

# **2023 Spring Semester Application Guidelines for Exchange Students**

## **Faculty of Science, Niigata University**

November 2022

Faculty of Science at Niigata University provides students from partner universities with which it has concluded student exchange agreements with opportunities to study various subjects and/or Japanese language and society for a semester or two. The exchange students are expected not only to study those subjects but also to develop their capabilities to contribute to the globalizing world in studying and living in different social settings.

### **Eligibility**

An applicant must meet all of the following requirements.

- (1) The applicant is currently a regular student at the undergraduate or Master's level at a university with which Niigata University has concluded a student exchange agreement between the Universities or between their departments (hereinafter referred to as "partner university"). (Students who already have graduated from the partner university at the time of enrollment in Niigata University are not eligible.)
- (2) The applicant has good academic records, has sufficient language proficiency for effectively taking the course he/she plans to take, and thus obtain a Letter of Recommendation from the head of his/her department or from his/her academic advisor.
- (3) The applicant is in a sufficient physical and mental condition for effectively participating in the program.

### **Semester Term**

Each applicant starts their studies at Niigata University in spring 2023 for either one or two semesters. (Students who cannot complete semester's study at Faculty of Science of Niigata University are not eligible.)

Spring Semester 2023: April 1, 2023 – August 31, 2023

(Classes start on early April. They will normally end in early August.)

Fall Semester 2023: October 1, 2023 – February 29, 2024

(They will normally end in early February.)

### **How to Apply**

This student exchange is conducted in accordance with agreements between Universities, not as an arrangement between an individual student and Niigata University. Therefore applications to Faculty of Science, Niigata University must be submitted to the office in charge of exchange students at the applicant's home university (a partner university of Niigata University), not directly to Faculty of Science of Niigata University. The partner university subsequently sends the documents specified below to the Student Affairs Office of Faculty of Science, Niigata University by postal mail. Applications submitted directly by individual applicants are void.

**Submission Deadline: November 30, 2022**

**Documents to be submitted: <Submission Deadline: November 30, 2022 >**

	Items	Number of Items	Notes
(1)	Application form for Exchange Students at Faculty of Science, Niigata University • WORD (form 1)	1	• A photo of the applicant must be affixed on the application form.
(2)	Academic Transcript	1	
(3)	Letter of Recommendation from the head of the applicant's department or his/her academic advisor	1	
(4)	Certificate of the applicant's registration at his/her University (to be issued by that University)	1	It must be issued within six month prior to the enrollment in the program.
(5)	Photocopy of the applicant's passport	1	If the applicant does not have a passport, he/she must submit birth certificate. Also, he/she must send a photocopy of passport as soon as he/she obtains one.
(6)	A Health Examination Certificate * Sample Form (form 2) (A certificate in a different form will be accepted if it covers the same questions in this sample. It should certify that the applicant is healthy and is capable of studying abroad or in Japan.)	1	It must be issued within six month prior to the enrollment in the program.
(7)	Application for a Certificate of Eligibility for Entry into Japan • EXCEL (form 3)	1	DO NOT affix a photo on the application form. Niigata University submits the Application to the Japanese Immigration Bureau on behalf of the student.
(8)	If the applicant will cover the expenses for his/her stay in Japan: 1. Applicant's Bank Balance Certificate or If a person other than the applicant will cover the expenses, all of the following documents 1 - 4 by a supporter must be submitted: 1. Financial Support Statement • EXCEL (form 4) 2. Bank Balance Certificate 3. Income Certificate 4. Employment Certificat	1 or  1 1 1 1	These documents support the Application for a Certificate of Eligibility for Entry into Japan. <b><u>If a person other than the applicant will cover the expenses for the applicant's stay in Japan, ALL of the four documents by the supporter must be submitted.</u></b> About 70,000 to 80,000 YEN will cost monthly for living (monthly rent, utilities, food, etc.) in addition to travel expenses to NU, as well as various initial expenses when moving into an apartment room. If he/she does not have any certificate in those, please contact Student Affairs Office of Faculty of Science, Niigata University
(9)	Photo (4cm x 3cm)	2	Write the applicant's full name on the back side of the photo.
(10)	PhotoCopy of a Certificate (or Notification of the Result) for Japanese Language Proficiency Test (JLPT)	1	Applicants who have a certificate for JLPT or notification of the result must submit a copy.

