

Số: 3491/ĐHQGHN-ĐT

V/v thông báo chương trình trao đổi sinh viên tại Đại học CHUO, Nhật Bản

Hà Nội, ngày 13 tháng 9 năm 2017

Kính gửi: Các đơn vị đào tạo

Đại học Quốc gia Hà Nội (ĐHQGHN) nhận được thông báo của Đại học CHUO, Nhật Bản về chương trình trao đổi sinh viên năm 2018.

ĐHQGHN thông báo tới các đơn vị về chương trình trao đổi này như sau:

1. **Đối tượng tham gia:** sinh viên đại học hệ chính quy và học viên thạc sĩ ngành Luật, Kinh tế, Thương mại, Văn thư, Khoa học và Kỹ thuật, Nghiên cứu chính sách (ngoại trừ các chương trình thạc sĩ chuyên sâu – professional graduate programs).

2. **Thời gian trao đổi:** 1 kỳ hoặc 1 năm.

3. **Ngôn ngữ học tập:** tiếng Nhật, có một số môn học nhất định được giảng dạy bằng tiếng Anh.

4. **Chỉ tiêu đề cử:** không hạn chế số lượng sinh viên/học viên đăng ký từ các đơn vị đào tạo. ĐHQGHN sẽ lựa chọn và đề cử 05 sinh viên/học viên đi học trao đổi.

5. **Tiêu chí xét chọn**

- Được sự giới thiệu của ĐHQGHN.

- Là sinh viên đại học năm thứ 2 hoặc thứ 3 hệ chính quy và học viên thạc sĩ đã hoàn thành ít nhất 01 kỳ học trở lên.

- Đáp ứng yêu cầu về điểm trung bình chung (TBC) đạt từ 2.5/4.0 trở lên.

- Có trình độ tiếng Nhật N3 hoặc IELTS 5.5 (còn hạn 2 năm kể từ ngày thi đến ngày hết hạn gửi hồ sơ về ĐHQGHN) theo yêu cầu của ĐHQGHN.

6. **Chỉ tiêu hồ sơ:** ĐHQGHN có kế hoạch cử 05 sinh viên/học viên đi trao đổi.

7. **Hồ sơ đăng ký:** theo yêu cầu hồ sơ của ĐHQGHN (mẫu đính kèm) và của đối tác tại website <http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/>

8. **Hạn nộp hồ sơ:**

- Đối với Kỳ học tháng 4/2018: 15/10/2017

- Đối với Kỳ học tháng 9/2018: 15/4/2018

9. **Học phí:** Sinh viên/học viên được miễn học phí trao đổi. Các chi phí vé máy bay, bảo hiểm, sinh hoạt phí, tài liệu học tập... sinh viên/học viên tự chi trả.

10. **Đăng ký hồ sơ trực tuyến:** Sau khi được ĐHQGHN đề cử tham gia chương trình, sinh viên/học viên phải hoàn thiện hồ sơ đăng ký online theo quy

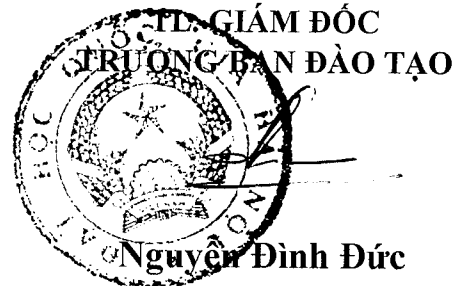
định của đối tác. Để biết thêm thông tin chi tiết, sinh viên/học viên tìm hiểu trong tài liệu đính kèm (bảng thông tin và giới thiệu về chương trình) và website <http://global.chuo-u.ac.jp/english/admissions/exchange/>

ĐHQGHN thông báo để các đơn vị đào tạo gửi thông tin, tư vấn cho sinh viên/học viên, xét chọn hồ sơ đáp ứng yêu cầu chương trình và gửi hồ sơ về ĐHQGHN (qua Ban Đào tạo) cùng bản scan hồ sơ gửi qua email thuyntl@vnu.edu.vn (đ/c Nguyễn Thủy).

Trân trọng thông báo./.

Nơi nhận:

- Như trên;
- PGĐ. Nguyễn Hồng Sơn (đề b/c);
- Lưu: VT, ĐT, NTh15.



