

Số: 786 /ĐHQGHN-ĐT

V/v thông báo chương trình trao đổi sinh viên tại Đại học Kansai, 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 Kansai, Nhật Bản về chương trình trao đổi sinh viên kỳ mùa Thu 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.
  - Đạt điểm trung bình chung (các kỳ đã học) từ 2.8/4.0 trở lên.
  - Có trình độ tối thiểu tiếng Anh IELTS 5.5 hoặc tương đương (còn hạn 2 năm tính đến hạn đăng ký và nếu đăng ký học trao đổi bằng tiếng Anh) và đạt yêu cầu về trình độ ngoại ngữ theo quy định của đối tác.
5. **Hồ sơ đăng ký:** theo đơn đăng ký của ĐHQGHN (mẫu đính kèm) và của đối tác tải từ website <http://www.kansai-u.ac.jp/Kokusai/2018fall/>, kèm theo ảnh thẻ, hộ chiếu, khám sức khỏe theo mẫu của Đại học Kansai.
6. **Hạn nộp hồ sơ:** 13/4/2018.
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.
8. **Đăng ký hồ sơ trực tuyến:** Sau khi được ĐHQGHN đề cử tham gia chương trình, sinh viên/học viên phải hoàn thiện hồ sơ đăng ký trực tuyến theo quy định của đối tác tại website: <https://dia.jm.kansai-u.ac.jp/ace/>.

Để biết thêm thông tin về chương trình trao đổi sinh viên/học viên tham khảo tại website: <http://www.kansai-u.ac.jp/Kokusai/2018fall/applicationguideen.pdf> (tiếng Anh) hoặc <http://www.kansai-u.ac.jp/Kokusai/2018fall/applicationguidejp.pdf> (tiếng Nhật)


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*

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<br>(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<br>Another: .....                         |              |              |
|  | Student leadership record<br>(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: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>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. |   |              |              |
| <b>Applicant's signature:</b><br>(Signed and written in full name)   |  |   |              |              |
| Date:  |  |   |              |              |
| <b>Home University:</b><br>We confirm that the proposed program of studying/learning agreement is approved:    |  |   |              |              |
| Board of Rectors/Directors<br>(Signed, written in full name and stamped)                                       |  | Representative of the office responsible for the exchange program<br>(Signed, written in full name) |              |              |
| Date:  |  | Date:   |              |              |
| Representative of the Board of Directors of Academic Affairs Department, VNU<br>(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.



# KANSAI UNIVERSITY

## FACT SHEET, Academic Year 2018-2019

| 1. Contact Information   |  |
|--|--|
| Name of Institution  | Kansai University  |
| Name of International / Study Abroad Office  | Division of International Affairs  |
| Address  | 3-3-35 Yamate-cho, Suita-city, Osaka, 564-8680, Japan  |
| Vice President /<br>Dean, Division of International Affairs                                    | Professor Yutaka MAEDA   |
| Vice Dean, Division of International Affairs /<br>Director, Center for International Education | Professor Eiichi YAMAMOTO  |
| Exchange Program Coordinator (Inbound)   | Mr. Atsushi YOSHII<br>Email: ku-dia@ml.kandai.jp Tel: +81-6-6368-0178  |
| Exchange Program Coordinator (Outbound)  | Ms. Kazuhi KANAI<br>Email: ku-studyabroad@ml.kandai.jp Tel: +81-6-6368-1174  |
| Website  | <a href="http://www.kansai-u.ac.jp/English/">http://www.kansai-u.ac.jp/English/</a><br><a href="http://www.kansai-u.ac.jp/Kokusai/english/">http://www.kansai-u.ac.jp/Kokusai/english/</a> |

| 2. Admission Requirements    |   |
|------------------------------|---|
| Level                        | Undergraduate and/or graduate level as specified in the Student Exchange Agreement  |
| Requirement                  | <p><b>Language requirement</b><br/>Students must have either Japanese or English ability. If they do not have Japanese ability, they need to have as much level of English ability shown below.</p> <p>•GTEC 260 ~ •TOEFL ITP 505 ~ •TOEFL IBT 60 ~ •TOEIC 580 ~ •CEFR B1</p> |
| Duration of Exchange Program | One or two semesters.   |

