

# **Guidebook to UNIVERSITY OF FUKUI Student Exchange Program 2024 Spring**



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Student Exchange Program 2024 Spring

## 1. Outline of University of Fukui Student Exchange Program

University of Fukui (UF) Student Exchange Program accepts international students (hereafter exchange students or applicants, where appropriate) for a period of 6 months or 12 months while they are registered as regular students at one of the universities that have student exchange agreements with UF. At UF, exchange students will take courses to earn credits or will receive instruction and guidance on research in order to pursue their specialized fields and to deepen their understanding about Japan.

The students will not earn degrees in this program and MUST NOT graduate or earn a degree from the home university while they are enrolled in UF.

### Program A

#### ■ Program Outline

This program is to take courses or receive research instruction in English. Applicants with not Japanese proficiency can apply for Program A.

#### Undergraduate students

Take *Common Courses* (Japanese language and Japanese Affairs), *Specialized Courses* in the following six fields: 1) culture and society; 2) mechanical and system engineering; 3) electrical, electronic and computer engineering; 4) architecture and civil engineering; 5) materials science and biotechnology; and 6) applied physics, and other courses in English offered by the School of Global and Community Studies.

#### Graduate students

※Only applicable for students who are enrolled for 2 semesters

Receive research instruction in the fields of engineering in English. No credit given.

■ Admission time: Spring 2024

■ Duration: 6 months (1 semester)\*1 or 12 months (2 semesters)

■ Language requirement:

TOEFL PBT/ITP 500, iBT 61, TOEIC 600 or its equivalent

If the student meet Japanese language requirement for program B, they can take classes taught in Japanese

### Program B

#### ■ Program Outline

Program B is for students who already have high proficiency in Japanese.

#### Undergraduate and graduate students | For Auditing

Take regular courses with Japanese students and register 10-class hour/week per semester.

#### Graduate students | For Research

Enroll as Research Students and conduct research without taking courses. Research Students cannot earn credit.

■ Admission time: Spring 2024

■ Duration: 6 months (1 semester) or 12 months (2 semesters)

■ Language requirement:

N2 or above of Japanese Language Proficiency Test

\*1 For those who study at UF for 6 months cannot receive the Certificate of Completion.

#### ■ Courses

##### <Program A>

Refer to **Program A 2023-2024 Course Catalog** for the lists of courses and the required credits to complete the program.

[https://www.u-fukui.ac.jp/wp/wp-content/uploads/3\\_Program-A\\_2023-2024\\_Catalog-7.pdf](https://www.u-fukui.ac.jp/wp/wp-content/uploads/3_Program-A_2023-2024_Catalog-7.pdf)

##### <Program B>

Please refer to “Syllabus Search Page” from the link below for course details.

[https://www.u-fukui.ac.jp/cont\\_life/academic/instruction/class\\_bunkyo/](https://www.u-fukui.ac.jp/cont_life/academic/instruction/class_bunkyo/)

Please refer to the Fact Sheet (p.4) from the link below for Japanese Language Courses.

<https://www.u-fukui.ac.jp/wp/wp-content/uploads/FACT-SHEET-2021-2022ver15.pdf>

Eligibility	School/Graduate School	Student status at UF	Description
Undergraduate / Graduate student	School of Education	Special Auditing Student with credit	<ul style="list-style-type: none"> <li>■ Take Japanese-related Common Courses<sup>*2</sup> as well as Specialized Courses in English to earn credits</li> <li>■ Register at least 10-class hour worth of courses per week<sup>*3</sup></li> </ul>
	School of Engineering		
	School of Global and Community Studies		
	Graduate School of Engineering (Program B ONLY)		
Graduate student	Graduate School of Engineering	Special Research Student with no credit	<ul style="list-style-type: none"> <li>● Receive research instruction in English without credits given.</li> <li>● There are Japanese courses in 5 proficiency levels available for all international students. No credit given.</li> <li>● Program A only accepts students for 2 semesters.</li> </ul>

\*3 One course = 90 minutes. Foreign students studying in Japan on a student visas are required to register and take courses at least 10 hours per week.

April 1, 2024 – March 31, 2025 (two semesters)

2024						2025					
Apr.	May	Jun.	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
<b>Spring semester (April 1 – September 30, 2024)</b>						<b>Fall semester (October 1, 2023 – March 31, 2025)</b>					
				<b>Summer Vacation Mid-Aug – 9/30</b>						<b>Spring Vacation Mid-Feb – 3/31</b>	

To apply for the University of Fukui Student Exchange Program A, the applicant must:

- have sufficient Japanese proficiency to take courses in Japanese. (equivalent to JLPT N2 or higher.)

