



1. Academic Calendar (Dates in black are tentative)

| | Spring Semester 2024 | Fall Semester 2024 |
|------------------------------------|--|---|
| Nomination Deadline | November 15, 2023 | May 15, 2024 |
| Application Deadline | November 25, 2023 | May 25, 2024 |
| Designated Arrival Date | End of March | Middle of September |
| Orientation Dates | End of March to Early April | Middle to end of September |
| Classes Start | Around April 10 | October 1 |
| Classes End | July 31 | Around February 5 |
| Optional Internship Program Period | August 1 ~ Mid-August | Early February ~ February 20 |
| Vacation During Semester | <u>Summer Vacation:</u> August 1 ~ September 30 | <u>Winter Vacation:</u> Around December 25 ~ January 5 <u>Spring Vacation:</u> Around February 11 ~ March 31 |
| Transcript Issue | After October | After April |

*Semester schedule is subject to change without notice.

*Part of the orientation could be held online before arrival.

2. Exchange Program Information

There are 2 programs to choose from, depending on the applicant's Japanese language proficiency.

*Students are allowed to take the same program for 2 semesters consecutively.

| Academic Program (Advanced Level) | |
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| Language requirement | N2 level on the Japanese-Language Proficiency Test (JPT525 level, J-CAT250 level, or JLCAT B1 level) or Above *Students should submit the JLPT certificate or the other when applying. |
| Courses / Credits | <ul style="list-style-type: none"> -Students choose from a list of courses open to international students. (Japanese language and liberal arts courses *2023 list of courses). -Students should take at least 7 courses to maintain their student visa status. -Students can take up to 10 courses. -Language courses are worth 1 credit, and liberal arts courses are worth 2 credits per course (most of the courses are 90 min. classes once a week) -Students register for classes during the orientation period. -Course syllabus search website: (in Japanese) https://up.swu.ac.jp/uprx/ <p>*Not all courses are open to international students.</p> |

| Intensive Japanese Language Program (Intermediate Level) | |
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| Language requirement | Must have studied basic Japanese (JLPT N3 level, or CEFR A2 level, or JPT430 level or J-CAT200 level recommended) before arrival. |
| Courses / Credits | <p>-The program offers 5 Japanese language courses, worth a total of 8 credits, specially designed for non-degree students. Students will be advised to take all or part of the courses depending on the placement test result.</p> <p>*Course details are on the CIE website: https://cie.swu.ac.jp/english/prospective/exchange/#b</p> <p>-Students should take at least 7 courses to maintain their student visa status.</p> <p>-Students may also take liberal arts courses (Taught in English or in Japanese *depending on students' Japanese level) open to participants within the course registration limit of 10 courses (including Japanese language courses).</p> <p>-Language courses are worth 1 credit per class, and liberal arts courses are worth 2 credits. (most of the courses are 90 min. classes once a week)</p> <p>-Students register for classes during the orientation period.</p> <p>-Students with sufficient Japanese proficiency by the end of the Intensive Japanese Language Program are eligible to register for the "SWU Academic Program" in the following semester.</p> |
| Program Fee | <p>JPY 300,000 /Semester</p> <p><u>Exchange students</u>: Program fee will be waived</p> <p><u>Non-exchange students from Partner Institutions</u>: JPY 150,000/Semester (50% discount)</p> |

3. ONLINE Japanese Language Program

SWU launched a new online program in June-July for international students in 2023. Semester students who are currently working to enhance their Japanese language level to N3 level are recommended to participate in this program before traveling to Japan for an actual study abroad.

***Currently the program fee waiver for this program is not included in the student exchange agreement, but can be negotiated. Please contact SWU inbound team for details.**

| Online Japanese Language Program (2-week program) | |
|---|---|
| Program Outline and Language requirement | New short-term concentrated ONLINE language program specifically designed to boost Japanese language proficiency from JLPT N4 to N3 level. Applicants must have JLPT N4 level or equivalent to apply. |
| Courses / Credits /Fee | <p>-15 days (2 classes per day, a total of 30 classes)</p> <p>-2 credits</p> <p>-80,000 JPY</p> <p><u>Students from Partner Institutions</u>: 40,000 JPY (50% discount)</p> |

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| Program Feature | <div data-bbox="448 107 898 365">  </div> <div data-bbox="954 125 1485 365">  </div> <p>This online program is designed to be active and practical. Each class focuses on a specific topic to acquire new Japanese vocabulary and expressions. It also invites SWU supporter students to join the class as conversation partners and audience for presentation sessions. For those who complete this online program and have successfully enhanced their Japanese proficiency to JLPT N3 level, students can proceed to the semester-long “Intensive Japanese Language Program.”</p> <p>*Students will have to undergo a separate application for the semester program stated on [7. Application Procedure].</p> |
| Program Website | Please refer to the program website for more details. |