| 3. Curriculum                       |  |
|-------------------------------------|--|
| Courses and Language of Instruction | <p><b>Academic Courses Taught in English (Global Frontier Curriculum)</b><br/>The courses are taught entirely in English, cover a range of subject areas, and are open to both Japanese and international students. The purposes of these courses are to improve language proficiency and communication skills, develop a high level cross-cultural understanding, and foster global leadership skills.<br/><a href="http://www.kansai-u.ac.jp/Kokusai/english/program/index.php?id=global">http://www.kansai-u.ac.jp/Kokusai/english/program/index.php?id=global</a></p> <p><b>Academic Courses Taught in Japanese</b><br/>If students' Japanese is at an advanced level, we encourage them to take academic courses taught in Japanese.</p> <p><b>Syllabus System (in Japanese only)</b><br/><a href="http://syllabus3.jm.kansai-u.ac.jp/syllabus/search/curri/CurriSearchTop.html">http://syllabus3.jm.kansai-u.ac.jp/syllabus/search/curri/CurriSearchTop.html</a></p> |
| Concept of Credit and Study Hours   | <p><b>Study hours per credit</b><br/>Kansai University defines 1 credit as equivalent to 45 hours of workload complying with the requirements of the Ministry of Education, Culture, Sports, Science and Technology's provision.</p> <p><b>Study hours per course</b><br/>Each class is held once a week (Japanese language classes are held twice a week). One class is composed of 90 hours' worth of study, including hours spent on assignments, tutoring, and homework.</p>   |
| Course Load per Week                | Undergraduate students need to register for at least 7 classes per week.<br>This requirement does not apply to graduate students.  |
| Grading System                      | <p><b>Undergraduate level at KU:</b><br/>S (90-100%), A (80-89%), B (70-79%), C (60-69%), F (0-59%)</p> <p><b>Graduate level at KU:</b><br/>A (80-100%), B (70-79%), C (60-69%), F (0-59%)</p>   |

| 4. Academic Calendar (plan)                    |                                  |
|--|----------------------------------|
| Fall semester (September 2018 to March 2019)   |                                  |
| 21 September, 2018                             | Start of fall semester           |
| 21 September, 2018                             | Start of fall semester classes   |
| 26 December, 2018 to 6 January, 2019           | Vacation                         |
| 21 January, 2019                               | End of fall semester classes     |
| 23 January to 30 January, 2019                 | Fall semester examinations       |
| 21 March to 31 March, 2019                     | Vacation                         |
| 31 March, 2019                                 | End of fall semester             |
| Spring semester (April 2019 to September 2019) |                                  |
| 1 April, 2019                                  | Start of spring semester         |
| 5 April, 2019                                  | Start of spring semester classes |
| 23 July, 2019                                  | End of spring semester classes   |
| 24 July to 31 July, 2019                       | Spring semester examinations     |
| 2 August to 20 September, 2019                 | Vacation                         |
| 20 September, 2019                             | End of spring semester           |

| 5. Application for 2018-2019 Academic Year |  |
|--|--|
| Application/Nomination Deadline            | 2018 Fall Semester Admission: 20 April, 2018<br>2019 Spring Semester Admission: 20 October, 2018   |
| Application Procedure                      | <p>Application information will be announced:<br/>2018 Fall Semester: At the beginning of March<br/>2019 Spring Semester: At the beginning of September</p> <p>*Exchange quota: as stated in our student exchange agreement</p> <p><b>Procedures for students</b><br/>Apply from our online application system.<br/>The URL will be sent to a university coordinator.</p> <p><b>Procedures for coordinators</b><br/>Submit the following documents to Kansai University by post.<br/>1. Recommendation form<br/>2. Covenants application<br/>3. Research Plan (only applicants who wish to study at graduate level at Kansai University)</p> |

| 6. Student dormitories   |   |                                 |  |                             |
|--|---|---------------------------------|--|-----------------------------|
| <p>Students can apply to reside in one of the following three student dormitories. Kansai University will assign a dormitory and a room (either single room or twin room) to each student.</p> <p>*Dormitory fees and other matters are reviewed each academic year.</p> |   |                                 |  |                             |
| Dormitory name   | Deposit   | Dormitory entrance fee / person | Dormitory charges /month per person                | Access to Senriyama Campus  |
| Kansai University International Dormitory (coed)   | An amount equivalent to the monthly dormitory charge  | 15,000 yen                      | 30,000 yen (Single room)<br>25,000 yen (Twin room) | Approx. 20 minutes by train |
| Student House Shureiryō (male only)  |   | 25,000 yen                      | 31,500 yen (Twin room)                             | Approx. 10 minutes on foot  |
| Dormitory Tsukigaoka (female only)   |   |                                 |  | Approx. 15 minutes on foot  |
| Off-campus Accommodation   | If students wish to do a homestay or live in an apartment, they should state this at the time of their application. |                                 |  |                             |

| 7. Other Support        |  |
|-------------------------|--|
| Airport Pick-up Service | Available only on the designated arrival date. The fee will be charged.  |
| Emergency Support       | <p>Kansai University provides 24/7 emergency support for incoming exchange students in case of life-threatening problems.</p> <p>Contact:<br/>Mon. through Sat., 9am – 5pm: +81-6-6368-0178<br/>Sun., after-hours, and university holidays (11 August - 20 August, 26 December - January 6): +81-6-6388-1125 (Japanese only)</p> |