- 4) have clear objectives and plans to study at UF and have no intention of withdrawal after receiving a letter of acceptance.  
Note: Applicants are not allowed to apply for another exchange program at other universities.
- 5) return to one's home university after completing the program at UF and continue studies to get a degree at the university.  
Note: Applicants are not able to graduate or to receive any degree from his/her home university while enrolled at the University of Fukui. The enrollment period is from April 1, 2024 to September 30, 2024 for 1 semester students or from April 1, 2024 to March 31, 2025 for 2 semesters students.
- 6) be recommended by the President or the department head of one's home university along with a Letter of Recommendation written by a professor in his/her major.
- 7) not belong to the armed services

### 3. Calculation Method of GPA designed by JASSO

Use the following table and formula to calculate your cumulative Grade Point Average at your home institution over the last one year. Your Grade Point Average must be 2.30 or higher at the time of application. When there is no academic record for an entire year over the last one year, use the most recent one year-worth of academic record to calculate your latest Grade Point Average.

Note: Do not count pass/fail courses in the calculation.

#### How to calculate

Use the following table to generate a grade point average for each course, and calculate the cumulative grade points by the formula.

(Round off to three decimal places.)

		Academic Record 成績評価				
4-leveled Evaluation 4段階評価	Pattern 1	—	Excellent 優	Good 良	Fair 可	Poor 不可
	Pattern 2	—	A	B	C	D
	Pattern 3	—	100-80	79-70	69-60	<59
5-leveled Evaluation 5段階評価	Pattern 4	100-90	89-80	79-70	69-60	<59
	Pattern 5	S	A	B	C	F
	Pattern 6	A	B	C	D	F
<b>Grade Scale 評価点</b>		<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

#### Formula

Grade Point Average = 
$$\frac{(\text{\# of "Grade Scale 3" credit} \times 3) + (\text{\# of "Grade Scale 2" credit} \times 2) + (\text{\# of "Grade Scale 1" credit} \times 1)}{\text{Total credits registered}}$$

### 4. Schedule of Application to Arrival in Japan

Internal application deadline (set by applicants' home universities to give enough time for nomination)	
Submission of Nomination Sheet (by email)	<b>August 25 (Fri) – September 15 (Fri) 2023</b> <b>(Submitted by 24:00 Japan time)</b>
Submission of application documents (by online)	<b>September 21 (Thu) - October 20 (Fri) 2023</b> <b>(Submitted by 24:00 Japan time)</b>
Notification of acceptance	Mid-December, 2023
Certificate of Eligibility (COE) sent out	Mid-February, 2024
Application of entry visa (each applicant applies by him/herself)	February – March, 2024
Arrival in Japan (Dormitory move-in day) <sup>*4</sup>	March 25 (Mon), 26 (Tue), 2024
Orientation <sup>*5</sup>	March 27 (Wed) – 29 (Fri), 2024











<sup>\*4</sup> Please check the latest information about status of infections etc. and adjust your entry date accordingly.

<sup>\*5</sup> Please note that the schedule and the way we give the orientation may be changed.

## 5. Application Method

- Please submit the application documents through online application system. Please first submit your Nomination Sheet by email, then we will send you the instruction for online application system.
- Please read the notes of documents listed below carefully and prepare the necessary documents. Make sure to use the most updated version. ([https://www.u-fukui.ac.jp/international/studying\\_abroad/program/exchange/application/](https://www.u-fukui.ac.jp/international/studying_abroad/program/exchange/application/))
- Please use updated forms.