FACT SHEET FOR STUDENT EXCHANGE PROGRAM 2018

(As of August 2017)

1. General Information

Name of the University	Chuo University
Contact Office	International Center Address: 742-1 Higashinakano, Hachioji-shi, Tokyo, Japan, 192-0393 Tel: +81-42-674-2211 Fax: +81-42-674-2214 E-mail: exchange@tamajs.chuo-u.ac.jp
Official website	http://www.chuo-u.ac.jp/chuo-u/index_j.html http://global.chuo-u.ac.jp/english/
Coordinators (Both Incoming & Outgoing)	Ms. Sato (Email: rumikosm@tamajs.chuo-u.ac.jp) Korea Mr. FUJISAWA (Email: international@tamajs.chuo-u.ac.jp) Europe (except for Belgium, France, Switzerland). Mexico, Australia Ms. Kurita (Email: kurita@tamajs.chuo-u.ac.jp) China, Taiwan, South East Asia Ms. Watanabe (Email: yumiko@tamajs.chuo-u.ac.jp) U.S.A., Canada, Europe (Belgium, France, Switzerland), Turkey Ms. Inobe (E-mail: exchange@tamajs.chuo-u.ac.jp) Incoming Exchange Coordinator (overall)
Language in Use	Japanese (Partially English)
Number of Exchange students	Based on our student exchange agreement. Please contact with area coordinator before your selection procedure.

2. Application

Levels of study of exchange students	Undergraduate/Graduate Law / Economics / Commerce / Letters / Science and Engineering / Policy Studies (except Professional Graduate Program)
Length of Study	One year (two semesters) / One semester
Eligibility	One year at a undergraduate faculty/graduate school
GPA	N/A (2.5 out of 4.0 is preferable)
Language requirement	N/A (JLPT-N3 is preferable) Chuo does not request an official language proficiency score, but students should be able to take courses taught in either English or Japanese. *Some faculties such as Faculty of Commerce and Faculty of Science of Engineering don't have courses offered in English. If you nominate your student who wish to be enrolled in Faculty of Science of engineering would better have a certificate of JLPT N3.
Application deadline	April admission (enroll from 1 st semester): October 31 September admission (enroll from 2 nd semester): April 15

Application form and materials	http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/ NO on-line application accepted.		
Application Procedure	<ol style="list-style-type: none"> 1. Selection procedure at home institution 2. Student exchange coordinator send email to each Chuo coordinator nominating the student's name for the exchange program. ※Please use nomination list 3. Submit application materials through home institution by the deadline. (NO online application accepted.) 4. Receive the welcome package* sent out via express mail. *Welcome package includes; -Official letter of acceptance -Certificate of Eligibility for student visa -Campus information -Latest schedule of Orientation week, etc. 5. Apply student visa at the Japanese Embassy/Consulate. 6. Receive Information on the accommodation by email. 7. Inform flight schedule to International Center, Chuo. 8. Come to Chuo University! 		
Timeline	-----	April Admission	September Admission
	Application deadline	October 31	April 15
	Welcome package will be sent	Mid- February	Late July
	Housing information will be provided	Late February	Early August
	Arrival & Orientation	Early April	Mid September

3. Academic Information

Levels of study of exchange students	<p>*Undergraduate</p> <p>*Graduate (<u>Except</u> for professional graduate programs)</p> <p>Law / Economics / Commerce / Letters / Science and Engineering / Policy Studies</p>
Academic calendar	<p>Academic year: April to March</p> <p>1st semester: April 1st to Early August</p> <p>2nd semester: Mid September to Early February</p> <p>*<u>tentative</u> schedule for April admission of AY2018</p> <p>Arrival: April 2, 2018 Orientation week: April 3 to 10, 2018 Class starts: April 11, 2018 Exam. Period: Late July to early August, 2018</p> <p>* <u>tentative</u> schedule for September admission of AY2018</p> <p>Arrival: September 12, 2018 Orientation week: September 13 to 20, 2018 Class starts: September 21, 2018 Exam. Period: Late January to early February, 2019</p>
Student status at Chuo	<p>Undergraduate program: Senkasei *</p> <p>Graduate program: Senkasei or Kenkyusei**</p> <p>*Senkasei: Full time non-degree student Credits and grades will be granted if the student satisfactorily fulfills the course requirements.</p>