| 8. Visa Information                        |  |
|--|--|
| Procedures for Obtaining a Student Visa    | Kansai University will obtain a Certificate of Eligibility (CoE) and send it to the student's home university. With a CoE, exchange students can apply for a Student visa at the nearest Japanese embassy or consulate overseas.   |
| Permission for Undertaking a Part-time Job | If students apply for work permission, they will be able to work part-time and receive remuneration despite their status as "Student" (please note that they can only work for 28 hours per week). If they are planning to work part-time in Japan, they must apply for work permission. |

| 9. Health Insurance and Overseas Travel Accident Insurance |   |
|--|---|
| Insurance  | <p><b>National Health Insurance (paid by the student)</b><br/>If you get sick or injured during your stay in Japan, National Health Insurance makes it possible to receive medical treatment by only paying part of the medical expenses (partial obligation). As a rule, it is possible to receive medical treatment with the payment of just 30% of the total medical care expenses. Foreigners who have a status of residence for a stay that exceeds three months have an obligation to apply for National Health Insurance.</p> <p><b>Personal Accident Insurance for Students Pursuing Education and Research (PAS) (paid by the University)</b><br/>The Personal Accident Insurance for Students Pursuing Education and Research (PAS) is taken out collectively so that a minimum level of insurance benefits can be received if an unexpected accident or disaster occurs during education or research that results in injury.</p> <p><b>Liability insurance for internship</b><br/>This insurance is a system that compensates for legal damages incurred by letting someone get injured or breaking others' property. If you participate in activities such as internships undertaken by the university or under the management of the university, you may be obligated to join this insurance system.</p> <p><b>Others</b><br/>Please advise your students to take out overseas travel insurance independently.</p> |

| 10. Estimated Cost of Living (in Local Currency)   |   |
|--|---|
| Health Insurance (per semester)                    | Approximately 13,500 yen  |
| Books, Course Materials, and Stationery (per year) | 20,000 yen or more  |
| Local Transportation (Train)                       | Kandai-mae Station (main campus) to Umeda Station (city area in Osaka) :<br>220 yen (one way)             |
| Other Personal Expenses (per month)                | 100,000 yen or more depending on students' lifestyles.<br>(Dormitory fees, meals, miscellaneous expenses) |

| 11. Life at KU |   |
|----------------|---|
| Activities     | Kansai University offers many activities through which exchange students can interact with students from Kansai University and experience Japanese culture. |
| Facebook       | <a href="https://ja-jp.facebook.com/kokusaibu">https://ja-jp.facebook.com/kokusaibu</a>   |

| 12. Others  |  |
|---|--|
| <p>We have a very important announcement on the following topics.</p> <ol style="list-style-type: none"> <li>1. Extension of stay</li> <li>2. Returning home before the semester ends</li> <li>3. Certificate of Academic Record</li> </ol> <p>Please access the webpage below and read the contents carefully.<br/><a href="http://www.kansai-u.ac.jp/Kokusai/ES/others.pdf">http://www.kansai-u.ac.jp/Kokusai/ES/others.pdf</a></p> |  |



Kansai University Exchange Students'  
Procedure Guide  
(Fall Semester 2018)

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# 1. The exchange study system at Kansai University

## (1) Characteristics of the curriculum

Exchange students at Kansai University follow the "KUGF (Kansai University Global Frontier) Curriculum". Students whose Japanese language proficiency is sufficiently high can also enroll in specialist subjects offered by other faculties.

### ① KUGF curriculum

The purposes of the KUGF curriculum are to improve language proficiency and communication skills, develop a high level of cross-cultural understanding, and foster global leadership skills. The curriculum can be categorized into 2 courses. Please refer to KUGF Course Guide for contents of the courses and language requirements.

#### 1. Global Frontier and Skill Up for Studying Abroad (63 courses)

These courses are taught entirely in English and are open to both Japanese and international students. Global Frontier courses consist of 8 Modules. The purpose of Skill Up for Studying Abroad courses is to acquire English language skills.

#### 2. Japanese as a Second Language (21 courses)

These courses are to support international students with Japanese language studies. We provide various levels of classes, from basic to advanced. You will be taking an appropriate level of Japanese classes after a language placement test done by a Japanese teaching specialist. We offer not only Japanese language courses but also courses that provide basic knowledge on Japan, introduce cultures of Japanese companies, business Japanese and courses that place you in a real company or an organization.

### ② Specialist subjects (courses offered by other faculties)

Exchange students whose Japanese language ability is sufficiently high as proven on the Japanese language placement tests taken after their arrival in Japan can enroll in classes of these faculties.