## 6. List of Application Documents

No.	Document	Note	Data Format
1	<For Officer> <b>Nomination Sheet</b>	<ul style="list-style-type: none"> <li>Must be filled out by the officer.</li> </ul>	 (Scanned data)
2	<b>Form 2: Letter of Recommendation</b>	<ul style="list-style-type: none"> <li>Must be written by a professor of the applicant's major at his/her home university either in English or Japanese.</li> <li>Must fill on the computer, then printed and signed by hand where indicated.</li> </ul>	 (Scanned data)
3	<b>Form 3: Certificate of Health</b>	<ul style="list-style-type: none"> <li>Must be issued by a medical institution.</li> </ul>	 (Scanned data)
4	<b>Form 4: Certificate of Enrollment</b>	<ul style="list-style-type: none"> <li>Must be issued by applicant's home university.</li> <li>Exchange students must not graduate or earn a degree from his/her home university while enrolled at UF.</li> </ul>	 (Scanned data)
5	<b>Application for Certificate of Eligibility (CoE)</b>	<ul style="list-style-type: none"> <li>Must be fill on the computer and submitted by excel format.</li> <li>Put your photograph on the 1<sup>st</sup> page.</li> <li>CoE is an official document necessary for the visa application.</li> </ul>	 MS Excel
6	Bank Statement	<ul style="list-style-type: none"> <li>The name mentioned in the bank statement must be identical to the financial supporter you indicated in 28-(2) in the <b>Application for CoE</b>.</li> <li>The bank statement must be issued within the <u>last 2 months</u>.</li> <li>It is required that the balance be higher than the amount equivalent to <b>600,000JPY</b> for 6-month and <b>1,100,000JPY</b> for 12-month students.</li> </ul>	 (Scanned data)
7	Academic Transcript	<ul style="list-style-type: none"> <li>Submit the most recent transcript issued by applicants' home university, including a list of courses taken, grades and credit of each course with semester/year indicated.</li> <li>Attach a grading system or a table of criteria (written in Japanese or English) if not mentioned in the transcript. (GPA will be calculated by using a formula designated by JASSO.)</li> </ul>	 (Scanned data)
8	Evidence of language proficiency <sup>*6</sup>	<ul style="list-style-type: none"> <li><b>Program A:</b> equivalent to TOEFL PBT/ITP 500 or iBT 61 or TOEIC 600 or higher</li> <li><b>Program B:</b> equivalent to JLPT N2 or higher</li> </ul>	 (Scanned data)
9	Photograph (4cm x 3cm) of applicant	<ul style="list-style-type: none"> <li>Should be taken within 3 months, no hat with plain background.</li> </ul>	 (Image data)
10	Copy of applicants' passport	<ul style="list-style-type: none"> <li>Copy of the passport page with your photo.</li> </ul>	 (Scanned data)

<sup>\*6</sup> If applicants cannot submit any English/Japanese score, a letter issued by an applicant's home university which attests their sufficient language proficiency is required. The letter must provide reasonable grounds and come with (a) supporting document(s) (e.g., transcript showing that the applicant completed an English/Japanese language course equivalent to CEFR B1/JLPT N2 or above and was among the top 30% in the course).

## 7. Necessary Expenses for Studying Abroad

The following expenses including tuition (only for applicable students), accommodations, utilities, air fare, and insurance fee are necessary.

