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1. Outline of Exchange Programs

1-1. Kyoto University International Education Program (KUINEP)

Kyoto University International Education Program (KUINEP) provides undergraduate level lectures in English to our partner university students as well as Kyoto University students. The program is open only to undergraduate students. KUINEP students are required to take at least six courses each semester mainly from KUINEP courses offered by the Institute for Liberal Arts and Sciences taught in English and additionally from courses offered by Faculties with the lecturer's permission. Students are affiliated to one of undergraduate faculties as Special Auditor.

1-2. Kyoto University General Exchange (GE) Program (GEA·GESR)

This is the program students choose all or most of courses from those offered by their own undergraduate faculties or graduate schools (Special Auditor : GEA) or deepen their own research under the instruction of academic supervisors without taking any courses lectured in classrooms (Special Research Student : GESR). Students are affiliated to one of undergraduate faculties or graduate schools. Since most of courses offered by faculties and graduate schools are lectured in Japanese, it is highly probable GEA students need Japanese proficiency but only English proficiency is needed if they take courses lectured in English only. Undergraduate GEA is required to take at least six courses each semester while graduate GEA is required to take four courses. GESR students do not need Japanese Proficiency if supervisor can guide the student by any other language. GESR is available only for graduate students.

◆ Student Status Available for The Program and Language Requirement

Exchange Programs			
	KUINEP Special Auditor	General Exchange (GE) Program	
		GEA Special Auditor	GESR Special Research student
Student status available for the program (student status at Home U while in Kyoto)	Undergraduate	Undergraduate Master Doctor	Master Doctor
Language Requirement	TOEFL iBT 79 or IELTS 6.5 and over is desirable (KUINEP students must be proficient in English.)	Japanese Language Proficiency Test JLPT N1 Level (or TOEFL iBT 79, IELTS 6.5*)	TOEFL iBT 79, IELTS 6.5 or JLPT N1 is required.

Non-native English speakers whose institutions are located in an area where English is not the first language, need to submit the Language Proficiency Supporting Documents such as TOEFL/IELTS. If they don't have any of them, we will accept the reference letter vouched for their language abilities by tutor/professor. Non-native English speaker studies at the institutions which are located in English speaking countries or the institutions use English as the medium of instruction doesn't need to submit the Language proficiency supporting documents for English.

* Some faculties/Graduate Schools provide some courses lectured in English. It is occasionally possible to be a GEA student without having sufficient Japanese language proficiency, if a student is able to find such courses match to the subject he/she wishes to study at Kyoto-U.

- ◆ **Tuitions**

Based on the student exchange agreement, students will be exempted from examination fee, matriculation fee and tuition fee at Kyoto University.

- ◆ **Scholarship**

A limited number of scholarships are available through Japan Student Services Organization (JASSO). JASSO is a government-sponsored non-profit organization to promote international student exchange. Recipients will be selected by Kyoto University based on their academic record and financial condition. Those who 1) will receive any other financial support more than 80,000 yen per month or 2) will not stay in Japan with “Student Visa Status” are not eligible for it. For Example, those who have Japanese Nationality/Permanent Residency are come under 2). JASSO Scholarship is a monthly stipend of 80,000 yen.

- ◆ **Entering Japan**

There are certain formalities which must be observed by foreign students intending to pursue studies in Japanese universities. Students must possess a valid passport issued by their home country. Kyoto University will apply for exchange students’ “Certificate of Eligibility” to the Kyoto Immigration Bureau for processing. Students, on receiving their “Certificate of Eligibility,” should apply to the nearest Japanese diplomatic mission (embassy or consulate) in their country for a “Student Visa Status”. Students with Japanese Nationality or Permanent Residency can also join exchange programs and do not have to obtain “Student Visa Status”

- ◆ **Comprehensive Health and Liability Insurance**

The Japanese law specifies that students staying in Japan for more than three months must join the Japanese National Health Insurance Program, which costs around 2,000 yen per month. When entering Kyoto University, to join the “University CO-OP Personal Liability Insurance for Students (Gakubai)” and “Personal Accidental Insurance for Students while Pursuing Education and Research (Gakkensai)” are also obligation. Yearly premium for Gakubai is around 2,000 yen plus initial CO-OP membership fee of 4,000 yen which is fully refundable upon deregistration, while yearly premium of Gakkensai is 1,000 yen. In addition, the students should take out the travel insurance from their countries before coming to Japan since the coverage and the regulations are different.

We recommend students to bring along sufficient fund in case for any emergency.

(There was a case that a student had an operation and needed to settle huge amount of medical fees temporarily.)