Students can learn a wide variety of subjects from general cultural subjects to specialist ones through these courses, held in the 13 faculties of Kansai University. These are studied in Japanese and students can expect an improvement in their level of Japanese proficiency as well as learning at a higher level of specialty.

\*The following is used as a guideline for the level of Japanese proficiency required to enroll in specialist subjects.

| Test Name                                 | Reference Score   |
|---|-------------------|
| JLPT (Japanese Language Proficiency Test) | N2 or higher      |
| J.TEST (Test of Practical Japanese)       | Level C or higher |
| CEFR                                      | B2 or higher      |

## (2) Study support

### ① Japanese language support program<sup>※</sup>

Kansai University also provides support for exchange students to study Japanese outside of their classes. Students are encouraged to use this support program effectively to improve their Japanese proficiency.

#### 【Japanese language tutor/tutee system】

Tutors (Japanese students) advice and support tutees (foreign exchange students) regarding studies (mainly Japanese language) and daily life.

#### 【Conversational Japanese brush-up seminars】

Practical training that helps exchange students learn Japanese conversational skills that are necessary in daily life in order to adapt well to Japanese society.

### ② Academic advisors

A member of the teaching staff of the Division of International Affairs is assigned to each individual exchange student as an academic advisor to provide guidance in formalities such as course registration after the student arrives in Japan. We offer Office Hours to respond to consultations regarding study and life.

### ③ Special supervisors

Special supervisors are assigned to students who wish to perform graduate level research at Kansai University. These supervisors provide support for research activities.

Students who wish to undertake overseas study at the graduate school level must submit a research plan (in either Japanese or English), so please prepare this before submitting your application.

In addition, please use the [KANSAI UNIVERSITY System for Academic Information](#) beforehand to search for a special supervisor suitable for your research theme.

## (3) Grading

The results for each subject studied are graded as shown below.

| Points   | Graduate Level | Undergraduate Level |
|----------|----------------|---------------------|
| 100 - 90 | A              | S                   |
| 89 - 80  |                | A                   |
| 79 - 70  | B              | B                   |
| 69 - 60  | C              | C                   |
| under 59 | F              | F                   |

\* If a course includes examinations to assess results and the examination was not taken, then 'I' (not taken) is displayed.

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<sup>※</sup> The programs and contents implemented are subject to change.

#### **(4) Credit-based system**

We evaluate grades for the courses taken and issue a CERTIFICATE OF ACADEMIC RECORD. Based on the certificate, credits will be accredited in accordance with the student's home university's standard. Please make inquiries regarding credit transfers to the responsible person there.

The credit system of Kansai University is as below.

##### **① Study hours per credit**

We define 1 credit as equivalent to 45 hours of workload complying with the requirements of the Ministry of Education, Culture, Sports, Science and Technology's provision.

##### **② Study hours per course**

Each class is held once a week (Japanese language classes are held twice a week). One class is composed of 90 hours' worth of study, including hours spent on assignments, tutoring and homework.

#### **(5) Issuance of CERTIFICATE OF ACADEMIC RECORD**

The CERTIFICATE OF ACADEMIC RECORD (in English) for each semester will be sent to the person responsible at the student's home university. The schedule for sending this is as follows:

Fall Semester (completion in March) - planned to send at the end of March  
Spring Semester (completion in September) - planned to send at the end of September

\* Only one copy of the CERTIFICATE OF ACADEMIC RECORD will be sent. A postage fee will be charged from the second copy onwards.

## 2. Academic year

| 2018                               |                                | 2019*                                |                                  |
|------------------------------------|--------------------------------|--------------------------------------|----------------------------------|
| Fall semester (September to March) |                                | Spring semester (April to September) |                                  |
| September 21                       | Start of fall semester         | April 1                              | Start of spring semester         |
| September 21                       | Start of fall semester classes | April 5                              | Start of spring semester classes |
| December 26 to January 6           | Vacation                       |                                      |                                  |
| January 21                         | End of fall semester classes   | July 23                              | End of spring semester classes   |
| January 23 to 30                   | Fall semester examinations     | July 24 to 31                        | Spring semester examinations     |
| March 21 to 31                     | Vacation                       | August 2 to September 20             | Vacation                         |
| March 31                           | End of fall semester           | September 20                         | End of spring semester           |

\*Schedule for the academic year 2019 is yet to be determined. The above schedule of spring semester 2019 is a reference of 2018.

## 3. Student dormitories<sup>※</sup>

Exchange students at Kansai University can apply to reside in a dormitory. The cost of dormitory fees and related matters are as follows.

Unless there are special circumstances, the decision on which dormitory the student will enter is made by Kansai University.