Name	Description	Amount (estimate)																		
1) Overseas Travel Insurance [Mandatory]	<p>Before arriving in Japan, students have to purchase overseas travel insurance that covers the entire travel period. The table below is to show what level of coverage the University of Fukui recommends to students when they study abroad. Please use the table as a reference and purchase overseas travel insurance with the same level of coverage as listed.</p> <table><tr><th>Indemnification Contents</th><th>Insured at least</th></tr><tr><td>Accidental Death</td><td>10 million JPY</td></tr><tr><td>Physical Impediment</td><td>10 million JPY</td></tr><tr><td>Medical and Rescue Expenses</td><td>30 million JPY</td></tr><tr><td>Sickness Death</td><td>10 million JPY</td></tr><tr><td>Personal Liability for Damages</td><td>100 million JPY</td></tr><tr><td>Baggage</td><td>100,000 JPY</td></tr><tr><td>Checked Baggage Delay</td><td>Optional</td></tr><tr><td>Flight Delay Expense</td><td>Optional</td></tr></table>	Indemnification Contents	Insured at least	Accidental Death	10 million JPY	Physical Impediment	10 million JPY	Medical and Rescue Expenses	30 million JPY	Sickness Death	10 million JPY	Personal Liability for Damages	100 million JPY	Baggage	100,000 JPY	Checked Baggage Delay	Optional	Flight Delay Expense	Optional	Varies according to each country and period
Indemnification Contents	Insured at least																			
Accidental Death	10 million JPY																			
Physical Impediment	10 million JPY																			
Medical and Rescue Expenses	30 million JPY																			
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Personal Liability for Damages	100 million JPY																			
Baggage	100,000 JPY																			
Checked Baggage Delay	Optional																			
Flight Delay Expense	Optional																			
2) National Health Insurance [Mandatory]	Every person living in Japan, including foreign nationals, must have health insurance. For detailed information, please refer to the following Fukui City webpage. <a href="http://www.city.fukui.lg.jp/foreign/english/p004763.html">http://www.city.fukui.lg.jp/foreign/english/p004763.html</a>	19,000JPY / year																		
3) Personal Accident Insurance for Students Pursuing Education and Research (PAS) [Mandatory]	PAS gives the insured students compensation for physical injuries as a result of unexpected accidents during their educational and research activities, including commuting time, while enrolled at UF. <a href="http://www.jees.or.jp/gakkensai/">http://www.jees.or.jp/gakkensai/</a> (Japanese, English, Chinese, Korean, Vietnamese)	800 JPY / year																		
4) Liability Insurance coupled with PAS	The Liability Insurance coupled with PAS covers damages for which the insured students may be held legally liable to pay for injuring a third party or damaging any property during their educational and research activities, including commuting time, while enrolled at UF. <a href="http://www.jees.or.jp/gakkensai/opt-baisho.htm">http://www.jees.or.jp/gakkensai/opt-baisho.htm</a> (Japanese, English, Chinese, Korean, Vietnamese)	340 JPY / year																		
5) Inbound Insurance [Mandatory for dormitory students]	Inbound insurance covers personal liability, death and residual disability, rescuer expenses, medical expenses, and tenant’s liability. Those who will reside in the university dormitory are required to purchase this insurance.	According to the coverage content																		
6) Comprehensive Renters’ Insurance for Foreign Students Studying in Japan (CRI)	CRI is a combination of overseas travel insurance and guarantors’ protection fund. All students who reside in a private apartment are required to purchase this insurance. Details: <a href="http://www.jees.or.jp/crifs/">http://www.jees.or.jp/crifs/</a> (Japanese, English, Chinese, Korean)	4,000 JPY / year																		
7) Textbooks	Students may have to purchase textbooks or other materials when required by course instructors. The total expense differs according to students’ majors and which courses they take.	30,000 - 50,000JPY / semester																		
8) Living expense	Food, transportation, and other daily necessities. If students wish to use a cellular phone by signing a contract with a Japanese carrier, another monthly payment of 6,000 to 7,000JPY at a minimum is needed.	30,000 - 50,000JPY / month																		

### <Financial simulation: If residing in the UF Makishima House for 12 months> (excluding overseas travel insurance)

Air fare (round ticket)	¥150,000	×	1	=	¥150,000
Rent	¥14,000	×	12 (months)	=	¥168,000
Utility	¥10,000	×	12 (months)	=	¥120,000
Insurance (National Health Insurance + PAS + Inbound Insurance)	¥35,110	×	1 (for 12 months)	=	¥35,110
Textbooks	¥30,000	×	2 (semesters)	=	¥60,000
Living expense (incl. food)	¥30,000	×	12 (months)	=	¥360,000
Communication (Phone & Internet)	¥10,000	×	12 (months)	=	¥120,000
Other necessity (incl. transportation)	¥3,000	×	12 (months)	=	¥36,000
Other initial cost	¥50,000	×	1	=	¥50,000

¥1,099,110



This simulation, calculated based on the minimum expenses provided in the previous page, shows that the total cost for enrollment duration of 12 months requires at least 1,100,000JPY when included with overseas travel insurance. If a student resides in a private apartment or needs to pay tuitions, the total cost would be much higher. Please understand that this simulation is just an example, since living expenses vary according to each individual's lifestyle.

<Amount of money to bring when coming to Japan (from arrival to the 10<sup>th</sup> day)>

There are many cases in Japan when you cannot use your credit card in daily life, including fees you pay for UF. Please bring a sufficient amount of cash when coming to Japan. Below is a list of estimated expenses you may need to pay until you open your bank account to receive money transfers from your home country. Please use this estimate for your calculation:

Travel expense from Kansai International Airport to downtown Fukui	¥9,000
Hotel fee and meals until you start staying in a dormitory or private apartment (1 day)	¥10,000
Futon-set	¥13,000
PAS coupled with Liability Insurance	¥1,140
Textbooks	¥30,000
Food and other living expense (10 days)	¥15,000
Other necessities (including transportation)	¥3,000
Initial costs (cookware, daily living necessities, etc.)	¥50,000
<b>Total estimate for students who stay in a dormitory room</b>	<b>¥140,000</b>
Initial cost for private apartment (3 months' rent)	¥100,000
Other initial costs (home appliances, furniture, etc.)	¥50,000
<b>Total estimate for students who stay in a private apartment</b>	<b>¥270,000</b>

## 8. Accommodations

UF has three student dormitories as below. Since the number of dormitory rooms is limited, there is no guarantee that a room will be provided for all students wishing to reside in a dormitory. The applicants will be notified whether they will be provided with a dormitory room or not at the time of notification of acceptance. For those who are not provided with a dormitory room, UF International Affairs Division will give a support to find a private apartment and secure a room before his/her arrival.