- ◆ **Restrictions of Choosing Courses**

- 1) Exchange students who are enrolled in an undergraduate faculty or Institute for Liberal Arts and Sciences of Kyoto University can take courses offered by undergraduate faculties including ones they are not enrolled in and by Institute for Liberal Arts and Sciences, but cannot take any courses offered by graduate schools.
- 2) Exchange students who are enrolled in a graduate school of Kyoto University as “Special Auditor” (GEA) can take courses offered by graduate schools including ones they are not enrolled in, but cannot take any courses offered by undergraduate faculties.

- 3) Exchange students who are enrolled in a graduate school of Kyoto University as “Special Research Student” (GESR) under supervision of an academic advisor cannot take any courses including credited courses to study Japanese language.
- 4) Faculties and graduate schools of Kyoto University offer courses which start and end within one semester from April to September or from October to March. However, some courses including a number of courses offered by the Faculty of Letters and the Graduate School of Letters start in April and end in March. Such courses can be taken ONLY by students who stay at Kyoto University for one full year from APRIL to MARCH.
- 5) Some seminars and courses involving practical training or experiments may preclude exchange students because of limit of numbers of students who are allowed to take them, on the basis of priority for regular students.
- 6) There are courses which are not open to exchange students and some courses open to exchange students might also implement enrollment restrictions. Therefore exchange students are strongly advised to be as flexible as possible in their course selection.

◆ **Official Transcript of the Record**

Official transcript for students taking courses will be issued at the end of the semester.

- ✧ **Spring Semester (1st Semester):** Official transcript will be issued **in October**.
- ✧ **Fall Semester (2nd Semester):** Official transcript will be issued **in April**.

Please note that we can not issue any transcripts before above schedule.

Grades for achievement are given according to the following code:

A+	=	96~100%	C	=	65~74%
A	=	85~95%	D	=	60~64%
B	=	75~84%	-	=	Fail (59.9% or less. No credits awarded and will not show on official transcripts.)

◆ **Japanese Language Studies**

Both KUINEP and General Exchange (GE) Program students, are eligible to take Japanese language courses offered by the Institute for Liberal Arts and Sciences. These consists of credited courses and non-credited courses. Evaluation for credited Japanese language courses will be recorded in the official transcript and two official credits will be conferred for each course.

Credited Japanese language classes in the Liberal Arts and Sciences curriculum

for KUINEP and GEA students (excluding

“GESR”). <http://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/zenkyo-japanese/for-kokanryuugakusei>

Non-Credited Japanese language support classes not included in the regular curriculum.

GESR students are eligible to take only these Japanese courses. These courses are non-credit basis and are available for KUINEP and GEA students too.

<http://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/learning-support>

◆ **Accommodation**

One on-campus and four off-campus International Houses of Kyoto University, and other dormitories are offered for international students. All exchange students are entitled to live in one of them as long as there are enough dormitory rooms available. Kyoto University lodging facilities can be found at: <https://kuiso.oc.kyoto-u.ac.jp/housing/facilities/en>

2. KUINEP

(Kyoto University International Education Program)

2-1. KUINEP Academic Calendar

Fall Semester (2nd Semester): October 1 to March 31

Spring Semester (1st Semester): April 1 to September 30

Note: Students may stay only for a semester or for two semesters, may start on both semester based on approval by Home University.

2-2. Enrollment

Each faculty/graduate school on the following list will screen the applicants for admission, and will enroll students.

2-3. Eligibility

An applicant must

- (1) be enrolled, until completion of KUINEP, as an undergraduate student at a non-Japanese academic institution with which Kyoto University has a student exchange agreement.
- (2) return to his/her Home University on the completion of KUINEP.
- (3) have an excellent academic and personal record.
- (4) have a concrete purpose for studying in Japan.

2-4. Language of Instruction

As all lectures are given in English language, KUINEP students must be proficient in English (TOEFL iBT 79, IELTS 6.5 or equivalent). Japanese language proficiency is not required.

2-5. Student Status

Each KUINEP student will be affiliated as a special auditor to one of the eleven faculties at Kyoto University based on the major field of study at the home institution. As it is not possible to change the faculty after students' arrival in Japan for any reason, please select your proposed faculty carefully from the following list.

<List of faculties at Kyoto University to which KUINEP students could be affiliated>

NOTE: It is policy in principle of Kyoto U not to make exchange students enroll in the faculty without having its background in Home U.