### (1) Kansai University International Dormitory

Dormitory entrance fee: 15,000 yen

Dormitory charges: 30,000 yen per month (single room) or 25,000 yen per month (twin room)

Meals: Prepared by individual residents (cooking is possible in a shared kitchen)

Address: 3-3 Tsukumodai, Suita, Osaka 565-0862

Other: An amount equivalent to the monthly dormitory charge will be taken as a deposit at the time of entry.

The dormitory charges include light, heating and water utility charges, internet connection fee and linen leasing fee.

Access to Senriyama Campus: Approx. 20 minutes by train

### (2) Student House Shurei-ryo (male dormitory) / Dormitory Tsukigaoka (female dormitory)

Dormitory entrance fee: 25,000 yen

Dormitory charges: 31,500 yen per month (twin room)

Meals: Breakfast - 240 yen, evening meal - 480 yen

Linen fee: 9,720 yen/year

\*The full amount must be paid even if the period of residence is shorter

<sup>※</sup> Dormitory fees and other matters are reviewed each academic year. Also, dormitory fees and other matters described are for one student.

than one year.

Address: 3-3 Yamate-cho, Suita, Osaka 564-0073 (Student House Shurei-ryo)

25 Senriyama Tsukigaoka, Suita, Osaka 565-0847 (Dormitory Tsukigaoka)

Other: An amount equivalent to the monthly dormitory charge will be taken as a deposit at the time of entry.

The dormitory charges include light, heating and water utility charges, and internet connection fee.

Access to Senriyama Campus: Approx. 10-minute walk (Student House Shurei-ryo)

Approx. 15-minute walk (Dormitory Tsukigaoka)

### **(3) Requests for residence other than in student dormitories(homestay/apartment)**

If you wish to reside in a homestay or apartment, please state this at the time of your application. We will introduce you to an affiliated company separately.

Kansai University does not take responsibility for troubles that arise between you and an affiliated company or host family. Please make sure to understand your contract fully before you sign.

※We will not accept requests to enter a dormitory after residing in a homestay or apartment.

#### Homestay (single room)

Placement fee: 12,960 yen

Homestay charges: 3,240 yen/stay ※application available from a 4-week stay (28 days stay)  
2,916 yen/stay ※after 91 days stay

Meals: Breakfast and evening meals are included in above charges.

Others: Homestay charges also include linen, light and heating charges, and Internet connection fee.

※Please click [here](#) for more details about homestays, including firsthand accounts by other exchange students.

#### Apartment

The costs depend on the apartment, but on an average, it costs more than 40,000 yen a month to rent an apartment around Kansai University.

## **4. Student life**

### **(1) Living expenses**

The living expenses necessary to live a normal life in Osaka are around 100,000 yen per month, including dormitory fees. When coming to Japan, please establish a sufficient funding plan.

### **(2) Scholarships**

#### **① Student Exchange Support Program (Scholarship for Short-Term Study in Japan)**

This is a scholarship paid by the Japan Student Services Organization (JASSO). If our university's program has been adopted, we will notify the details to subjects.

The details are not decided at the time of application for exchange study, so please

note that **we cannot respond to enquiries in advance.**

② Scholarships limited to specific universities

There are cases where a scholarship may be paid to exchange students from some specific universities, based on an agreement between them and Kansai University. Please check the details of this with the person responsible at your home university.

**(3) Insurance**

① National Health Insurance

If you get sick or injured during your stay in Japan, National Health Insurance makes it possible to receive medical treatment with only a part payment of the medical expenses (partial obligation). As a rule, you can receive medical treatment with a payment of just 30% of the total medical care expenses. Foreigners who have a residential status for stays that exceed three months must apply for National Health Insurance.

② Personal Accident Insurance for Students Pursuing Education and Research (PAS)

The Personal Accident Insurance for Students Pursuing Education and Research (PAS) is taken collectively by the University to ensure a minimum level of insurance benefits in case of injuries resulting from an unexpected accident or disaster that occurs during education or research.

| Type of benefit \ Applicable case | During regular curriculum activities and school events  | During recess on campus and extracurricular activities  |
|-----------------------------------|---|---|
| Death benefits                    | 12,000,000 yen  | 6,000,000 yen   |
| Permanent disability indemnity    | 720,000 yen to 18,000,000 yen depending on the severity   | 360,000 yen to 9,000,000 yen depending on the severity  |
| Medical benefits                  | 3,000 yen to 300,000 yen<br>Applicable from the first day of treatment and depending on the number of days required for the treatment | 30,000 yen to 300,000 yen<br>Applicable from the 14th day of treatment and depending on the number of days required for the treatment |
|                                   | (Additional hospitalization coverage) 4,000 yen per day hospitalized  |   |

③ Liability insurance for internship

This insurance is a system to compensate for legal damages incurred by causing injury to another person or causing damage to others' properties. If you participate in activities such as internships undertaken by or under the management of the university, you may be obligated to join this insurance system.



