

Application Guidelines for Long-Term Exchange Students Program

Tokyo University of Agriculture

1. Objectives

At Tokyo University of Agriculture (Tokyo NODAI), we offer a study abroad program in which international students with high academic motivation can take specialized courses in English and belong to a laboratory to gain practical experience. Over the course of six months to one year, students can acquire new knowledge related to their study and improve their Japanese language skills. The ultimate goal of this program is to foster future global leaders who can act as a bridge between Japan and their respective countries.

2. Status at Tokyo NODAI

Accepted students will be referred to as:

- (1) Undergraduate student: Visiting student
- (2) Graduate student: Visiting graduate student

3. 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.

4. 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 or e-mail.

* 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.

5. 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 students (Undergraduate students ONLY) 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.
Visiting graduate students could participate in the above courses as auditors with the permission of professors of each subject; however, they cannot obtain credits.

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

- (1) The program fee:
 - (a) The educational research fee is JPY10,000 per month. If a visiting student is enrolled even for one day in a month, it is counted as one month.
 - (b) The registration fee is JPY30,000. Each credit costs JPY15,000.
 - (c) The program fees of (a) and (b) are waived only if the home institution of visiting (graduate) students has a reciprocal tuition waiver agreement for Tokyo NODAI students.
 - (d) If the additional fees for experiment and practice fees are necessary, the visiting student shall pay the actual costs by 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.
 - Accommodation
We help in finding local accommodation for visiting (graduate) students; however, the cost of said local accommodation shall be the responsibility of and borne by visiting (graduate) students.
Dormitory is available for visiting (graduate) students as long as there is a room vacancy. Boarding fees are JPY36,000 per month. The dormitory fees are NOT calculated in living expenses.
 - Living Expenses
Living expenses in Tokyo are approximately JPY70,000-80,000 per month except the accommodation fee. Please set aside funds for the stay.
- (4) Enrollment for both overseas travel insurance and Japanese national health insurance.

7. Documents to be submitted for application

The following documents (1) - (9) should be submitted by the home institution to Tokyo NODAI by post or e-mail. 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.)

8. 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.

9. 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 Global Initiatives.
- (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).

10. Others

- Employment

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

11. Inquiries

Send to: Center for Global Initiatives

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