	<p>** Kenkyusei (Non-degree research student) <i>A Kenkyusei</i> conducts specific research under the supervision of an academic adviser. Credits or grades are not granted.</p>																																							
Japanese Language course for exchange students	<p>Available (free of charge) 7 levels from Beginner to JLPT N1. *Beginner to Intermediate: 4 levels 8 classes/week (8 credits/semester) *Intermediate (approx. JLPT-N3) to Advanced (JLPT N1): 3 levels 4 classes/week (4 credits/semester)</p> <p>*Student enrolled in Graduate program can take Japanese language course as an audit student; they cannot obtain any credit or grade.</p>																																							
Transcript issuance	<p>2 Original academic transcripts will be issued after each semester and send it to student's home university.</p> <p>Date of Issue *First semester --- Late September *Second semester --- Early March</p>																																							
Credit	<p>Academic course (Major course subject) 90min./class x 15 weeks/semester = 2 credits 90min./class x 30 weeks/year = 4 credits</p> <p>Japanese Language class 90min./class x 15 weeks/semester = 1 credits</p>																																							
Grade	<p><u>Undergraduate:</u></p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Definition</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>A</td> <td rowspan="4">Pass</td> <td>90-100</td> </tr> <tr> <td>B</td> <td>80-89</td> </tr> <tr> <td>C</td> <td>70-79</td> </tr> <tr> <td>D</td> <td>60-69</td> </tr> <tr> <td>E</td> <td>Fail</td> <td>0-59</td> </tr> <tr> <td>F</td> <td>Unofficial Withdrawal</td> <td>—</td> </tr> <tr> <td>W</td> <td>Withdrawal</td> <td>—</td> </tr> </tbody> </table> <p><u>Graduate Schools:</u></p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Definition</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>A</td> <td rowspan="4">Pass</td> <td>90-100</td> </tr> <tr> <td>B</td> <td>80-89</td> </tr> <tr> <td>C</td> <td>70-79</td> </tr> <tr> <td>D</td> <td>69-60</td> </tr> <tr> <td>E</td> <td>Fail</td> <td>0-59</td> </tr> <tr> <td>F</td> <td>Unofficial Withdrawal</td> <td>—</td> </tr> </tbody> </table>	Grade	Definition	Score	A	Pass	90-100	B	80-89	C	70-79	D	60-69	E	Fail	0-59	F	Unofficial Withdrawal	—	W	Withdrawal	—	Grade	Definition	Score	A	Pass	90-100	B	80-89	C	70-79	D	69-60	E	Fail	0-59	F	Unofficial Withdrawal	—
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Course registration	<p>Exchange student register academic courses after arrival. No registration needed before arrival.</p>																																							

4. Other Information

Student Support	Meeting service at the airport on arrival
Accommodation	<p>Guaranteed University accommodation (only for single occupancy)</p> <p>Rent:</p> <ul style="list-style-type: none"> ➤ 1 semester <ul style="list-style-type: none"> Spring (4.5 months) 180,000 yen Fall (5 months) 200,000 yen ➤ 1 year <ul style="list-style-type: none"> Spring (10.5 months) 420,000 yen Fall (11 months) 440,000 yen <p>*including utility (as of September 2017)</p> <p>Type of the accommodation</p> <ol style="list-style-type: none"> 1) International Shared house (dormitory: off-campus) 2) Apartment (off-campus) <p>*Please note: The amount of rent fee is subject to change without notice.</p>
Estimated Living costs	100,000 yen/month (including accommodation)
Insurance in Japan	Exchange student required to enroll into Japanese National Health Insurance after arrival.
Other useful information for Exchange students	<p>Study in Japan Comprehensive Guide http://www.studyjapan.go.jp/en/index.html</p> <p>Living Guide http://www.clair.or.jp/tagengo/index.html</p>



Student Exchange Program
For Partner Institutes
Academic Year 2018

Leaflet for
The Exchange Program Coordinators and
The Students Interested in Participating in the Exchange Program

International Center
CHUO UNIVERSITY
TOKYO JAPAN

August 2017

Address: 742-1 Higashinakano, Hachioji-shi, Tokyo 192-0393, Japan
Tel: +81 42 674 2276, 2217 Fax: +81 42 674 2214
E-mail: exchange@tamajs.chuo-u.ac.jp URL: <http://www.chuo-u.ac.jp/>
Office Hours: Monday-Friday 9:00-12:00, 13:00-17:00
Saturday 9:00-12:00

