

## Application Guidelines for University of Fukui Student Exchange Program A 2020 April

Last updated on August 28, 2019

### 1. Outline of the program

- **Program Duration** (Either of the following)

April 1, 2020 – September 30, 2020 (one semester)

April 1, 2020 – March 31, 2021 (two semesters)

2020						2021					
Apr.	May	Jun.	July	Aug	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
← Spring semester (April 1 – September 30, 2020) →						← Fall semester (October 1, 2020 – March 31, 2021) →					
						Summer Vacation Mid-Aug – 9/30			Spring Vacation Mid-Feb – 3/31		

### ■ Program Description

Eligibility	School/Graduate School	Student status at UF	Description
Undergraduate student	School of Education	Special Auditing Student with credit	<ul style="list-style-type: none"> <li>■ Take Japanese-related Common Courses as well as Specialized Courses in English to earn credits</li> <li>■ Register at least 10-class hour worth of courses per week*<sup>1</sup></li> </ul>
	School of Engineering		
	School of Global and Community Studies		
Graduate student	Graduate School of Engineering <b>*Not accepting in April: Open only for Oct. admission.</b>	Special Research Student with no credit	<ul style="list-style-type: none"> <li>● Receive research instruction in English without credits given.</li> <li>● Study period is for 2 semesters (Research Students cannot choose 1 semester).</li> <li>● There are Japanese courses in 5 proficiency levels*<sup>2</sup> available for all international students. No credit given.</li> </ul>

\*<sup>1</sup> 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.

\*<sup>2</sup> Please refer to the following website for details:

<https://www.u-fukui.ac.jp/eng/international/study-at-fukui/japanese-language-education/japanese-language-programs/inter-faculty-japanese-language-program/>

### ■ Courses

Refer to **Program A 2019 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/5-Program-A\\_2019\\_Catalog\\_20190708\).pdf](https://www.u-fukui.ac.jp/wp/wp-content/uploads/5-Program-A_2019_Catalog_20190708).pdf)

### 2. Qualifications for Application

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

- 1) be registered as a regular student (undergraduate or graduate) at one of the universities that have a student exchange agreement with the University of Fukui.
- 2) have a good academic standing and personal records at their home university, and have earned a grade point average (designated by JASSO) of at least 2.30 on a 3.0-scale in the previous academic year. Please see 3.Calculation Method of GPA designed by JASSO for your reference.
- 3) 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.
- 4) 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, 2020 to September 30, 2020 for 1 semester students or from April 1, 2020 to March 31, 2021 for 2 semesters students.
- 5) 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.
- 6) not belong to the armed services.
- 7) have sufficient English proficiency to take courses in English. Note: Applicants are required to submit a language proficiency certificate which is equivalent to at least TOEFL PBT/ITP 500 or iBT 61.

### 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.

次に定める方法で求められる、在籍大学における推薦時の直近一年間の成績評価係数が2.30以上であること。

一年間分の成績がない場合は、その前の学期にさかのぼり、一年間分の成績を算出するものとする。

注：成績のつかない「合格」「不合格」等の科目は算定しない。

#### How to calculate 成績評価係数の算出方法

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.)

下記の表により「成績評価ポイント」に換算し、計算式に当てはめて算出する。

(小数点第3位を四捨五入)

		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 計算式

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

$$\text{成績評価係数} = \frac{(\text{「評価点 3」の単位数} \times 3) + (\text{「評価点 2」の単位数} \times 2) + (\text{「評価点 1」の単位数} \times 1)}{\text{総登録単位数}}$$

#### 4. Application Schedule

- **Application Period: September 2 (Mon) – November 2 (Sat), 2019**
- **Schedule from application to arrival** (the schedule after December is subject to change.)

