

Application Guide for Student

September 2017

iExPO, OUSSEP & FrontierLab

as of December 2016

Contents

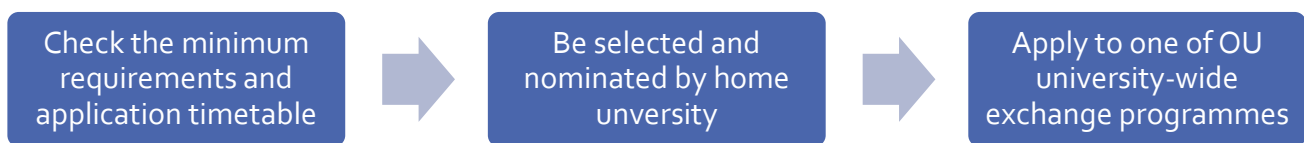
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Introduction

1. Before you apply

To participate in one of Osaka University's incoming exchange programs students must go through the selection process of their home university which has developed a formal student exchange agreement with Osaka University and successfully be nominated for the exchange by home university. Students who are interested in going on exchange to Osaka should therefore first contact the international office/student mobility office which administrates university-level student exchange to ask about the recruiting and screening schedule, minimum requirements for the exchange.

Students who have successfully received their home university's nomination will then proceed with Osaka University student exchange application. Students must read through the guides and apply for Osaka University themselves. Please note that exchange students will not be admitted to Osaka University only by having been selected at home university.



2. Timetable for September 2017 entry

IMPORTANT!

We started nomination and application by online portal for the admission of university-wide student exchange programs.

Please note that we do not accept paper-based or email nomination/application any longer.

Event	Date	Process
Home university's nomination of students:	12 January – 28 February 2017	
Students' online application period:	After 12 January to March 2017	STEP 1
Application deadline:	31 March 2017	
Notification of decision:	26 May 2017	STEP 2
Students' submission of pre-enrolment documents:	End-May 2017 to 15 June 2017	STEP 2
Enrolment documents/offer acceptance deadline:	15 June 2017	
<i>Students' CESR registration period:</i>	<i>End-May 2017 – 15 June 2017</i>	<i>**Support Office website</i>
Accommodation allocation notification	By late July	STEP 3
Students' visa application & flight booking	End August to early September	-
Students' submission of arriving itinerary	7 September	STEP 3
Recommended dates of arrival (dorm check-in)	15 to 25 September (T.B.C.)	-
Mandatory on-campus orientation	27-29 September (T.B.C.)	-

*Students must be registered by the coordinator in advance to log on his/her application web page.

**CESR registration is an independent web page administrated by Osaka University Support Office.

3. Minimum requirements

1. Residency requirements

Incoming students must have successfully completed **at least one academic year in a degree programme (bachelor's or master's degree equivalent) at the home university** by the time of application. Continuous enrolment and progress as a full-time degree-seeking student at home university is essential as well as sound academic standing.

2. Official nomination

Prospective incoming students to Osaka must go through a selection process at the study-abroad/student mobility office and receive nomination from home university. We do not accept students' self-nomination and independent application for one of OU exchange programs.

3. Academic requirements

It is expected students with good academic performance are nominated to the university-wide exchange programs, e.g. 3.0 in GPA 4.0 scale; upper second class in undergraduate honours grading system; B in ECTS grading scale; or 80-85% in Chinese and Korean top universities in the current degree programme at home university.

4. Language requirements

Students must have Japanese or English proficiency required by the applying exchange study track. *

*All students, including students with a good level of Japanese proficiency for iExPO, must be able to read and understand simple English guides, messages and online navigation to apply for these programs.

5. Citizenship

Student must be a citizen, legal resident or visa holder in the country/region of home university. Students with Japanese citizenship can be considered if they are mainly educated outside of Japan.

6. Health

Minimum conditions of physical, mental and social health to study abroad

7. Residency requirements

Incoming students must have successfully completed at least one academic year at the home university at the time of application. Continuous enrolment and progress as a full-time degree-seeking student at home university is essential as well as sound academic standing.

Note on eligibility requirements

Postgraduate student?

Although the majority of our university-wide exchange students are undergraduate students, postgraduate students could possibly be accepted. However, please note the following points.