OUTLINE OF THE STUDENT EXCHANGE PROGRAM

1. General Idea of the Program

This program is a program in which international students take courses or conduct research at Chuo University for one semester or one year as an integral part of their degree program at their home institutions, transferring credits and/or academic achievements gained at Chuo University to their home institutions. The participants will be placed as **full-time non-degree students** at a specific undergraduate Faculty or Graduate School at Chuo University, according to the students' major/minor at their home institutions.

Participants of this program are exchange students accepted under the student exchange agreements between Chuo University and its partner institutions.

The Short-term Study Program aims not only at improving international students' academic knowledge, but also at developing their understanding about Japan – its language, culture, people, and society – through their Japanese experiences in a real-life situation both on and off campus. Students' experience in this program will be consisted of two components; academic component, and intercultural component. In the academic component, students are offered **Japanese Language Courses** designed especially for non-degree international students. In parallel with the Japanese Language courses, the students take **regular academic courses**, which are generally taught in Japanese, throughout their study period at Chuo University, together with degree-seeking international students as well as Japanese students. We also have many courses taught in English, so they will also be your option. In the intercultural component, exchange students have opportunity to join various clubs/student groups or programs for intercultural experiences on campus. It will together be a great opportunity to deepen both your academic and cultural interest throughout the program period at Chuo University.

2. Eligibility for Application

1) Current Academic Status

- Applicants for admission to the undergraduate program as *Senkasei* (full-time non-degree students) must have completed secondary education and be currently enrolled in the undergraduate or graduate programs at the partner institutions of Chuo University.
- Applicants for admission to the graduate program as *Senkasei* (full-time non-degree students) and *Kenkyusei* (full-time non-degree research students) must have completed their undergraduate program and obtained an undergraduate university degree (bachelor's degree) or equivalent from their home institutions by the time of application.
- Applicants are expected to complete at least one academic year of study at the home institution before starting to study at Chuo University.
- Applicants are expected to study in the undergraduate or graduate program of Chuo University for a short-term period (one year or one semester) as non-degree students, as an integral part of their degree program at their home institutions. Students who will complete their degree program at their home institution partway through their studies at Chuo University are not eligible to apply. If students complete their degree program following completion of their studies at Chuo University, i.e. they will not have to

complete any further studies at the home institution on their return, they are eligible to apply.

2) Japanese Language Proficiency

- There are at present no specific requirements for Japanese language proficiency for non-degree students. However, **the partner institutions of Chuo University are strongly advised to send students whose Japanese language proficiency is equivalent to at least N3 of the Japanese Language Proficiency Test,* so that the students can fully benefit from their studies at Chuo University.**

[Caution]

Please be reminded that some faculties such as Faculty of Commerce and Faculty of Science and Engineering don't have courses offered in English.

Especially the students who wish to study at the Faculty of Science and Engineering are strongly recommended to have their Japanese language proficiency of at least JLPT N3 level.

***Japanese Language Proficiency Test (JLPT)**

The Japanese Language Proficiency Test, which evaluates and certifies international students' proficiency in the Japanese language, is organized by the Japan Educational Exchanges and Services in Japan and by the Japan Foundation. To take a university or junior college entrance examination in Japan, international students are usually expected to take N1 of this examination.

More information on JLPT:

<http://www.jlpt.jp/e/index.html>

<http://www.jlpt.jp/e/about/levelsummary.html>

3. Tuition Waivers for Exchange Students

As a general rule, exchange students from institutions with which Chuo University has concluded reciprocal student exchange agreements with mutual tuition fee waivers are exempt from registration fee and tuition fee of Chuo University. Students from partner institutions with no mutual fee waiver arrangements are required to pay registration fee and tuition fee to Chuo University. For detailed arrangements, students should contact the exchange program coordinator at their home institutions.

APPLICATION AND ADMISSION PROCEDURES

Students will apply and be placed at a specific undergraduate Faculty or Graduate School, according to the students' major/minor at their home institutions. For the faculties/graduate schools and the course offerings, please refer to "Chuo University Course Catalog (Undergraduate)/(Graduate)".

