

To : President
International partner university

From: Masaru Fukuda
President, University of Fukui

Re: Call for Applicants of 2013 University of Fukui Short-Term Student
Exchange Support Program (inbound)
-Enrolling in April 2013 (Spring Semester) and October 2013 (Fall
Semester)-

We appreciate your continuous cooperation on our student exchange program. We are pleased to inform you that we have started the recruitment procedure of exchange students enrolling in the University of Fukui next year. Please recommend candidates by sending enclosed application forms along with other necessary documents. All the forms and documents should reach us no later than January 14th (Mon), 2013 for applicants who will enroll in April 2013, and April 11th (Thu), 2013 for applicants who will enroll in October, 2013. Please read the following for further information.

1. Outline of the Short-Term Student Exchange Support Program (inbound) and application forms and documents

This program is to accept students for the period of 12 months or 6 months while they are registered as regular students at one of the universities that have student exchange agreements with the University of Fukui. At the University of Fukui, students will study and earn credits or will receive instruction and guidance on research in order to pursue their specialized fields and to deepen their understanding about Japan. Students will not earn degrees in this program and will not be able to graduate or earn a degree from the home university while they are enrolled in the program. There are two kinds of programs (**A** and **B**) as follows:

Program A. University of Fukui Student Exchange Program (UFSEP)

-- (offered in English): Students take courses on Japanese language and various fields, or receive research instruction in English. ※For more information of these courses, please refer to the enclosed "UFSEP 2013 Catalog."

- 1) Term: From October, 2013 to September, 2014 (one year(two semesters))
- 2) Courses on Japanese language and Japanese affairs
Courses on various fields and research instruction offered in English

3) Status of students at UF:

[Special Auditing Student with credit (undergraduate)]

[Special Research Student with no credit (master's student only)]

◎ **Application Forms for**

“A. University of Fukui Student Exchange Program (UFSEP) “

① **Form 1A (Application Form for “A. University of Fukui Student Exchange Program (UFSEP)”)**: This form should be filled out by an applicant him/herself either in English or in Japanese.

*Please attach a copy of a certificate which shows applicant's English proficiency such as a score of TOEFL, TOEIC, etc.

****Written plan for “Special Research”**

Undergraduate students can conduct a Special Research (8 credits) if they hope to write a thesis at the University of Fukui and submit it to their home university as a graduation thesis (Refer to page 8 and following pages of UFSEP 2013 Catalog). If a student hopes to conduct a Special Research, please submit “Plan for Special Research” which includes applicant's research field and plan.

② **Form 2 (Letter of Recommendation)**

This form should be filled and signed by the authorized person of the applicant's home university. Please state reasons for recommendation clearly in the letter either in English or Japanese. Please write the “order of priority” in case your university recommends more than 2 students.

※Please fix the order of priority together with candidates for the Program B (UFESP).

③ **Form 3 (Resume)**

Please write applicant's educational background starting from an elementary school. Also, please do not forget to write the information of emergency contact.

④ **Form 4 (Certificate of Health)**

⑤ **Form 5 (Declaration Form for Certificate of Eligibility)**

This form will help students obtain an entry visa (college student visa) to Japan. This form should be written either in English or Japanese. As for the Chinese applicants, their names, names of places should be written clearly in Chinese letters, and Korean applicants should write their names in Chinese letters.

⑥ **Certificate of Enrollment**

Please send a certificate of enrollment issued by the applicant's home university.

⑦ **Academic transcript**

Please send a certificate and a transcript issued by the applicants' home university. Besides, please surely attach a grading system or a table of criteria (written in Japanese or English) which lets us convert the marks evaluated by the measure in applicant's home university into the ones by our measure.

⑧ 3 photographs (4cm x 3cm) of applicant

The photos should be with a plain background and taken within the last 6 months. Please write applicant's name on the back of each photo.

※Please make sure to have all the necessary forms and documents reach us by the deadline or we cannot accept the applications.

Program B. University of Fukui Exchange Student Program (UFESP) --
(offered in Japanese): Students will take regular courses offered for full-time students in Japanese.

- 1) Time of admission: April,2013 or October,2013 (twice a year)
- 2) Duration : One year (two semesters) or 6 months (one semester)
- 3) Status of students at UF:
 - [Special Auditing Student with credit (undergraduate)]
 - [Special Auditing Student with credit (master's student)]
 - take regular courses (at least 10 hrs/ 7 courses per week) that are offered to Japanese students but not receive research instruction
 - [Special Research Student with no credit (master's student only)]
 - receive research instruction at one of the graduate schools
- 4) Japanese proficiency:
Level N2 or above of Japanese Language Proficiency Test.

◎ Application Forms for

“B. University of Fukui Exchange Student Program (UFESP)”

① Form 1B (Application Form for “B. University of Fukui Exchange Student Program” (UFESP))

This form should be filled out by an applicant him/herself in Japanese.

② Form 2 (Letter of Recommendation)

This form should be filled and signed by the authorized person of the applicant's home university. Please state reasons for recommendation clearly in the letter either in English or Japanese. Please write the “order of priority” in case your university recommends more than 2 students.

※Please fix the order of priority together with candidates for the Program A (UFSEP).

