

2019 Spring Semester Application Guidelines for Non-degree 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 Auditing Students** and **Special Research Students** both at the Master's course and the Doctoral course.

1 Eligibility for Admission

Applicants must be a currently enrolled student at either level of the Master's degree or Doctoral degree of a university with which Niigata University has concluded a student exchange agreement.

Those who will have completed his/her degree program at one's home university prior to the end of his/her studies period at Niigata University cannot apply.

2 Time Schedule

	2019 April prospective students
Application Deadline	November 30 , 2018
Date of Admission Notification	February 1 , 2019

※2019 Fall Semester Application Guidelines will be released around May, 2019.

3 The Term of the Exchange Program

Each applicant will start his/her studies at Niigata University in April 2019 for either one (6 months) or two semesters (12 months). Term dates are as follows;

- Spring Semester 2019 : April 1, 2019 – September 30, 2019
- Spring Semester 2019 & Fall Semester 2019 : April 1, 2019 - March 31, 2020

It is negotiable to set the date of returning home before the end of the term in consultation with your supervisors.

4 How to Apply

Applicants must send the application documents both by electronic files via email and by post (EMS).

It is required to attach Japanese translations if any documents are produced in a foreign language. The translations can be made by applicants themselves, provided they are written on a word processor and printed out (handwritten is not acceptable).

Please contact us if you cannot submit a Japanese translation for any reason.

■Application documents■

All of the following documents are necessary to complete the application. If applicants fail 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 applicants. 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.

※Please submit the original documents.

- (1) Application form for the **Special Auditing Student** (form 22)* or Application form for the **Special Research Student** (form 24)

*It is not necessary to fill in the subject column in form 22. You can decide after arrival in Japan.

- (2) A statement of your study plan at Niigata University

Special Auditing Student: There is no format for the applicant for Special Auditing Student. Please use one side of A4 size paper to describe your study plan at Niigata University.

Special Research Student: Please use the prescribed form "Research Plan" to complete your study plan at Niigata University.

- (3) The latest academic transcript

- (4) A Letter of Recommendation from the dean of the applicant's graduate school at home university

- (5) A certificate of enrollment at home university

- (6) A curriculum vitae (Please use the prescribed form of Word file)

- (7) An application for a Certificate of Eligibility for Entry into Japan (Please use the prescribed form of Excel sheet file)

- (8) Documents certifying the applicant's ability to financially support him/herself for the duration of his/her stay. The applicant from China, Mongolia, Nepal, Vietnam, Myanmar, Bangladesh and Sri Lanka is required to prepare and submit all of the recent three years of each document / certificate marked as "※".

◎If the applicant covers all of his/her expenses by him/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 of bank balance of the applicant's displaying sufficient amount for study in Japan in the applicant's bank account ※.

◎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 use the Financial Support Statement form)
- ☐A certificate of bank balance of the sponsor's displaying sufficient amount for the applicant's study in Japan, in case if the sponsor is living abroad and not in Japan ※.
- ☐The sponsor's Income certificate and Employment certificate ※.

*In case if the applicant's both parents have income, Income certificates and Employment certificates are required from both of them.

- ☐If the sponsor 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 ※.
- ☐A document to prove the relationship between the applicant and the sponsor, e.g. an explanation on relationship authorized by a notary public, a Certificate of Residence, etc. This document is necessary for those who are applying from China, Mongolia, Nepal, Vietnam, Myanmar, Bangladesh and Sri Lanka.

(9) A photocopy of the applicant's valid 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 if the applicant has been to Japan before.

(10) 4 face photos (4 of the same picture, 4cm×3cm sized. Please write your name on the back of each photo)

(11) A copy of a Certificate (or Notification of the Result) for Japanese Language Proficiency Test (JLPT) if applicable.

5 Student Status at Niigata University

The status of exchange students will be either Special Auditing Student or Special Research Student. It is recommended they consider carefully whether to apply for which category of student by understanding each characteristic described as follows;

I. Special Auditing Student

- This is for students who want to audit postgraduate courses.

- 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.
- It is possible for the exchange students to take Japanese language classes at the Global Education Center.
- ※For information: <https://www.niigata-u.ac.jp/campus/international/study-japan/program/>
- ※The contents are not for the spring semester of 2019.
- The students can receive advice from a supervisor about which classes to audit after they have arrived in Japan.
- After the study period at Niigata University, the students will receive an Academic Transcript and a Certificate of Enrollment at Niigata University.

II. Special Research Student

- This is for students who want to advance their own research interests at Niigata University.
- There shall be ample time to conduct research as the Special Research Students do not need to attend classes. Nonetheless the students can opt for attending classes if they wish to do so.
- The students can receive advice from a supervisor on their research topics after they have arrived in Japan.
- After the study period at Niigata University, the students will receive an Academic Transcript and a Certificate which proves that he/she has completed the **Special Research Student** program.

6 Tuition and Other Fees

I. Special Auditing Student

(1) Admission fees:

Waived

(2) Tuition:

Free for fee-exempt students.

Self-funding students pay 14,800 yen per credit. Since it is stipulated by the Immigration Law that international students including the category of Special Auditing Student must take classes more than 10 hours per week (14 credits), the students are required to pay 207,200 yen in total.

※Please pay the tuition by bank transfer.

※The above figure of Tuition is for the fiscal 2018, it may change for the fiscal 2019.

II. Special Research Student

(1) Admission fees:

Waived

(2) Tuition:

Free for fee-exempt students.

Self-funding students pay 29,700 yen per month. The students are required to pay 89,100 yen in the first month which covers three months, and then pay the same amount every three months.

※Please pay the tuition by bank transfer.

※The above figure of Tuition is for the fiscal 2018, it may change for the fiscal 2019.

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.

(2) Upon receiving the Certificate of Eligibility from the Immigration Bureau, Niigata University will forward it to the relevant office at the students' home university or to the student.

(3) 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 immigration inspection will also be quicker because the Immigration Bureau has already recognized the eligibility of the student for his/her entry into Japan.

※Please contact the Japanese Embassy or Consulate in his/her country for inquiries about a visa.

(4) Admitted students may apply to Niigata University for accommodation, either 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 quite low compared with other apartments around campus.

8 Mailing address for submission of documents

Student Affairs Office Graduate School of Modern Society and Culture, Niigata University

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

Phone : +81-25-262-6166・6826 E-mail : jimugen@cc.niigata-u.ac.jp

9 Treatment of personal information

(1) Application materials including the names, addresses, and other personal information once submitted, they will be used only for the following purposes: (a) assessment, (b) announcement of assessment, (c) admission procedures, (d) research, study, and analysis of

the assessment methods or/-and (e) Others related above mentioned.

(2) Submitted personal information for admission procedure it will only be used after the admission for the following purposes: (a) educational affairs (registration, academic advice, etc.), (b) student support (health management, etc.), and (c) tuition fees, etc.