4. Events and Supports

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| Optional Internship Program | <p>After completing the semester courses, students can participate in a short internship program. This on-site experiential learning opportunity enables students to be exposed to Japanese corporate culture, practice “Keigo” (honorific speech), and learn business manners.</p> <p>Ex) Internship sites of 2023 Spring semester. *Internship sites differ by semester.</p> <ul style="list-style-type: none"> - Tobu Railway Co.,Ltd. (Transportation, tourism service company) - JTB Corp. (Tourism company) - INTAE Inc. (Marketing research company) - Wise-Infinity Inc. (Translation, Visual-Editing company) <div data-bbox="384 1256 660 1563">  </div> <div data-bbox="691 1249 1107 1563">  </div> |
| Seasonal Events | <p>SWU offers events planned by a student group called “CHAWA” almost every month. Students can visit sites at a discount and experience Japanese culture and customs.</p> <p>Event examples</p> <ul style="list-style-type: none"> - International Students’ Welcome Party - Asakusa Trip - Kamakura Trip - Fireworks |

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| |  <p>Activity reports are available on our website news page</p> |
| Host Sister | <p>Each international student studying at SWU for more than a semester is assigned a “Host Sister.” A Host Sister is a student volunteer that helps international students’ school life. Host Sister will support students upon arrival, including assisting with necessary registration procedures at the local ward offices, opening a bank account, etc.</p>  |
| Host Family | <p>For students who wish, we match them with a “Host Family.” A Host Family will provide students with the chance to experience the typical lifestyle of a modern Japanese family. Students will enjoy spending quality time together. Host Family will welcome each student to their home and go out on weekends occasionally.</p>  |
| Language Exchange and Conversation Partners | <p>For students who wish to improve their Japanese, SWU offers a one-on-one language exchange and/or conversation partner, depending on the students’ needs. Japanese students who volunteer to be language exchange and/or conversation partners will help students with typical Japanese phrases useful in everyday life.</p> |

5. Accommodation Information

There are 2 types of housing choices. The below accommodation offering details are as of July 2023.

| | Flora Court Setagaya | Campus Village Chitose-Karasuyama |
|--------|---|---|
| Access | <p>Approx. 45 minutes by train and on foot</p> <p>4 minutes walk from Chitose-Karasuyama Station</p> | <p>Approx. 45 minutes by train and on foot</p> <p>4 minutes walk from Chitose-Karasuyama Station</p> |

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| | *Round trip fare to the university: 580 yen | *Round trip fare to the university: 580 yen |
| Type | Single apartment-style room | Single apartment-style room (Shared kitchen) |
| Facility | <p><Exclusive facilities> Air conditioner, bed, desk, chair, closet, IH stove, unit bath, washing machine, refrigerator, microwave oven, internet</p> <p><Shared facilities> Piano room (soundproof room), conference room, study room, delivery locker</p> | <p><Exclusive facilities> Air conditioner, bed, desk, chair, closet, separate toilet, bathroom sink, washing machine, refrigerator, internet</p> <p><Shared Facilities> Cafeteria, shared kitchen, study room, dance room, delivery locker</p> |
| Monthly Rent | <p>60,000JPY/ person</p> <p><Move-in> Rent is prorated by the number of days for the month of moving in.</p> <p><Move-out> Depending on the timing of leaving, the dormitory fee differs at the beginning, middle, and end of the month. You must declare your leaving by the 15th of the prior month.</p> | <p>68,000JPY/ person</p> <p><Move-in> Rent is prorated by the number of days for the month of moving in.</p> <p><Move-out> Depending on the timing of leaving, the dormitory fee differs at the beginning, middle, and end of the month. You must declare your leaving by the 15th of the prior month.</p> |
| Features | <p>-Female students only</p> <p>-Convenience store on the 1st floor</p> <p>-Built in February 1982 (renovated in 2005)</p> | <p>-Breakfast and dinner provided (25,300 yen/month *Need to apply separately)</p> <p>-Built in January 2023, opened in March 2023</p> |
| Leaflet | Flora Court Setagaya | Campus Village Chitose-Karasuyama |

NOTE

* The accommodation placement may not be your first choice due to the limited number of rooms available for each accommodation.

6. Scholarship

The Hirao Scholarship Program

The Hirao Scholarship Program was established through a donation from Mr. Koji Hirao, a previous faculty member of SWU who served as its fourth Chancellor. The program aims to provide financial assistance to international students from **the Southeast Asia region** who wish to study at SWU.