③ Form 3 (Resume)

Please write an applicant's educational background starting from an elementary school. Also, please do not forget to write the information of emergency contact.

④ Form 4 (Certificate of Health)

⑤ Form 5 (Declaration Form for Certificate of Eligibility)

This form will help students obtain an entry visa (college student visa) to Japan.

This form should be written either in English or Japanese. As for the Chinese applicants, their names, names of places should be written in Chinese letters, and Korean applicants should write their names in Chinese letters.

⑥ Certificate of Enrollment

Please send a certificate of enrollment issued by the applicant's home university.

⑦ Academic transcript

Please send a certificate and a transcript issued by the applicants' home university. Besides, please surely attach a grading system or a table of criteria (written in Japanese or English) which lets us to convert the marks evaluated by the measure in applicant's university into the ones by our measure.

⑧ 3 photographs (4cm x 3cm) of applicant

The photos should be with a plain background and taken within the last 6 months. Please write applicant's name on the back of each photo.

⑨ Evidence of proficiency of Japanese Language

Please send a copy of a certificate of the Japanese Language Proficiency Test (level N2 or above).

※Please make sure to have all the necessary forms and documents reach us by the deadlines or we cannot accept the applications.

2. Qualifications for application

To apply for above mentioned programs, applicants must;

- 1) not have Japanese nationality
 - 2) be registered as a regular student (undergraduate or master's student) at one of the universities that have student an exchange agreements with the University of Fukui
 - 3) have a good academic standing and personal records at their home university, and have earned a grade point (designated by JASSO) of at least 2.30 in the previous school year
 - 4) have clear objectives and plans, and good outcome can be expected from their study and research
 - 5) return to his/her home university after completing the program at the University of Fukui at the end of March or September, and continue his/her study or get a degree at their home university (Students are not able to graduate or to get any degree from their home university while they are enrolled at the University of Fukui. The enrolled period is from April 1 to September for the spring semester, from October 1 to March 31 for the fall semester.)
 - 6) be recommended by the President or head of departments of their home university
 - 7) be able to obtain a college student visa to enter Japan
 - 8) not have participated in the same program before
 - 9) not apply for programs in other Japanese universities at the same time
- Also, applicants cannot apply for both A and B programs at the same time

- 10) not belong to armed services
- 11) [For applicants for the University of Fukui Student Exchange Program (Program A)] meet the above-mentioned qualifications, 1) through 10). Students may apply for programs regardless of their major at their home university
- 12) [For applicants for the University of Fukui Exchange Student Program (Program B)] have sufficient Japanese proficiency to take courses in Japanese (Level N2 or above of the Japanese Language Proficiency Test)

3. Scholarship from the Japan Student Services Organization (JASSO)

--- Details of the scholarship for 2013-2014 are yet to be announced.

Scholarship under the JASSO Student Exchange Support Program is available for selected students. This scholarship, however, is currently in the process of review at the governmental level, and the number of recipients and conditions will probably change though the amount of scholarship (¥80,000) will stay the same. The necessary documents may be also different from the previous ones. Once the details are announced by JASSO and scholarship candidates are selected at the University of Fukui, we will contact scholarship candidates through officers of their home university. To apply for the scholarship, students need to have earned a grade point (designated by JASSO, refer page 1 on the application form 1A or 1B) of at least 2.30 in the previous school year.

4. Tuition

Tuition for students from the partner universities will be exempted under the students exchange agreement. The exemption is limited to the number of students stated in the agreement. Students who are accepted outside of the agreement will have to pay tuition to the University of Fukui.

5. Accommodation

The University of Fukui has two student dormitories as hereunder. Since the number of available rooms is limited, we are unable to guarantee whether students can be housed in these dormitories.

- 1) University of Fukui Overseas Students House (for international students only)
Single rooms and couple or family rooms are available. Monthly rent should be between ¥9,200 and 17,500 (including fees for common service and internet). Electricity, gas, and water utility are not included.
- 2) University of Fukui Student Dormitory (for Japanese and international students)
Single rooms are available. Monthly rent is ¥5,700 (including fees for common service). Electricity and water fees are not included.
- 3) Private apartment
Monthly apartment rent is around ¥25,000 (A total of two to three months rent will be additionally needed at the time of signing a contract).

6. National Health Insurance

A person who lives in Japan, including foreigners, is required to have a health insurance. Yearly premiums of "National Health Insurance" are about ¥18,000.

7. Application schedule and Number of applicants

1) Application for the program starting in April, 2013

Program B (UFESP) only

- ◆ Period of study: 6 months or 12 months from April, 2013
- ◆ Application deadline: by January 14 (Mon.), 2013
- ◆ Number of applicants: up to three (totaling A plus B program) including current dispatched students per university
- ◆ Notification of acceptance: February, 2013

2) Application for the program starting in October, 2013

- ◆ Period of study:
 - Program A - 12 months from October, 2013
 - Program B - 6 months or 12 months from October, 2013
- ◆ Application deadline: by April 11 (Thu.), 2013
- ◆ Number of applicants: up to three (totaling A plus B program) including current dispatched students per university
- ◆ Notification of acceptance: June, 2013

8. All the inquires and correspondence are to:

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