

## **2017 Fall Semester Application Guidelines for the Program for Exchange Students at the Graduate School of Modern Society and Culture, Niigata University** **(Master's degree program & Doctoral degree program)**

The Graduate School of Modern Society and Culture is recruiting Special Research Students and Special Auditing Students for the Master's degree program and the Doctoral degree program.

### **1 Eligibility**

The applicant must be a current regular student at the Master's degree level or Doctoral degree level at a university with which Niigata University has concluded a student exchange agreement between the Universities or departments.

Your expected date of completion at your home university should be after the ending date of your study at Niigata University.

### **2 Time Schedule**

	2017 October prospective students
Submission Deadline	May 31, 2017
Date of Admission Notification	July 7 , 2017

※2018 Spring Semester Application Guidelines will be released around December, 2017.

### **3 The Term of the Exchange Program**

Each applicant will start his/her studies at Niigata University in October 2017 for either one or two semesters.

- Fall Semester 2017 : October 1, 2017 - March 31, 2018
  - Fall Semester 2017 & Spring Semester 2018 : October 1, 2017 - September 30, 2018
- Upon consultation, the end of the academic term can be arranged to be a little earlier.

#### 4 How to Apply

The partner university must send the application documents to “8 Application document submission address” by EMS and Email (both of data and paper).

If documents are written in a foreign language, the applicant should attach a Japanese translation to the original. The translation can be made by the applicant him/herself, but it must be written on a word processor and printed out (not handwritten).

Please contact us if you cannot submit a Japanese translation because you plan to make research in a language other than Japanese.

#### ■Items to be submitted■

All the following documents are necessary to complete the application. If the applicant fails to provide any of the documents listed below, the applicant cannot enter Niigata University nor can we submit the Application for the Certificate of Eligibility for Entry into Japan to the Japanese Immigration Bureau on behalf of the applicant. Furthermore, the Japanese immigration Bureau specifically requests documents that demonstrate the applicant’s ability to financially support themselves for the duration of their studies in Japan.

- Application form for the Special Auditing Student (form 22) or Application form for the Special Research Student (form 24)  
 …(It is unnecessary to fill in the lesson subject column at form 22. Please fill in after arrival in Japan.)
- Auditing Plan (Special Auditing Student) or Research Plan (Special research student)  
 … (Auditing Plan : There is no specified style. Please use one side of A4 size paper.  
 Research Plan : There is specified style. Please check other document “ Research Plan”)
- An academic Transcript (The latest one)
- A Letter of Recommendation from the dean of the applicant’s graduate school
- A certificate of registration (a document that demonstrates that the applicant is officially registered at his/her University)
- A curriculum vitae(Please use the form of word file.)
- An application for a Certificate of Eligibility for Entry into Japan  
 …Please use an excel sheet and fill in the form by typing, not handwriting.  
 Please send us both an electronic copy via email and a paper copy via mail.

- Documents certifying the applicant's ability to financially support him/herself for the duration of his/her stay

◎If the applicant will cover all of his/her expenses by himself/herself, please submit either one document of the following:

- ☐A certificate and/or document on which the name of the scholarship grant, the monetary amount of the grant, and the provision period of the grant are indicated
- ☐A certificate and/or document that displays the current amount of funds sufficient for study in Japan in the applicant's bank account (For the past 3 years)

◎If a person other than the applicant will cover applicant's expenses, please submit all the following documents:

- ☐A document which explains the circumstances under which the costs of study in Japan will be paid
  - Please write this information on the Financial Support Statement.
- ☐A certificate and/or document that displays the current amount of funds sufficient for the applicant's study in Japan in the supporter's bank account (For the past 3 years) (If the person providing funds lives in a foreign country)
- ☐The supporter's Income certificate and Employment certificate (For the past 3 years)
  - ※Income certificates and Employment certificates from both the mother and the father are required if both parents have income.
- ☐If the supporter lives in Japan, he/she must provide a certificate of payment of residence tax in which the total income, tax amount, and tax due for one year are indicated (For the past 3 years)
  - (If the person providing funds lives in Japan.)
  - ※Income Certificates from both the mother and the father are required if both parents have income.
- ☐A document to prove the relationship between the applicant and the supporter
  - For example. • An explanation on relationship authorized by a notary public (in case of China)
  - Certificate of Residence etc.

- A photocopy of the applicant's passport.

(The photocopy of the passport must include the page(s) that show the passport number, the expiration date of the passport, the name of the passport holder, the date of birth of the passport holder, and the last visa stamp for Japan (only if the applicant has been to Japan before)).