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| Application Information (Japanese and English) | https://cie.swu.ac.jp/files/2020/10/Application-Info-Hirao-Scholarship.pdf |
| Application Form | https://cie.swu.ac.jp/files/2022/02/The-Hirao-Scholarship-Program-Application-Form_210921update.pdf <p>*Must be submitted with the rest of the program application documents.</p> |
| Deadline | <p>For spring semester program: November 25th</p> <p>For fall semester program: May 25th</p> |

7. Application Procedure

Semester Program application will be done through a Web Application System that receives students' application material online. We kindly ask you to follow the following procedure and deadline for applying for our semester program.



① Create an account (Students only) :

Please have your students access the below web application system and create an account by entering their name, e-mail address, etc.

★SWU Web Application System (Account Registration Page)

<https://reg18.smp.ne.jp/regist/is?SMPFORM=pfke-ldkjog-cd7a161529f54377a53f581e39ca5e1b>

② Nominated by Home Institution:

Please nominate your students using the designated nomination list (excel format).

③ Submit Application online:

Students should proceed to “STEP1: Application” by logging in to the below web application “My page”, inputting necessary information, and uploading mandatory documents for the application. Students should refer to the “[system manual](#)” on how to answer and input the necessary information.

★SWU Web Application System (My Page)

<https://area18.smp.ne.jp/area/p/pfke4pdnbq6lflhoh7/b1DWGf/login.html>

Though the final application deadline is set to May 25th / November 25th, we strongly advise the students to finish their initial input by May 20th / November 20th, so there will be enough time for SWU to review and ask for any revision or addition if necessary before the deadline.

List of documents and data to be uploaded are:

- a) Personal Information and Consent Form ***designated format**
- b) Self-introduction Sheet (Hand written) ***designated format**
- c) Transcript of Home Institution in English
- d) Certificate of Enrollment (Student Registration) in English
- e) Letter of Recommendation from Home Institution in English or Japanese (free format)
- f) Application for Certificate of Eligibility (COE)
- g) ID photo data: ratio:4×3 / pixel:354×472 (300dpi) / format: jpg or jpeg
 - *photo data will be used for COE application, student ID
 - *photo should be taken facing forward with plain background with no shadows
- h) Passport copy
- i) Hirao Scholarship Program Application For ***only for those applicable/designated format**
- j) JLPT score copy ***only for those who have them**

*Above designated format marked in red can be downloaded from here:

<https://cie.swu.ac.jp/english/prospective/procedures/#c>

④ Join a zoom interview session:

Students who applied for the Intensive Japanese Language Program without an N3 certificate may be asked to take part in a zoom interview session to have their Japanese level checked.

⑤ Receive official acceptance:


Once the application has been officially approved by SWU, students will receive a notice via email.

8. VISA Application and Resident Registration

These are the essential procedures students are required to carry out before and after arriving in Japan.

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| Visa Application <u>*Mandatory</u> | <p>After the student application is officially accepted to SWU for the selected program, SWU will proceed in applying for the Certificate of Eligibility (CoE).</p> <p>Once the CoE is issued, SWU will send the original copy of the Letter of Acceptance (LOA) and COE to the student's home institution. Students should receive these documents and apply for their visa at the nearest Japanese Embassy or Consulate of their home country.</p> |
| Residence Card & National Health Insurance <u>*Mandatory</u> | <p>When students enter Japan with their student visa, they will receive a "Residence Card." This card notes students' visa status, stay period, and other residency information.</p> <p>Within 2 weeks after arrival, students must complete residency registration procedures at the local ward office and become a member of the "National Health Insurance."</p> <p>Students must always carry their Residence Card during their stay in Japan. The National Health Insurance will be valid throughout the student's stay in Japan. Students pay only 30% of the medical fee (except for some services and special operations) by paying the monthly insurance premium.</p> |
| Part-Time Work Permission | <p>In order to start a part-time job, international students must apply for work permission <i>Shikakugai Katsudo Kyoka</i> ("Application for Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted").</p> <p>This can be done at the airport when entering Japan, and those who plan to work part-time are strongly recommended to apply for permission at the airport. Otherwise, students have to go to the Immigration Bureau later on their own. No fee is charged for the work permit.</p> <p><NOTE> -International students can only work up to 28 hours per week when the University is in seeing, and up to 8 hours (also up to 40 hours per week) a day during school vacations. -Work in the adult and gambling business is strictly prohibited.</p> |

9. Contact Information

| Center for International Exchange (CIE) | Website for International Students |
|--|---|
| Program Coordinator | http://cie.swu.ac.jp/english/prospective/ |
| Emi Funaki (Ms.) / Natsuki Ishizuka (Ms.) |  |
| MAIL: inbound@swu.ac.jp | |
| TEL: +81-3-3411-5249 | |
| FAX: +81-3-3411-6973 | |
| 1-7-57 Taishido, Setagaya-ku Tokyo 154-8533, JAPAN | |

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