

Application Guidelines for Long-Term Exchange Students Program

Tokyo University of Agriculture

1. Objectives

Tokyo University of Agriculture (Tokyo NODAI) widely recruits overseas students based on the regulations concerning long-term acceptance of overseas students. The official English reference for an accepted graduate student is “visiting graduate student”, and 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.

2. Requirements

- (1) Applicants should be a full-time undergraduate or graduate student at an overseas higher education institution and be recommended by head(s) of the institution.
- (2) Applicants should return to their respective home institutions after the completion of the long-term exchange program.
- (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 starting in April:

Those students who wish to study from six months to one year starting from April, are required to arrive in Japan at the beginning of April of the starting year.

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

In case of starting in September:

Those students who wish to study from six months to one year starting from September, are required to arrive in Japan at 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 (graduate) students must belong to a laboratory in order to study under the supervision of the respective host professor.
- (2) Visiting (graduate) students can register for their desired subjects. With the permission of professors of each subject, all the courses are open to you in principle. Courses should be registered during the designated period. Students can enroll up to 40 credits per academic year.

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

- (1) Tuition:
 - (a) The tuition fee is JPY10,000 per month. If a visiting student receives the guidance for more than one day in the month, it is counted as one month.
 - (b) The registration fee is JPY30,000. Each credit costs JPY15,000.
 - (c) Visiting (graduate) students based on the academic exchange agreement with Tokyo NODAI are exempted from (b). Visiting (graduate) students as a part of the project supported by the grant from Ministry of Education, Culture, Sports, Science and Technology are exempted from (a) and (b).
 - (d) If the additional fees for experiment and practice fees are necessary, the visiting student shall pay the actual costs with consulting with teacher in charge. One credit of each experiment and practice course costs JPY10,000.
- (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.
 - Dormitory
Dormitory is available for visiting (graduate) students. Boarding fees are JPY36,000 per month. The dormitory fees are NOT calculated in living expenses.
 - Living Expenses
Living expenses in Tokyo are approximately JPY100,000 per month, provided that you live in a dormitory. Please set aside funds for the stay.
- (4) Enrollment for both overseas travel insurance and Japanese national health insurance.

6. Documents to be submitted for application

The following documents (1) - (9) should be submitted by the home 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)
- (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) Academic Transcript

(7) Financial statement (with stamp and signature of the financial institution) of yourself or parents/guardians, 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.

(9) Copy of the passport page with picture and personal data. (In case you are waiting for the passport to be issued, send it separately as soon as it is ready.)

7. Selection

Tokyo University of Agriculture screens candidates by examining applications and informs the result to heads of home universities. “Admission Certificate” will be issued and sent to the visiting (graduate) 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 (graduate) students are required to abide by Japanese laws.

(2) Visiting (graduate) students are required to follow the guidance and instruction of their host professors and staff of the Center for International Programs.

(3) Visiting (graduate) students are required to have overseas travel insurance and Japanese national health insurance borne by either the students themselves or their guarantors.

- Your overseas travel insurance should be a comprehensive package that covers in case you become seriously ill or injured while in Japan (or be involved in causing property damage or personal injury, for which you will be required to financially compensate the other party).

9. Others

- Report

On completion of study at Tokyo NODAI, visiting (graduate) 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.

- Employment

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

10. Inquiries

Send to: Center for International Programs

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