(11)	Photocopy of a certificate of English language proficiency (e.g. TOEFL)	1	To be submitted if available.
(12)	Check list of Items (form 5)	1	

*\*Application documents once submitted will not be returned for any reasons.*

*\*Application documents submitted will not be used except for this program's application.*

## Notification of Admission

Notification of admission will be sent to the applicant's university by **July 10, 2023.** (expected)

## Tuition and Other Fees

Status at home university	Purpose of study	Status at Niigata University	Admission fees	Examination fees
Undergraduate	Lecture auditing (can get credits)	Undergraduate Special Auditing Student	Waived	Waived

## Studying at Faculty of Science, Niigata University

### Curriculum at Niigata University

Exchange students who are admitted will choose from the following subjects.

Subject outlines and syllabuses can be found at the following website.

Syllabus search : <https://syllabus.niigata-u.ac.jp/>

Syllabus search guide : <https://www.niigata-u.ac.jp/en/study/syllabus/>

- (1) Subjects taught in English or other languages except for Japanese in specific fields.

Visit the following URL to see a list of such subjects offered for Academic Year 2022.

The first (spring) semester of AY 2022

[https://www.niigata-u.ac.jp/en/wp-content/uploads/2022/04/2022sp\\_timeschedule.pdf](https://www.niigata-u.ac.jp/en/wp-content/uploads/2022/04/2022sp_timeschedule.pdf)

The second (fall) semester of AY 2022

[https://www.niigata-u.ac.jp/en/wp-content/uploads/2022/07/classtime\\_fall2022.pdf](https://www.niigata-u.ac.jp/en/wp-content/uploads/2022/07/classtime_fall2022.pdf)

- (2) Japanese language classes

Information for Japanese language learning subjects for the academic year of 2022 can be found at the following website.

<https://www.niigata-u.ac.jp/en/study/japanese-language>

- (3) Various subjects taught for degree-seeking students (mostly in Japanese).

※ By Japanese immigration laws, international students with “student visa” are required to have more than a total of 10 hours (600 minutes) of class sessions per week. Since each class session of Niigata University is 90-minutes long, international students must register enough subjects to have at least 7 class sessions per week. Since each class session of Niigata University is 90-minutes long, international students must register enough subjects to have at least 7 class sessions per week.

## Academic Results and Credit Transfer

- (1) An official academic transcript will be issued upon completion of the program. The transcript will include course names, results, and the number of credits earned.
- (2) Based on the transcript issued by Faculty of Science, Niigata University, students' home university will determine whether to accept transfer of credits. Students are strongly advised to consult their home university regarding credit transfer before applying to this program.

## Part-time Jobs

An exchange student with a Student Visa is prohibited to work in Japan in principle. On certain strict conditions (type of work, working hours per week, etc.), the Immigration Bureau may give him/her a working permit (Permission to Engage in Activity Other than That Permitted under the Status of Residence Previously Granted).

In addition, Faculty of Science at Niigata University advises that exchange students do not do a part-time job because studying is an utmost priority for them. If an exchange student wants to do a part-time job, please first consult his/her Advisor Professor and Student Affairs Office. Niigata University may grant permission to the student when the following three conditions are satisfied: (i) The student studies at Niigata University for TWO semesters. (ii) There are rational reasons. (iii) The engagement is during a long break period.

However, exchange students are exempted from permission for working with honoraria as a teaching assistant or a research assistant in the campus or in an international exchange or education activity on and off campus.

## Admission Procedures

- (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, Faculty of Science of Niigata University will forward them to the office in charge of exchange students 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 this Certificate, a visa is issued swiftly and also the entry into Japan at a port of entry is permitted swiftly 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 for accommodation for international students (Co-op Leased Apartments Supported by Niigata University) before arriving in Japan. In addition to the assistance provided by Co-op, Niigata University will support you by paying the part of the initial cost. (Rents vary depending on the apartment room). Details will be announced after students are admitted.

Details about accommodation for international students :

<https://www.niigata-u.ac.jp/en/study/life/housing/>

Contact:

Student Affairs Office, Faculty of Science, Niigata University  
8050 Ikarashi-2-cho, Nishi-ku, Niigata 950-2181, Japan  
TEL: +81-25-262-6107  
E-MAIL: [gakumu@ad.sc.niigata-u.ac.jp](mailto:gakumu@ad.sc.niigata-u.ac.jp)