

Guidelines for Acceptance of Long-Term Exchange Students

Tokyo University of Agriculture

1. Objectives

Tokyo University of Agriculture widely recruits overseas students based on the regulations concerning long-term acceptance of overseas students. The official English reference for an accepted for undergraduate student, “visiting student”. The implementation of this program, together with dispatch of Tokyo NODAI students to global partner universities, will lead to the realization of mutual exchange, and expedite the international role of Tokyo University of Agriculture.

- (1) Applicants should hold a full-time position as undergraduate in overseas higher education institutions or research institutions and be recommended by heads of the institutions.
- (2) Applicants should return to their respective home institutions at the completion of the period of acceptance.
- (3) Applicants should have excellent academic achievements.
- (4) Applicants should have sufficient English or Japanese language ability.
- (5) Applicants should be able to bear the expenses to live in Japan.
- (6) Applicants should be healthy physically and mentally.
- (7) Applicants should positively participate in international programs and functions at Tokyo NODAI.

3. Duration of Study and Application Period

In case of acceptance in April:

Those students who wish to study for one year starting from April 1 to March 31 in the following year, are required to arrive in Japan by the end of March of the starting year.

Application period is between October 1 and 31 of the previous year.

In case of acceptance in end of September:

Those students who wish to study for one year starting from end of September 1 to September 30 in the following year, are required to arrive in Japan by the middle of September of the starting year.

Application period is between March 1 and 31 of the same year.

* Each sending institution is required to submit the application documents of all the applicants to Tokyo NODAI to meet the deadline by post.

* The above application period is set for the relevant office of the sending institution.

Applicants are required to contact the office of their institutions to confirm the details. The deadline of the applicants' institution might be set earlier than the Tokyo NODAI deadline.

4. Contents of Study at Tokyo NODAI

- (1) Visiting students must belong to a laboratory in order to study under the supervision of the

respective host professor.

- (2) Visiting students can register for their desired subjects. With the permission of professors of each subject, all the courses are open to you in principle. Enrollment of courses should be made during the designated period, for both semesters, the first semester, April to September, and the second semester, end of September to March. Students can enroll for 40 credits at the maximum.

5. Expenses Borne by the Visiting Students and Visiting Graduate Students

① Tuition:

- (a) The fee for education and research guidance is 60,000 yen for the study period of less than 6 months. In case the period is longer than 6 months, but within one year, it is 120,000 yen.
- (b) The registration fee is 30,000 yen. Each credit costs 15,000 yen.
Visiting students based on the academic exchange agreement with Tokyo NODAI may in some specific cases be exempted from **a. & b.**
- (c) When expenses for experiments and training are necessary, actual costs will be charged after due consultation with host professors.
- (d) One credit of each experiment and training course costs 10,000 yen.
- ② Transportation fees including airfares to come to Japan and expenses for passport and visa acquisition.
- ③ Expenses for accommodation, food and all other living expenses.
- ④ Insurance such as traveler's insurance and national health insurance.

6. Documents to be submitted

The following 1-7 documents should be submitted by the affiliated institution to Tokyo NODAI by post. If there are any irregularities in the documents, they will not be accepted.

1. Application for Admission of Long-Term Exchange Student to Tokyo University of Agriculture (to be filled in by the applicant, as shown in the sample form.)
2. Letter of Recommendation by a head of institution (Form 1)
3. Reason for Application (Form 2)
4. Study Plan (Form 3)
5. Certificate of Enrollment
6. Transcript
7. Financial statement, with a balance sufficient for study/ life in Japan for the entire period of the intended stay.

*1-7 should be written in English.

8. Five photos (4 cm x 3 cm), one of which should be attached on the application form.
One copy of travelers insurance & one copy of the passport, on which should appear the name and nationality. In case you are waiting for the passport, send it separately as soon as it is

issued.

7. Selection

Tokyo University of Agriculture screens candidates by examining applications and informs the result to heads of affiliated universities. "Certificate of Admission" will be issued and sent to the visiting students. Documents for visa acquisition will be prepared by Tokyo NODAI.

Personal questions regarding selection will not be accepted.

8. Obligation of Visiting (Graduate) Students

1. Visiting students are required to abide by Japanese laws.
2. Visiting students are required to follow the guidance and instruction of their host professors and staff of the Center for International Programs.
3. Visiting students are required to have traveler's insurance or national health insurance borne by either the students themselves or their guarantors.

9. Others

- Report

On completion of study at Tokyo NODAI, visiting students are required to hand in a report on the results of their study at Tokyo NODAI. The report may be posted on Tokyo NODAI website or printed in Tokyo NODAI publications.

- Dormitory

Dormitory is available in case visiting students are in a state of financial difficulty.

Boarding fees are 36,000 yen per month.

The fees are NOT calculated on a per diem basis.

- Living Expenses

Living expenses in Tokyo are approximately 100,000 yen per month, provided that you live in a dormitory. Please set aside funds for the stay.

- Employment

Employment, including part-time work is not allowed during the stay in Japan.

10. Enquiries

Send to:

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