Internal application deadline (set by applicants' home universities to give enough time for nomination)	
Application deadline (Data submission by email)	November 2 (Sat), 2019
Notification of acceptance	End-December, 2019
Certificate of Eligibility (COE) sent out	End-February, 2020
Application of entry visa (each applicant applies by him/herself)	February – March, 2020
Arrival in Japan (Dormitory move-in day)	March 27 (Fri) & 28 (Sat), 2020
Orientation	March 30 (Mon) – April 3 (Fri), 2020
Classes start	April 6 (Mon), 2020

#### 5. Application Documents and Submission of the Application Data

- Please read the notes to documents 1-11 listed in the next page and prepare for the documents.  
Make sure to use the most updated version  
<https://www.u-fukui.ac.jp/eng/international/study-at-fukui/programs/exchange-programs/application/>
- Fill in **Form 1A** (1) and **Application for CoE** (4) on computer (no handwriting) and submit them in each data format as well.
- **Form 2** (2) should be filled in on computer by the professor who recommends you for this program.
- All the application documents need to be submitted through the coordinator at your home university.  
We do not accept the application documents submitted directly by an applicant student.
- Inform the students to ask the questions through the coordinator.

<Dear Coordinators at the Partner Universities>

- Please send all the data of application documents to the following e-mail address.

You do NOT need to post us the original documents.

Deadline: Saturday, November 2<sup>nd</sup> 2019

E-mail : [inbound@ml.u-fukui.ac.jp](mailto:inbound@ml.u-fukui.ac.jp)

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## 6. List of Application Documents

No.	Document	Note	Data Format
1	<b>Form 1A: Program A Application Form</b>	<ul style="list-style-type: none"> <li>This form should be directly typed on a computer.</li> </ul>	 MS Word
2	<b>Form 2: Letter of Recommendation</b>	<ul style="list-style-type: none"> <li>A professor of the applicant's major at his/her home university must fill in the letter either in English or Japanese.</li> <li>This form should be directly typed on through a computer. After filling out the form, print it out and sign by hand where indicated.</li> </ul>	 (Scanned data)
3	<b>Form 3: Certificate of Health</b>	<ul style="list-style-type: none"> <li>Please ask a medical institution to fill in the form.</li> </ul>	 (Scanned data)
4	<b>Form 4: Certificate of Enrollment</b>	<ul style="list-style-type: none"> <li>This form needs to be issued by applicant's home university.</li> <li><u>Exchange students must not graduate or earn a degree from his/her home university while enrolled at UF.</u></li> </ul>	 (Scanned data)
5	<b>Application for Certificate of Eligibility (CoE) for Applicants of UF Exchange Programs</b>	<ul style="list-style-type: none"> <li>This form is to apply for CoE. CoE is an official document necessary for the visa application.</li> <li>This Excel form should be directly typed on a computer.</li> <li><u>Put your photograph on the 1<sup>st</sup> page.</u></li> </ul>	 MS Excel
6	Bank Statement	<ul style="list-style-type: none"> <li>Prepare your financial supporter's bank statement issued within the last 2 months.</li> <li>Note the name mentioned in this bank statement must be identical to the one you indicate in 26-3 in the above <b>Application for CoE</b>.</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>Prepare a transcript currently issued by applicants' home university, including a list of courses taken, grades and credit of each course with semester/year indicated.</li> <li><u>If not mentioned in the transcript, attach a grading system or a table of criteria (written in Japanese or English) in order to convert the grades into the UF grading system for evaluation.</u> Example of grading system: A = 100-80, B = 79-70, etc.</li> </ul>	 (Scanned data)
8	Evidence of language proficiency	<ul style="list-style-type: none"> <li><u>Submit a copy of an English test certificate equivalent to at least TOEFL PBT/ITP 500 or iBT 61.</u></li> <li>In case you cannot submit a copy of the above certificate for relevant reasons, there is another document to substitute. Please consult with your home university exchange program officer.</li> <li>If you wish to take courses offered in Japanese at UF, also submit a certificate of JLPT N2.</li> </ul>	 (Scanned data)
9	Photograph (4cm x 3cm) of applicant	<ul style="list-style-type: none"> <li>Should be with a plain background and taken within the last 6 months.</li> </ul>	 (Image data)
10	Copy of applicants' passport	<ul style="list-style-type: none"> <li>Include a copy of the passport page with your photo.</li> </ul>	 (Scanned data)
11	<For Officer> <b>Nomination Sheet</b>	<ul style="list-style-type: none"> <li>Application will not be accepted without <b>Nomination Sheet</b>.</li> </ul>	 (Scanned data)