

Dear Coordinators at partner universities,

Please note the following points in preparing the application documents for UF Exchange Program. We've also included few points for your special attention during their study abroad period.

1. Schedule for an officer responsible for exchange program (the schedule after End of December is subject to change)

Application deadline (Data submission by email)	October 20 (Wed), 2021(Submitted by 24:00 Japan time)
Notification of acceptance	End of December, 2021
Certificate of Eligibility (COE) sent out	Mid February, 2022
Application of entry visa (each applicant applies by him/herself)	February – March, 2022
Arrival in Japan (Dormitory move-in day) * ¹	March 25 (Fri), & 26 (Sat), 2022
Orientation* ²	March 28 (Mon), – April 1 (Fri), 2022

*¹ In order to prevent the spread of the COVID-19, the Japanese government has imposed entry restrictions such as quarantine for two weeks after entering Japan. The entry restrictions and quarantine system in Japan are updated on a daily basis, so please check the latest information and adjust your entry date accordingly.

*² Please note that the schedule and the way we give the orientation may be changed depending on the situation of COVID-19 in Japan.

2. Submission of application documents

We only accept data of your application documents. You do not need to send us the original via post. If you do not receive any e-mail from us for a week after submission of the data, please check up with us. The application data need to be sent through the coordinator at each university. We do not accept any materials sent by a student. Also, please use the most updated version of the application documents uploaded on our website.

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3. Number of students to be accepted under the exchange agreement

Under the exchange agreement between your University and UF, each institution can accept a limited number of students on an annual basis. This refers to the number of full-year students. If the limited number is 3, UF can accept up to either 3 full-year, or 6 single-semester, or a combination of such students, since one academic year consists of two semesters at UF. Please be advised that the number of students in one semester should not exceed 3.

4. Student status at applicant's Home University

All participants must return to their Home University after completing the programs at UF, and continue their studies to get a degree at their Home University. **They are not able to graduate or obtain any degree from their Home University while they are enrolled at UF.**

5. Issuance of transcript

UF normally issues an academic transcript to each Special Auditing Student at the end of October for spring semester and the end of April for fall semester. In case you require your students to hand in a transcript issued by UF earlier than the above time, please inform the students of that in advance and submit an official letter of request to UF. We will take all early transcript requests into consideration. The earliest possible time of issuance however is end of September for spring semester and beginning of April for fall semester.

6. JASSO scholarship and report on credit transfer

UF will apply for scholarships under the Japan Student Services Organization (JASSO) Student Exchange Support Program, in which eligible exchange students will receive a monthly scholarship of 80,000 JPY. The result and detailed scholarship information for the currently-recruiting exchange programs will be available in February 2022. Those who show their intention to apply for the JASSO scholarship will be notified of the result soon after the announcement.

If granted, we have to submit each student's report on credit transfer at his/her Home University a. We will send the form to submit after your student(s) return to your University, so please submit the report as soon as you complete the procedures of credit transfer.

7. Tutoring System

We allocate a tutor to all the international students who come to Japan for their first year to help them with their daily life and also in their academics. The matching starts before the student's arrival in Japan to strengthen their connection.

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