1. Period of Study at Chuo University

The academic year at Chuo University lasts from April to March, and consists of two semesters. The first semester is from early April to early August. The second semester is from mid September to early February. (Dates may change by each academic year.) The total class period is approximately 33 including make-up and examination periods.

As a general rule, exchange students are accepted to Chuo either from April or September. Since we have many full-year courses at Chuo University, joining the program for full academic year is highly recommended, however, the three options stated below with an asterisk (*) are available for partner institutions as well.

- Full academic year: April 1, 2018– Early February, 2019 (recommended)
- *First semester only: April 1, 2018– Early August, 2018
- *Second semester only: Mid September, 2018– Early February, 2019
- *Second semester and first semester of the following academic year:
Mid September, 2018 – Early August, 2019

2. Application for Admission to the Student Exchange Program

The application forms for admission in the Student Exchange Program as non-degree students can be downloaded from our web page.

The exchange program coordinators should send a formal nomination letter and originals of application materials of the students nominated for the exchange to the Director of the International Center, Chuo University by the following dates.

Please note that direct applications from individual students will not be accepted.

Deadline for Application for Admission*:

- **October 31, 2017 for admission in April 2018**
- **April 15, 2018 for admission in September 2018**

*Exchange coordinator should send nomination list and the application documents by the deadline.

*Partner University must talk to Chuo University International Center *in advance* in case of late application.

3. Notification of Acceptance

The application materials for admission to Chuo University will be forwarded by the International Center to the Faculty/Graduate School that the student wishes to enter for a formal decision on acceptance. Basically we try to accept exchange student with formal nomination of our partner institute.

When the student is accepted, the International Center will send him/her an official Letter of Acceptance from Chuo University and a document for visa application "Certificate of

Eligibility for a Status of Residence." Generally, it will take two months to send you these documents after the application deadline.

4. Timeline of Application and Admission Procedures

For both April and September admissions 2018

	April Admission	September Admission	Notes
Application Deadline	October 31, 2017	April 15, 2018	
Pre-departure information will be sent with >Official letter of acceptance >Certificate of Eligibility for a Status of Residence	Mid-February 2018	Mid-July, 2018	*1
Housing Information and contract will be sent	Late February, 2018	Mid- August 2018	
Arrival (*temporary schedule)	Early April, 2018	Mid September, 2018	*2
Orientation week Japanese Placement Test	Early April, 2018	Mid-September, 2018	

*1 The International Center will send exchange students the official Letter of Acceptance, the Certificate of Eligibility for a Status of Residence, pre-departure information, housing information and contract, etc.

*2 Tentative schedule. Actual dates are to be told.

ACADEMIC MATTERS for Non-degree Students

1. Student Status

Students will be registered as full-time non-degree students at a specific undergraduate Faculty or Graduate School to which they are accepted.

Undergraduate Program:

Students will be registered under the status of **Senkasei** (Full-time non-degree student). **Senkasei** attend undergraduate courses, and credits and grades will be granted if the student satisfactorily fulfills the course requirements.

Graduate Program:

Students will be registered under the status of either **Senkasei** (Full-time non-degree student) or **Kenkusei** (Full-time non-degree research student). **Senkasei** attend graduate courses of their major field, and credits and grades will be granted if the student satisfactorily fulfills the course requirements. **Kenkyusei** conduct specific research under the supervision of an academic advisor. Credits or grades are not granted. Students will choose the status, **Senkasei** or **Kenkyusei**, at the time of application for admission to Chuo University.

2. Academic Advisement

Each student will be registered to a Faculty/Graduate Schools at Chuo based on his/her major/minor. Exchange students will be advised by a academic advisor or a Faculty. The Faculty Offices and Graduate School Office are always available for advice and consultation throughout the year. The International Center will consult with the student's home institution for any concerns about academic matters. Tutoring program is available for international students at the graduate level.

3. Teaching Method

Courses are taught through lectures, seminars (small group work), laboratory and/or fieldwork, or other as appropriate.

4. Method of Assessment

Students will be evaluated on the same basis as degree-seeking Japanese and international students, and will be expected to complete the course work and examinations. Methods of assessment differ among teaching staff in charge of the course, but generally by written examination at the end of the first and/or second semesters. Other methods used include assessment of essays, class participation, attendance, or other as appropriate.