④ Others

Please also take overseas travel insurance for yourself.

**(4) International exchange**

① Activities to experience Japanese culture

Throughout the year, Kansai University hosts activities to encourage communication between exchange students, Japanese students and the local region. There are a wide range of activities, from in-campus ones such as experiencing Japanese culture, Japanese language support, consultations about daily life, sport events and parties for exchange students to activities outside the campus such as home visits to local households, tours to study Japanese society, and field trips to museums and cultural assets. Apart from participating in these, there are also programs where students become teachers and teach the language and culture of their home country through multilingual programs and multicultural seminars.

② Multilingual Immersion Room (Mi-Room)

The Mi-Room is a study space to experience cross-cultural communication through programs involving cultural experiences and learning various foreign languages. Students can not only join a program as user but also use the opportunity to share their mother tongues and culture as a GTA (Global Teaching Assistant). In addition, Mi-Room is a space for Japanese students and international students to gather around, communicate and exchange different cultures.

**5. Application procedures**

**(1) Application eligibility**

Students enrolled at universities with which Kansai University has an existing student exchange agreement.

\* Depending on the students' home university, there may also be other criteria for eligibility. Please contact the international department of your university for details.

**(2) Application method**

Please ask the person in charge of the university you belong to for details of the procedures there.

When you have determined that there is a study abroad program with Kansai University at your university, please follow the below steps to apply.

① Online Application for Exchange Program

Apply using the Online Application for Exchange Program.

When applying online, in addition to completing all the required fields, it is also necessary to upload the below documents. Please prepare these beforehand.

Only PDF, JPEG or PNG files can be uploaded.

1. Photograph for identification
2. Passport page containing your photograph
3. Kansai University Certificate of Health

\* For specifications and guidelines for ID photos, please refer to the "[Website Here](#)" and upload a photograph that meets all the requirements

② Submission of documents to university currently enrolled at

Submit the following documents to your own university.

1. Kansai University Exchange Program Covenants application
2. Kansai University Exchange Program Research Plan (only applicants who wish to study at graduate level)

\* Forms can be downloaded [here](#).

**(3) Online application period**

| Start of the study abroad program | Application period |
|-----------------------------------|--------------------|
| Fall semester (September)         | Until April 20     |
| Spring semester (April)           | Until October 20   |

**(4) Selection**

Kansai University will check that all the details on the application are sufficient and accurate.

A committee will then be held to consider the application and make a final decision on it.

**6. Schedule**

The schedule from application procedure to arrival in Japan is as follows.

Please note that the actual schedule may be different.

| Details   | Start of the study abroad program |                                |
|---|-----------------------------------|--------------------------------|
|   | Fall semester                     | Spring semester                |
| Online application period                                 | until April 20 <sup>th</sup>      | until October 20 <sup>th</sup> |
| (1) Application procedures for Certificate of Eligibility | May                               | November                       |
| (2) Check of details of Certificate of Health             |                                   |                                |
| (3) Sending the Welcome Pack                              | Mid-July                          | Late January                   |
| (4) Visa application                                      |                                   |                                |
| (5) Arrival in Japan and orientation                      | Early September                   | Late March                     |
| (6) Start of classes                                      | September 21                      | April 6                        |

### **(1) Application procedures for CoE (Certificate of Eligibility)**

The CoE is a certificate necessary for an exchange student's visa application. To obtain a CoE, Kansai University will make an application to the Immigration Bureau on behalf of the student based on the details provided in the online application. If more details are required to apply, a company commissioned by the university will contact you via email.

### **(2) Checking details in the Certificate of Health**

If there is anything on the Certificate of Health that requires confirmation, Kansai University will contact you for clarifications.

### **(3) Welcome Announcement Booklet**

After Kansai University determines students' acceptance, as soon as the Letter of Acceptance and CoE are ready, a Welcome Pack will be sent by mail from Kansai University to the responsible contact at your university.

\* The CoE is issued after screening by the Immigration Bureau. Kansai University cannot guarantee the issuance of a CoE or the timing of issuance. The preparation of all other documents may be delayed if the screening for CoE issuance at the Immigration Bureau is prolonged.

The Welcome Pack includes:

#### **① Kansai University Exchange Student Welcome Announcement**

This includes information on visa acquisition, airport pick-up service, taking the Japanese placement test, orientation schedule after your arrival and more. Please go through all the information very carefully.

#### **② Letter of Acceptance**

This is a document that certifies your acceptance at Kansai University. We cannot reissue the Letter of Acceptance, so please keep it safely.