Faculty	Website
Faculty of Integrated Human Studies	http://www.h.kyoto-u.ac.jp/en/ug
Faculty of Letters	http://www.bun.kyoto-u.ac.jp/en/
Faculty of Education	http://www.educ.kyoto-u.ac.jp/en/faculty-of-education
Faculty of Law	http://law.kyoto-u.ac.jp/english/e_top.html
Faculty of Economics	http://www.econ.kyoto-u.ac.jp/en/
Faculty of Science	http://www.sci.kyoto-u.ac.jp/en
Faculty of Medicine*	http://www.med.kyoto-u.ac.jp/en *Courses of Faculty of Medicine are not open to exchange students.
Faculty of Pharmaceutical Science	http://www.pharm.kyoto-u.ac.jp/en/
Faculty of Engineering	http://www.t.kyoto-u.ac.jp/en
Faculty of Agriculture	http://www.kais.kyoto-u.ac.jp/english/
Institute for Liberal Arts and Sciences*	http://www.z.k.kyoto-u.ac.jp/ *This institute is mainly for those who are majoring in fields related to Japanese Language or Japanese culture.

2-6. What courses are designed for KUINEP

KUINEP students are required to take at least six courses each semester mainly from KUINEP courses (Liberal Arts and Sciences courses) taught in English and additionally from courses offered by Faculties with the lecturer's permission. Students' grades are reported at the end of each semester. The syllabi of 2018 Liberal Arts and Sciences courses can be found at:

<http://www.z.k.kyoto-u.ac.jp/download/introduction/syllabus.pdf?1446706638>

(The syllabi of 2019 is available at end of March, 2019)

- The syllabi of 2019 are subject to change.
- Some courses may have restrictions for registration such as number of students.
- There are courses not available for exchange students.

2-7. Japanese Language Courses

The Institute for Liberal Arts and Sciences also offers courses to study Japanese Language which are divided into three different levels (elementary, intermediate, and advanced). Students will be required to take an online placement test before coming to Kyoto University to determine their level of Japanese language proficiency. KUINEP students can take a maximum of 7 courses each semester (six Japanese courses and one kanji course), each of them worth two official credits. Evaluations for courses taken will be recorded in the official transcript issued by Kyoto University at the end of each semester. Students will be evaluated on the basis of participation in the classes, and the results of examinations. Please refer to the syllabus of each course for further details. However, please note that the Japanese courses do not count toward the required number of classes (six) to be registered for each semester.

Credited Japanese language classes in the Liberal Arts and Sciences curriculum for KUINEP and GEA students (excluding “GESR”). <http://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/zenkyo-japanese/for-kokanryuugakusei>

Non-Credited Japanese language support classes not included in the regular curriculum. GESR students are eligible to take only these Japanese courses. These courses are non-credit basis and are available for KUINEP and GEA students too. <http://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/learning-support>

3. General Exchange (GE) Program (GEA・GESR)

(GEA: Special Auditor ・ GESR: Special Research Student)

3-1. Academic Calendar

Fall Semester (2nd Semester): October 1 to March 31

Spring Semester (1st Semester): April 1 to September 30

Note: Some courses start in April and end in September or March while others start in October and end in March. No course starts in October and end in September. Therefore it is preferable to start the General Exchange (GE) Program from April along with the Japanese academic calendar. However, it is also possible to study from October. Maximum study period is one year.

3-2. Enrollment

Each faculty/graduate school on the following list will screen the applicants for admission, and will enroll students.

3-3. Eligibility

An applicant must

- (1) be enrolled, until completion of the exchange program, at a non-Japanese academic institution with which Kyoto University has a student exchange agreement.
- (2) return to her/his Home University on the completion of the exchange program.
- (3) have an excellent academic and personal record.
- (4) have a concrete purpose for studying in Japan.

3-4. Language Requirement

GEA: 1st level (N1) Japanese Language Proficiency Test (JLPT) or TOEFL iBT 79, IELTS 6.5 is required according to the language courses they take are lectured by.

GESR: Depends on the academic advisor in Kyoto University accepting the applicant.

In principle, JLPT N1 or TOEFL iBT 79, IELTS 6.5 is required.

*For further information, see the 1. Outline of Exchange program > ・ Student status available for the program and Language Requirement.

3-5. Student Status

	Status at Kyoto Univ.	Possible Faculty / Graduate School to be affiliated
Undergraduate level	Special Auditor (GEA)	Any of 9 faculties on the following list
Graduate level* ¹	Special Auditor (GEA* ²)	Any of 17 graduate schools on the following list (*with exceptions)
	Special Research Student (GESR* ³)	

*1 Students in graduate level are to choose their student status at Kyoto University based on their intention concerning university credits.