5. Credit**Credit Courses**

Chuo University will grant prescribed credits if a student satisfactorily fulfills the course requirements.

6. Grade**Undergraduate**

Grade	Definition	Score
A	Pass	90-100
B		80-89
C		70-79
D		60-69
E	Fail	0-59
F	Unofficial Withdrawal	—
W	Withdrawal	—

Graduate

Grade	Definition	Score
A	Excellent	80-100
B	Good	70-79
C	Satisfactory	60-69
D	Fail	0-59
E	Withdrawal	-

7. Transcript of Academic Record

Upon completion of the study at Chuo University, a transcript of academic record, which includes the Japanese language courses, Japanese studies courses and academic courses, will be issued by the Faculty/Graduate School concerned. For undergraduate *Senkasei* and graduate *Senkasei*, the certificate will include the course titles, period of attendance, credits when available, grades, reports from each course lecturers, and an explanation of Chuo University's system for determining credits and grades. For graduate *Kenkyusei*, the certificate will include period of attendance and evaluation of the academic advisor.

The certificate will be sent to the exchange program coordinators of the students' home institutions after they return to their home institutions.

8. Transfer of Credits and Grades

The credits and grades earned at Chuo University may be transferred to the student's own degree program at the home institution, depending on the regulations of the home institution. Even in the case Chuo University does not give credits, home institutions may give their own credits for those courses. The arrangements for credit transfer must be negotiated between the student and the home institution.

ACADEMIC COURSES

In the Short-term Study Program for International Students, students will take **Japanese Language and Academic Courses** at the same time. Please note that the Japanese Language Course is NOT mandatory for exchange students.

1. Japanese Language Courses

Chuo University offers a wide variety of Japanese language courses for free of charge. Students will be placed in an appropriate course especially for non-degree students, according to the result of the Japanese language placement test, which the students take upon arrival at Chuo University.*

*Japanese language courses are Undergraduate level courses. Though the courses are open to Graduate program students, they cannot obtain credits of Japanese language courses.

Course & Credit Systems of the Japanese Language Courses for Exchange Students

Exchange students will be placed to either course by the Placement Test result.

Intensive Japanese Course

Level: Consisted of 4 levels, "a"(Beginner) to "d"(Lower Intermediate).

Class & Credits: 8 classes (90 mins each) per week x 15 weeks = 8 credits/semester

*Students have to complete all 8 classes to earn credits.

Intermediate and Advanced Japanese Course

Level: Consisted of 3 levels, "KO-A"(Intermediate) to "KO-C" (JLPT N1 holder).

Class & Credits: 4 classes (90 mins each) per week x 15 weeks = 4 credits/semester

*Students can earn 1 credit from each class, total maximum 4 credits per semester.

The boarder of above two courses is approximately JLPT N3. However, students will only find out their courses/levels after the placement test.

2. Academic Courses

In parallel with the above-mentioned Japanese language courses and Japanese studies, students will take *at least* one academic course from among a variety of major courses in the regular curriculum. Students will be recommended to take *at least* two courses. This will give students more opportunities to study in a regular classroom with degree-seeking international students as well as Japanese students. Each course consists of one 90-minute classroom period per week for one academic year or one semester.

(a) Courses in Japanese:

Generally, academic courses are taught in Japanese. English texts are used in many courses. Every effort will be made by course teachers to help students to get integrated in the class. For course offerings, please visit our website for Chuo University Course Catalog.

(b) Courses in English:

Chuo University offer a wide variety of courses taught in English such as Japanese Law etc. Faculty of Law offers "Japanese law" courses taught in English You can find its syllabus from following website.

http://global.chuo-u.ac.jp/english/admissions/pdf/syllabus_for_Japanese_law_english_taught_courses.pdf

3. Selection of Academic Courses

On arrival, students are given a Japanese language placement test before registering for courses, to determine which level of Japanese language course they should take.

After the Japanese language course is fixed, students will be consulted and advised by their academic advisors in selecting and registering for academic courses/studies.

No online registration needed before your arrival.

We will try to arrange for the students to take their desired courses, but the selection of courses will be subject to the student's Japanese language proficiency and timetable constraints.

In selecting, please refer to CHUO UNIVERSITY COURSE CATALOG or go to following web page.

