

# **Application Guidelines for Visiting 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 studies 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 full-time undergraduate or graduate students at an overseas higher education institution and be recommended by head(s) of the institution.
- (2) Applicants should return to their home institutions after completing 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 of living in Japan.
- (6) Applicants should be healthy both physically and mentally.
- (7) Applicants should positively participate in international programs and functions at Tokyo NODAI.

## **4. Duration of Study and Application Period**

### Starting in April (1<sup>st</sup> Semester):

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: October 1<sup>st</sup> - 31<sup>st</sup> of the previous year

### Starting in September (2<sup>nd</sup> Semester):

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: March 1<sup>st</sup> – 31<sup>st</sup> of the same year

\* Each sending institution must submit all applicants' application documents to Tokyo NODAI to meet the deadline by post or e-mail.

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\* The application period is set for each office of the sending institution. The deadline of the applicants' institution might be earlier than the Tokyo NODAI deadline.

Applicants must contact their institutions' offices to confirm the details.

## **5. Contents of Study at Tokyo NODAI**

- (1) Visiting (graduate) students must belong to a laboratory 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 the professors of each subject, all the courses are open to you in principle. Visiting students need to register during the designated period and can enroll for up to 40 credits per academic year.  
Visiting graduate students could participate in the above courses as auditors with the permission of the 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 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 if the home institution of visiting (graduate) students has a reciprocal tuition waiver agreement for Tokyo NODAI students.
  - (d) If additional experiments and practice fees are necessary, the visiting student shall pay the actual costs by consulting with the professor in charge. One credit of each experiment and practice course costs JPY10,000.
- (2) Transportation fees, including airfares to come to Japan and passport and visa acquisition expenses.
- (3) Expenses for accommodation, food and all other living expenses.
  - Accommodation  
The dormitory is available for visiting (graduate) students if there is a room vacancy. Boarding fees are JPY36,000 per month (Setagaya Campus). The dormitory fees are NOT included in living expenses.
  - Living Expenses  
Living expenses in Tokyo are approximately JPY70,000-90,000 per month, except for the accommodation fee. Please set aside funds for the stay.
- (4) Enrollment for overseas travel and Japanese national health insurance.

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## **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. The documents will not be approved if there are any irregularities.

- (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 to the application form.
- (9) Copy of the passport page with picture and personal data. (If the candidate is waiting for the passport to be issued, send it separately as soon as it is ready.)

## **8. Selection**

After screening the application documents, the result will be informed to the coordinator of the home universities. "Admission Certificate" will be issued and sent to the visiting (graduate) students with the documents for visa acquisition. We do not accept personal inquiries about selection results.

## **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 covering severe illness or injury in Japan (or be involved in causing property damage or personal injury, for which you will be required to compensate the other party financially).

## **10. Others**

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

## **11. Inquiries**

Center for Global Initiatives

Tokyo University of Agriculture

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