*2 **GEA** of Graduate level enrolls in classes at her/his graduate school to pursue university credits for them.

*3 **GESR** does research under her/his academic advisor's supervision without taking classes/seeking credits.

•The syllabi of 2019 are subject to change.

•Some courses may have restrictions for registration such as number of students.

•There are courses not available for exchange students.

3-6. Japanese Language Courses

GEA: The Institute for Liberal Arts and Sciences also offers courses to study Japanese Language which are divided into three different levels (elementary, intermediate, and advanced). Students will be required to take an online placement test before coming to Kyoto University to determine their level of Japanese language proficiency. GEA students can take a maximum of 7 courses each semester (six Japanese courses and one kanji course), each of them worth two official credits. Evaluations for courses taken will be recorded in the official transcript issued by Kyoto University at the end of each semester. Students will be evaluated on the basis of participation in the classes, and the results of examinations. Please refer to the syllabus of each course for further details. However, please note that the Japanese courses do not count toward the required number of classes to be registered for each semester.

Credited Japanese language classes in the Liberal Arts and Sciences curriculum for KUINEP and GEA students (excluding “GESR”). <http://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/zenkyo-japanese/for-kokanryuugakusei>

Non-Credited Japanese language support classes not included in the regular curriculum. GESR students are eligible to take only these Japanese courses. These courses are non-credit basis and are available for KUINEP and GEA students too. <http://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/learning-support>

GESR: The Institute for Liberal Arts and Sciences offers non-credited Japanese Language Support classes not in the regular curriculum for GESR students.

Non-Credited Japanese language support classes not included in the regular curriculum. GESR students are eligible to take only these Japanese courses. These courses are non-credit basis. <http://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/learning-support>

<List of faculties/graduate schools at Kyoto University to which General Exchange students could be affiliated>

NOTE: It is policy in principle of Kyoto U not to make exchange students enroll in the faculty/graduate school without having its background in Home U.

Faculties (for undergraduate students)	Graduate Schools (for graduate students)
<ul style="list-style-type: none"> • Faculty of Integrated Human Studies http://www.h.kyoto-u.ac.jp/en/ug • Faculty of Letters http://www.bun.kyoto-u.ac.jp/en/ • Faculty of Education http://www.educ.kyoto-u.ac.jp/en/faculty-of-education • Faculty of Law http://law.kyoto-u.ac.jp/english/e_top.html • Faculty of Economics http://www.econ.kyoto-u.ac.jp/en/ • Faculty of Science http://www.sci.kyoto-u.ac.jp/en/ • Faculty of Pharmaceutical Science http://www.pharm.kyoto-u.ac.jp/en/ • Faculty of Engineering http://www.t.kyoto-u.ac.jp/en • Faculty of Agriculture http://www.kais.kyoto-u.ac.jp/english/ 	<ul style="list-style-type: none"> • Graduate School of Letters http://www.bun.kyoto-u.ac.jp/en/ • Graduate School of Education http://www.educ.kyoto-u.ac.jp/en/graduate-school-of-education • Graduate School of Law http://law.kyoto-u.ac.jp/english/e_top.html • Graduate School of Economics http://www.econ.kyoto-u.ac.jp/en/ • Graduate School of Science http://www.sci.kyoto-u.ac.jp/en/ • Graduate School of Pharmaceutical Science http://www.pharm.kyoto-u.ac.jp/en/ • Graduate School of Engineering http://www.t.kyoto-u.ac.jp/en • Graduate School of Agriculture http://www.kais.kyoto-u.ac.jp/english/ • Graduate School of Human and Environmental Studies http://www.h.kyoto-u.ac.jp/en/ • Graduate School of Energy Science http://www.energy.kyoto-u.ac.jp/english/ • Graduate School of Asian and African Area Studies http://www.asafas.kyoto-u.ac.jp/en/ • Graduate School of Informatics http://www.i.kyoto-u.ac.jp/en/ • Graduate School of Biostudies *GESR only http://www.lif.kyoto-u.ac.jp/e/ • Graduate School of Advanced Integrated Studies in Human Survivability http://www.gsais.kyoto-u.ac.jp/en-top/ • Graduate School of Global Environmental Studies http://www2.ges.kyoto-u.ac.jp/en/?ml_lang=ja/en/ • School of Government *GEA only http://www.sg.kyoto-u.ac.jp/en/index.html • Graduate School of Management *GEA only http://www.gsm.kyoto-u.ac.jp/en

4. Flowchart of Application Procedures

Read the **Outline of Exchange Programs** and decide which exchange program you wish to apply.