- 4 photos of the face (4 of the same picture. 4cm×3cm sized)
- A copy of a Certificate (or Notification of the Result) for Japanese Language Proficiency Test (JLPT). Applicants who have a certificate for the JLPT or notification of the result must submit a copy.

## **5 Student Status at Niigata University**

The status of exchange students can be either Special Auditing Student or Special Research Student. Please understand the characteristics of each status, and decided to apply for the more appropriate status with regards to your scholastic goals.

### **I. Special Auditing Student**

- Special Auditing Student status is for students who want to audit graduate college courses (if necessary, department courses as well).
- The Japanese Immigration Bureau's rules stipulate that international exchange students (Special Auditing Students) must take classes taught for more than 10 hours (600 minutes) per week. Since each class is 90 minutes long, students need to take at least 7 classes per week. Course credit depends on the subject you choose.
- Exchange students who are admitted will choose Japanese language classes at the Global Education Center.

<http://www.niigata-u.ac.jp/campus/international/study-japan/program/>

※The content on the website now is not for the 2017 Fall semester.

- The students can receive advice from a supervisor about which classes to audit after they have arrived in Japan.
- After the study period, Niigata University will issue an Academic Transcript and a Certificate of Proof of Enrollment at Niigata University.

### **II. Special Research Student**

- Special Research Student status is for students who want to advance their own research interests in Japan.
- Because Special Research Students do not attend classes, there is ample time to do research.
- The students can receive advice from a supervisor about what to research after they have arrived in Japan.
- After the study period, Niigata University will issue a Certificate of Proof of Enrollment at Niigata University.

## **6 Tuition and Other Fees**

### **I. Special Auditing Student**

(1) Admission fees:

Waived

(2) Tuition:

Free for fee-exempt students.

Other students pay 14,800 yen per credit. In total, applicants will need to pay 207,200 yen for a 7 course/14 credit semester.

※Please pay the tuition by transfer from a financial institution.

※The Japanese Immigration Bureau's rules stipulate that international exchange students (Special Auditing Students) must take taught classes for more than 10 hours (600 minutes) per week. Since each class is 90 minutes long, students need to take (register for) at least 7 taught classes per week.

※Tuition is for the fiscal 2017, it may change for the fiscal 2018.

### **II. Special Research Student**

(1) Admission fees:

Waived

(2) Tuition :

Free for fee-exempt students.

Other students pay 29,700 yen per month.

※Please pay the tuition by transfer from a financial institution.

※Please pay 89,100 yen (tuition for three months) in the month in which the student enters the university, and afterward, please pay the same amount every three months.

## **7 Admission Procedures after Acceptance to Niigata University**

(1) On behalf of students who have been admitted, Niigata University will submit students' Application for Certificate of Eligibility for Entry into Japan to the Immigration Bureau of Japan. Upon receiving the Certificate of Eligibility from the Immigration Bureau, the Niigata University will forward it to the office in charge of exchange programs at the students' university. Students should then apply for a visa at the Japanese Embassy or Consulate in his/her country with the Certificate of Eligibility for Entry into Japan. With the Certificate of Eligibility, a visa will be issued swiftly and also the entry into Japan at a port of entry will also be quicker because the Immigration Bureau has already recognized the eligibility of the student for his/her entry into Japan with the accepting Niigata University's request.

(2) Admitted students may apply to Niigata University for accommodation in apartments and student housing administered directly by Niigata University. Students do not need a guarantor to live in these accommodations for international students prepared by Niigata University and also the rent is cheaper when compared with other apartments around campus.

## **8 Application document submission address**

Contact address: Student Affairs Office

Graduate School of Modern Society and Culture, Niigata University

8050 Ikarashi 2-no-cho, Nishi-Ku, Niigata City 950-2181, Japan

TEL : +81-25-262-6166・6826

E-mail : a.ito@adm.niigata-u.ac.jp

## **9 Treatment of personal information**

i Regarding the names, addresses, and other personal information that the applicants gave to the university when they applied, it will be used only for the following purposes: (a) enrollee selection, (b) announcement of successful applicants, (c) the admission procedures, (d) research, study, and analysis of the enrollee selection methods or similar, and (e) other tasks associated with these matters.

ii Regarding an enrollee's personal information given to the university upon application, Niigata University will only use personal information after the admission to conduct tasks related to the following: (a) educational affairs (school register, study instructions, etc.), (b) matters related to student support (health management, etc.), and (c) tuition fees, etc.