<http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/>

Undergraduate Program

Students can apply to any academic courses in the regular curriculum offered by the Faculty in which they are registered. Academic courses offered by Faculties other than the one that students are registered may be taken upon approval of the Faculties concerned and according to the regulations of the Faculties.

Graduate Program

Senkasei can apply to any academic courses in the regular curriculum offered by the Graduate School in which they are registered.

Kenkyusei conducts specific research under the supervision of an academic advisor. *Kenkyusei* may attend graduate courses under the permission of the academic advisor and the lecturers of the courses, but credits are not granted.

Important!

For exchange students who are considering to study for first semester only, second semester only, or second and first semesters, please read the following notice.

1. The academic year at Chuo University lasts from April 1 to March 31. Only exchange students who are enrolled for full academic year beginning April can take full-year courses. **Exchange students who are enrolled for first semester only, second semester only, or second and first semesters can't take full-year courses. They can take only semester courses.**
2. Especially Graduate Schools of Law and Letters offer a lot of full-year courses and few semester courses.
There is a possibility that exchange students who are enrolled for first semester only, second semester only, or second and first semesters in these graduate school may not register the courses and can't get the credits.
3. Though they are not able to register the full-year courses, they can be allowed to just attend the full-year courses if your academic adviser permits.

4. Course registration

Exchange student register academic courses after arrival. No registration needed before arrival.

OTHER INFORMATIONS

Student Support

Meeting service at the airport on arrival

Accommodation

Guaranteed University accommodation (only for single occupancy)

Rent: 1 semester	Spring (4.5 months) 180,000 yen
	Fall (5 months) 200,000 yen
1 year	Spring (10.5 months) 420,000 yen
	Fall (11 months) 440,000 yen
	*including utility (as of September 2017)

Type of the accommodation

- 1) International Shared house (dormitory: off-campus)
- 2) Apartment (off-campus)

*Please note: The amount of rent fee is subject to change without notice.

Estimated Living costs

100,000 yen/month (including accommodation)

Insurance in Japan

Exchange student required to enroll into Japanese National Health Insurance after arrival.
Insurance fee is approximate 1,500yen/month.

Other useful information for Exchange students

Study in Japan Comprehensive Guide <http://www.studyjapan.go.jp/en/index.html>

Living Guide <http://www.clair.or.jp/taqengo/index.html>

	Exchange Scheme	<input type="checkbox"/> AUN <input type="checkbox"/> MOU Another:		
	Student leadership record (if applicable)	Time (From/ to)	Organization	City/country

11	English language proficiency (indicate your certificate and score):			
12	Other languages: Level:			
13	Are you applying for another student exchange program: <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, please indicate the University and program:			
14	I, the undersigned, hereby acknowledge that all the information supplied herein in complete and accurate. Withholding or giving false information will make me ineligible for admission or subject to dismissal. If admitted, I agreed to abide by the policies, rules, and regulations of the Vietnamese Government and Vietnam National University, Hanoi.			
Applicant's signature: (Signed and written in full name)				
Date:				
Home University: We confirm that the proposed program of studying/learning agreement is approved:				
Board of Rectors/Directors (Signed, written in full name and stamped)		Representative of the office responsible for the exchange program (Signed, written in full name)		
Date:		Date:		
Representative of the Board of Directors of Academic Affairs Department, VNU (Signed, written in full name)				
Date:				

Document Checklist

Each applicant should submit 01 set of documents (printed on A4-size paper) listed hereunder. Documents in languages other than English or Vietnamese must be attached with duly notarized translation into English or Vietnamese. The submitted documents will not in any case be returned to the applicants.

1. Application documents required by Host University
2. Completed VNU's application form.
3. Academic transcript of all studied courses at Home University (in English) with GPA 2.5/4.0 at least or meets Host University's requirement.
4. Medical examination certificate issued within 6 months from the date of application by competent health authorities of the sending country to with conclusion of good health for studying abroad.
5. Duly certified copy of international language proficiency (at least IELTS 5.5, TOEFL 500, TOEFL iBT 61, TOEIC 600) and/or meeting Host university's language requirement.
6. Home University's nomination letter.
7. Resume with photo attached and 04 pictures (size 3x4 cm).
8. Copy of passport with a validity at least one year duration from the starting date of semester in Vietnam.