<Application procedures>

Nomination by home university:

Nominations must be submitted using our Online Nomination system by coordinator at the home university.

Online Nomination: We inform the URL for online nomination to the coordinator by email.

Call for Nomination

Fall semester (to come in October): around **December** in the previous year
Spring semester (to come in April): around **July** in the previous year

Nomination Dead-line

Fall semester (to come in October): by **31st of January** of that year
Spring semester (to come in April): by **31st of August** in the previous year

Online application procedure by student: A link to the online application site and its password will be sent by email to the students and coordinator at the home university.

Online application Step 1

Nominated students complete the online application "**Step 1**".

After we review the completed "**Step 1**", we will send the link to "**Step 2**" appropriate to selected exchange program, to students and coordinator by email.

Online application Step 2

KUINEP	Nominated students complete the online application "Step 2".
	<p>Required documents (to upload and send)</p> <ol style="list-style-type: none"> 1. Printed pages of Kyoto University exchange program online application pages 2. Recommendation letter (Form 1) 3. Health certificate (Form 2) 4. Certificate of enrollment in home university (Form 3) 5. Language Proficiency Supporting Documents. "TOEFL or IELTS" required for the applicants whose native language is not English. 6. Academic Transcript (<u>English only</u>) 7. Copy of Passport 8. Two (2) Recent Portrait Photos (size:4cm x 3cm) 9. The form for JASSO scholarship application (required for the applicant who would like to apply)
GEA General Exchange Program (Special Auditor)	Nominated students complete the online application "Step 2".
	<p>Required documents (to upload and send)</p> <ol style="list-style-type: none"> 1. Printed pages of Kyoto University exchange program online application pages 2. Recommendation letter (Form 1) 3. Health certificate (Form 2) 4. Certificate of enrollment in home university (Form 3) 5. Statement of purpose for General Exchange Program (Form 4) 6. 1st level (N1) Japanese Language Proficiency Test (JLPT) or TOEFL iBT 79, IELTS 6.5 is required according to the language courses they take are lectured by. 7. Academic Transcript (<u>English only</u>) 8. Copy of Passport 9. Two (2) Recent Portrait Photos (size:4cm x 3cm) 10. The form for JASSO scholarship application (required for the applicant would like to apply)

	GESR General Exchange Program (Special Research student)	Nominated students complete the online application "Step 2".
		<p>Required documents (to upload and send)</p> <ol style="list-style-type: none"> 1. Printed pages of Kyoto University exchange program online application pages 2. Recommendation letter (Form 1) 3. Health certificate (Form 2) 4. Certificate of enrollment in home university (Form 3) 5. Statement of purpose for General Exchange Program (Form 4) 6. Research Plan Essay (Free form) 7. Language Proficiency Supporting Documents. Score sheet of Japanese Language Proficiency Test "JLPT" or "TOEFL or IELTS" is required, at least one of them. If you don't have any of them, reference letter from language instructor/professor is also acceptable. 8. Academic Transcript (<u>English only</u>) 9. Copy of Passport 10. Two (2) Recent Portrait Photos (size:4cm x 3cm) 11. The form for JASSO scholarship application (required for the applicant who would like to apply)

Print out the online application pages after completed "Step 2", sign them and submit all the required documents to the coordinator at the home university. If these documents are in a language other than English or Japanese, they must be accompanied by English Translation.



Send all the documents The coordinator signs the documents and mails them along with all the required documents to the following address. **Only the documents mailed through the office of partner university are accepted. Please send the documents to reach us by the Dead-line.**

*TO: International Education and Student Mobility Division, Kyoto University.
Yoshida Honmachi, Sakyo-ku, Kyoto, 606-8501, Japan.
Telephone No:+81-(0)75-753-2546*

Application Dead-line	Fall semester (to come in October): due by the end of February of that year Spring semester(to come in April): due by the end of September in the previous year
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Notification of Result	<p>The results and the following documents will be sent to the coordinator and the student by email in July (Application for October) / January (Application for April).</p> <ul style="list-style-type: none"> • Official Admission Letter to Kyoto University • Instruction on how to apply for the form of "Certificate of Eligibility (COE)" (For student visa) • Instruction on how to apply for housing • Things to Do before You Come to Kyoto University
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Welcome Package	<p>The following documents will be directly sent to the student by post in <u>early September (Application for October)/early March (Application for April)</u>.</p> <ul style="list-style-type: none"> • "Certificate of Eligibility (COE)" (For student visa) • Important Notes on Procedure of a "Student Visa" • Orientation Schedule • How to Reach Kyoto University and International Houses
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