#### **③ Appointment letter for scholarship (subjects only)**

This will be enclosed only for students who are eligible for a scholarship from Kansai University.

#### **④ Certificate of Eligibility (CoE)**

The CoE is a certificate essential for your visa application and cannot be reissued. Please treat the CoE carefully.

#### **⑤ Application for work permit**

Exchange students are able to work part-time by acquiring a work permit. Please apply for it when entering Japan i.e. at the airport if you wish to get the work permit.

⑥ Letter of Dormitory Acceptance

This document will be enclosed only if the student has selected to reside in a dormitory in the online application.

However, regrettably, they may not be able to reside in a dormitory if it is already full. Also, Kansai University will assign the dormitory.

**(4) Visa application**

Please make an application for a visa at the Japan consulate overseas after receiving the Letter of Acceptance and CoE. Documents necessary for the application vary depending on the country, so please check with the consulate.

A certain amount of time is required from application to the issuance, so allow for plenty of time when making the application.

\* Please purchase an airline ticket after a visa has been obtained.

\* It is not possible to receive the visa within Japan. Always complete the procedures before coming to Japan.

**(5) Arrival in Japan and orientation**

After arrival in Japan, an orientation on life in Japan and course registration will be held. The orientation will include sessions on procedures required at the city hall and how to open a bank account. The orientation schedule will be included in your Welcome Announcement.

**7. Others**

- (1) The acceptance may be cancelled if details in the application are found to be false.
- (2) Please note that we cannot answer any questions related to the details of the selection.

Kansai University Division of International Affairs

Exchange study (acceptance) staff

3-3-35 Yamatecho, Suita, Osaka 564-8680

Tel: +81-6-6368-0178

Fax: +81-6-6330-3027

E-mail: [ku-dia@ml.kandai.jp](mailto:ku-dia@ml.kandai.jp)

関西大学 健康診断証明書  
Kansai University Certificate of Health

医師により日本語または英語で記載してください。

To be completed in Japanese or English by the examining physician.

氏名 Name \_\_\_\_\_  
Family First Middle

男 Male  女 Female

生年月日 Date of Birth (yyyy/mm/dd) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

年齢 Age \_\_\_\_\_

身体測定 Physical Examinations

身長 Height \_\_\_\_\_ cm 体重 Weight \_\_\_\_\_ Kg

血液型 Blood Type A B O AB Rh/ + -

聴力 Hearing  正常 Normal  所見あり Impaired

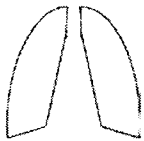
視力 Eyesight (R) \_\_\_\_\_ (L) \_\_\_\_\_  
裸眼 without glasses 矯正 with glasses or contact lenses

エックス線検査 (6ヶ月以内のものに限る)

X-ray Examination (Must have been taken within 6 months.)

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 肺 lung  正常 normal  所見あり impaired

心拡大 cardiomegaly  正常 normal  所見あり impaired



(心拡大がある場合のみ) 心電図  正常 normal  所見あり impaired  
(in case of cardiomegaly) Electrocardiogram

[ Describe the condition of applicant's lung. ]

既往歴 Past history: 下記疾患に該当するものがあれば、を記入してください、また治癒した年月日を記入してください。

Please check the following box if there is any relevant disease and fill in the date of recovery.

結核 Tuberculosis  ( / / ) マラリア Malaria  ( / / )

その他伝染病 Other communicable disease  ( / / )

てんかん Epilepsy  ( / / ) 腎疾患 Kidney Disease  ( / / )

心疾患 Heart Disease  ( / / ) 糖尿病 Diabetes  ( / / )

薬物アレルギー Drug Allergy  ( / / ) 心理的障害 Psychological disorder  ( / / )

身体機能障害 Functional Disorder in extremities  ( / / ) その他 Others  ( / / )  
(disease)

現在治療中の病気  Yes (Disease: \_\_\_\_\_)

Disease treated at present

No

「はい」と答えた人は、薬品の服用や治療を日本での滞在中も続ける予定ですか?  Yes  No

If yes, will you continue taking medication or treatment during your stay in Japan?

「はい」と答えた人は、現在服用中の薬品や受けている治療について詳細を教えてください。また診療情報の資料を添付してください。

If yes, please provide detailed information regarding the medication or treatment you have been taking and please attach the document including medical information.

薬品・治療の種類 Type of medication/treatment:

( \_\_\_\_\_ )

頻度 Frequency ( \_\_\_\_\_ ) times (per week \*per day)

診察医の印象を述べてください。 Please describe your impression.

本人の診断・検査の結果や既往症から判断して、現在の健康の状況は日本への留学に十分耐えるものと思われますか?

In view of his/her medical history and above findings, is it your observation his/her health status is adequate to pursue studies in Japan?