Student must make a contract to have access to the Internet in their own room, either in a dormitory or a private apartment.

No.	Dormitory / Apartment	Room Outlines	Distance	Cost
1	Makishima House <sup>*7</sup> (for international students only)	Single room Mini-kitchen, unit-bath and toilet are in the room (washing machine for common use)	On-campus dormitory (Bunkyo campus)	<b>20,000JPY</b> (Administration fee) <b>14,000JPY/month</b> (Communal charge included) ♦ The actual cost of utility (electricity, gas, and water) will be charged separately. ♦ Washing machine: 100JPY/use ♦ Dryer: 100JPY/use
2	UF Overseas Students House <sup>*7</sup> (for international students only)	Single room Mini-kitchen, unit-bath and toilet are in the room (washing machine for common use)	About 7 min. walk	<b>20,000JPY</b> (Administration fee) <b>10,200JPY/month</b> (Communal charge included) ♦ The actual cost of utility (electricity, gas, and water) will be charged separately. ♦ Washing machine: 100JPY/use ♦ Dryer: 100JPY/use
3	UF Student Dormitory <sup>*7</sup> (for Japanese and international students)	Single room Mini-kitchen and toilet are in the room (shower room and washing machine for common use)	About 7 min. walk	<b>20,000JPY</b> (Administration fee) <b>6,800JPY/month</b> (Communal charge included) ♦ The actual cost of utility (electricity and water) will be charged separately. ♦ Shower room: 100JPY/use ♦ Washing machine: 100JPY/use ♦ Dryer: 100JPY/use
4	Private apartment	Single room UF can also introduce a family-use apartment to share the room with your friend.	Varies by location	(Approx.) <b>30,000JPY/month</b> The actual cost of utility will be charged separately Note: A total of two to three-months' rent will be additionally needed at the time of signing a contract

<sup>\*7</sup> Reference for the dormitories No.1,2, and 3:

[https://www.u-fukui.ac.jp/wp/wp-content/uploads/%E2%98%85Dormitory-Guide\\_ENG.pdf](https://www.u-fukui.ac.jp/wp/wp-content/uploads/%E2%98%85Dormitory-Guide_ENG.pdf)

## 9. Scholarship from the Japan Student Services Organization (JASSO)

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 2024. Those who show their intention to apply for the JASSO scholarship will be notified of the result soon after the announcement.

Please note that to apply for the JASSO scholarship, exchange students must have earned, in principle, a grade point average (designated by JASSO, refer to Reference on page 3, Form 1A or 1B) of at least 2.30 on a 3.0-scale in the previous academic year.

## 10. Tutor System

UF allocates a tutor student for all the international students who arrives in Japan for his/her first year. Tutor student will help the international student with the daily life as well as in their academics. We've been matching the tutor students with the international students before their arrival at UF. The students can exchange information with each other, and this helps the international students' smoother transition when they start their student life in Japan.

## 11. List of Useful Websites

Name	URL
<b>About the University of Fukui</b>	
University of Fukui	<a href="https://www.u-fukui.ac.jp/eng">https://www.u-fukui.ac.jp/eng</a>
University of Fukui Student Exchange Program	<a href="https://www.u-fukui.ac.jp/international/inbound/program/exchange/">https://www.u-fukui.ac.jp/international/inbound/program/exchange/</a>
<b>About Fukui Prefecture, Fukui City</b>	
Fukui Prefecture	<a href="http://www.pref.fukui.lg.jp/english/">http://www.pref.fukui.lg.jp/english/</a>
Fukui City	<a href="http://www.city.fukui.lg.jp/foreign/english/p004763.html">http://www.city.fukui.lg.jp/foreign/english/p004763.html</a>
FUKUI Tourism Guide	<a href="http://www.fuku-e.com/lang/english/">http://www.fuku-e.com/lang/english/</a>
<b>About Study in Japan</b>	
Study in Japan	<a href="https://www.studyinjapan.go.jp/en/nav-applicants-for-study-abroad.html">https://www.studyinjapan.go.jp/en/nav-applicants-for-study-abroad.html</a>

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※Any inquiries should be directed to the UF International Affairs Division through the  
outbound coordinator at your home university.