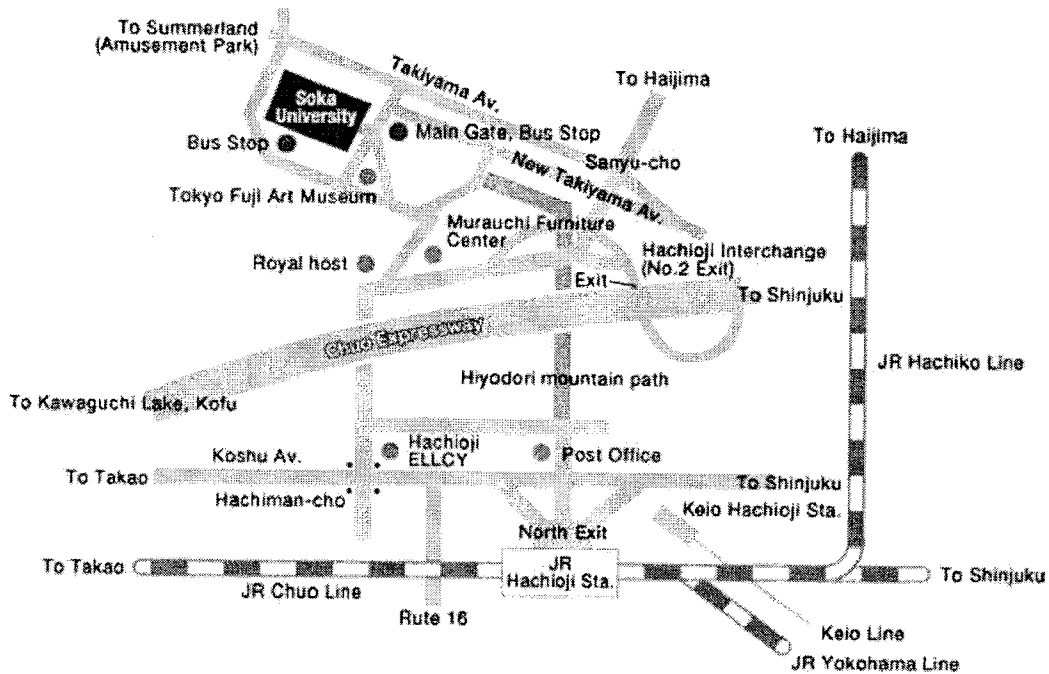
- ◆ Western style room ◆ Twin room
- ◆ Bedroom furniture: Bed, closet, chest, desk, chair, bookshelf, air conditioner
- ◆ Joint facilities: Bathroom (shower and tub), toilet, cafeteria, kitchen, (induction stove, microwave, fridge), meeting room, lounge, Japanese style room, coin laundry machine and dryer, air conditioner
- ◆ Cafeteria
 - ※There is no meal service in the cafeteria in March and in August
- ◆ Address 1-483 Takiyama-cho, Hachioji-shi, Tokyo (outside campus - 20 minutes on foot)



• Takiyama Intl. Dormitory (Maximum capacity: 400 students)

- ◆ Western style room ◆ Single room
- ◆ Bedroom furniture: Bed, closet, chest, desk, chair, bookshelf, air conditioner
- ◆ Joint facilities: Bathroom, toilet, dining room, kitchen (microwave, fridge), multipurpose room, meeting room, lounge, coin laundry machine and dryer, air conditioner
- ◆ Cafeteria
 - ※There is no meal service in the cafeteria in March and in August
- ◆ Address: 1-236 Tangi-machi, Hachioji-shi, Tokyo (Located on Campus)





SOKA UNIVERSITY

1-236 Tangi-machi, Hachioji City, Tokyo, 192-8577 Japan

Tel : +81-42-691-2215 Faxl : +81-42-691-9300

- About 25 minutes (6 kilometers) by bus from the north exit of Hachioji Station, which is roughly 50 minutes from Shinjuku Station by JR Chuo Line or Keio Line.
- About 2 kilometers northwest of the Hachioji Interchange on the Chuo Expressway.

Contact outbound@soka.ac.jp
intloff@soka.ac.jp