Yes  No

日付 Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

署名 Signature \_\_\_\_\_

医師氏名 Physician's name in print \_\_\_\_\_

検査施設名 Office/Institution \_\_\_\_\_

所在地 Address \_\_\_\_\_

# 2018 年度秋学期 関西大学交換留学プログラム推薦書

## Kansai University Exchange Program Recommendation form for Fall 2018

大学名 (Home University) : \_\_\_\_\_

留学期間 (exchange period) :  1 学期 (1 semester)  2 学期 (2 semesters) \*Tick the box.

推薦学生氏名 (Student name) : \_\_\_\_\_

| 在籍大学指導教員等の推薦 (Home University Faculty's Recommendation)  |            |
|--|------------|
| 関西大学 学長殿   |            |
| 私は、申請者を関西大学の交換留学生として推薦します。   |            |
| To: President of Kansai University<br>I would like to recommend the applicant as an Exchange Student at Kansai University. |            |
| 推薦者名 (Name of Recommender)   | 職名 (Title) |
| .....  | .....      |
| 所属 (Faculty)   | E-Mail     |
| .....  | .....      |
| 推薦者署名 (Recommender's Signature)  |            |
| .....年 (Year).....月 (Month).....日 (Day).....   |            |

| 在籍大学担当者記入事項 (for Home University Coordinator) |              |
|---|--------------|
| 担当者名 (Name of Coordinator)                    | 職名 (Title)   |
| .....   | .....        |
| 部門 (Department) .....                         |              |
| Tel .....                                     | E-Mail ..... |
| 担当者署名 (Coordinator's Signature)               |              |
| .....年 (Year).....月 (Month).....日 (Day).....  |              |

# 関西大学交換留学プログラム 研究計画書 (様式)

Kansai University Exchange Program Research Plan (Format)

|                             |  |                          |  |
|-----------------------------|--|--------------------------|--|
| 氏名<br>Name                  |  | 所属大学名<br>Home University |  |
| 研究テーマ<br>Research theme     |  |                          |  |
| 希望する研究科名<br>Graduate School |  |                          |  |
| 希望する指導教員名<br>Supervisor     |  |                          |  |

研究内容および研究計画 (Research outline and Research plan)

|  |
|--|
|  |
|--|

※言語は日本語または、英語のみ (Japanese or English)

# 関西大学 交換留学プログラム誓約書

## Kansai University Exchange Program Covenants application

関西大学 (Home University) 学長 殿 (To: President of Kansai University)

私は、関西大学の交換留学プログラムに申請するにあたり、以下の事項について、誓約いたします。

I hereby promise to adhere to the Kansai University Exchange Program rules, observe my conducts, and follow the instructions.

1. 申請内容に虚偽事項はありません。

There are no false matter in the appreciation content.

2. 『関西大学交換留学生 手続きガイド』を熟読し、理解しました。

I read 「Exchange Student Procedure Guide」 carefully and understand it.

3. 留学期間中は、関西大学のすべての規則を遵守します。

I shall strictly adhere to the Kansai University regulations rules while I am staying at the Kansai University.

4. 留学期間中は、自らの故意または過失により生じた損害や事故、個人間でのトラブルについては、各自がその責任を負うこと。

I shall assume responsibility for all of damages due to willful or gross negligence or trouble between individuals.

5. 日本の法律に基づき、日本滞在期間中は20歳未満の飲酒および喫煙をしません。

Under the Japanese law, I never drink alcohol under the age 20years during my stay in Japan.

6. 日本の法律に基づき、日本滞在期間中はドラッグ（シンナーや覚せい剤、大麻、MDMA（常在型合成麻薬）、その他違法ドラッグなど）を所持、使用しません。

Under the Japanese law, I never use and possession of illegal drugs during my stay in Japan (thinner, stimulant drug, marijuana, MDMA, Habitual presence type designer drug)

7. 日本滞在期間中は、その他の日本国内の法律を遵守します。

I shall strictly adhere the other Japanese Law while I am staying in Japan.

所属大学名 (Home University) : \_\_\_\_\_

氏名 (Name) : \_\_\_\_\_

氏名 (Name in katakana character notation) : \_\_\_\_\_

- ※ パスポートに表記されている英字:アルファベットの氏名を記載してください。

Fill in your name as written in your passport (in Roman capital letters).

- ※ カタカナ表記で氏名を記載してください。

Fill in your name in Katakana character in last column.

- ※ 記載されたカタカナを学生証に使用いたします。カタカナの記載がない場合には、本学に一任したものとみなします。

We will use the katakana for the Student Card. If there is no katakana filled in, we will consider that you will entrust us to determine your katakana character notation.

署名 (Signature) : \_\_\_\_\_ 年 (YYYY) 月 (MM) 日 (DD)