- Postgraduate students are welcome in FrontierLab if they wish to do full-time research with or without credit award.
- OUSSEP is a general study/liberal arts programme tailored for bachelor's degree students and therefore, Master's degree or postgraduate level courses are not offered within the program. If your institution has approved these undergraduate level modules as appropriate for you to take and there are no issues in transferring credits from Osaka to home university, we will consider postgraduate students' application to OUSSEP. However, due to the form and contents of the program, it is not recommended a postgraduate student takes up a full-year OUSSEP. (Currently we do not offer a 'hybrid' of OUSSEP and iExPO/FrontierLab for full-year exchange.)
- Please note that our incoming programs are not necessarily in favour of second-time exchange or study-abroad participants.

Final year student?

Final year students can be accepted unless our academic calendar and formal grade release do not conflict with their graduation/grade report schedule. If you are scheduled to graduate from home university within 1-2 months after proposed exchange period; please do consult your exchange coordinator and/or course director to see whether it is feasible for you to fully participate in an exchange program at Osaka AND to complete your degree (graduation) procedures at home university in time. The OU grade release is after mid-September for Spring Semester, and late March for Fall Semester. Please be reminded that the grade release timing is NOT negotiable as it tends to involve many different academic schools and departments. If exchange credits and grades must be transferred to home university immediately after exchange period (August/September for Spring Semester and February/March for Fall Semester), Osaka may not be a right exchange destination for you.

International student?

Osaka University will provide assistance with incoming student's application for the "Certificate of Eligibility for Status of Residence (CESR)", the document issued by the Japanese immigration which is essential for their student visa application. We do accept students who enroll in home university as an international student, however, we would like you to double-check that you have a relevant visa with a sufficient validity period to study at home university and that you are eligible and guaranteed to re-enter the country of home university. If you are a visa-holding international student and wishes to go on exchange to Osaka, please ask your exchange coordinator for advice.

1. Admission cycles

Osaka University currently receive exchange applications for university-wide programs twice a year, for April intake and late-September intake. Exchange period could be either 5-6 months (semester) or 10-11 month (full-year), depending on the program and/or students' study plan. As the enrolment timing and duration will NOT be flexible after you receive an offer, please be sure to apply for the right admission cycle with the right period of exchange. Please consult your exchange coordinator and/or course director about the choice of start date and exchange.

2. Your study programme at Osaka

The International Student Affairs Division of Osaka University coordinates four university-wide exchange study programme (iExPO, OUSSEP, FrontierLab and Maple) and applicant must choose one. Please find the details on Table 2. There is no April intake in Maple programme. Restrictions may apply for students from school-level, discipline-specific partners.

iExPO

iExPO students will accepted in a school or graduate school of Osaka University to take courses in a specific major or do postgraduate research under the guidance of a faculty member. Undergraduate or postgraduate Special Auditor is for those who wish to take specialised courses in a degree programme while postgraduate students who wish to do research under the guidance of a faculty member can choose Special Research Student option. Since the majority of degree courses are taught in Japanese, participants need to have a high level of general Japanese language proficiency (Generally JLPT N1 or N2, requirements vary by school).

FrontierLab

FrontierLab is an academic internship in science and technology and very unique as a long-term exchange study programme. Participants will become a student member of a research group in one of Osaka University's internationally renowned science and technology fields and do full-time research work under the academic supervision of a faculty member. With the advice of their supervisor, students may attend Japanese language classes or take courses relating to

their own study fields. Special Auditor status enables student to earn credit grades through their research (and additional course work), while Special Research Student is non-credit based. This program offers a wide range of potential research directions and emphasize hands-on laboratory experience.

OUSSEP

This program has been designed for undergraduate students in their 3rd or 4th year from overseas partner universities across the globe. Participants are offered Japanese language classes and lecture courses taught in English called "International Exchange Subjects" or CIEE courses. These courses are also opened for degree-seeking students who are interested in attending English-taught classes; therefore, OUSSEP students will have a good chance to get to know other OU students in classes.

No postgraduate courses are offered within this programme, while Master's students could be accepted if both home university and student agree that s/he will enrol in undergraduate "International Exchange Subjects" courses.

Maple → No April intake.

In the Maple Program, students are encouraged to compare and contrast Japanese language and culture with those of their home countries. The curriculum, comprised of various academic subjects to meet the diverse needs of individual students, is designed to enable students to study the Japanese language, culture and society in a comprehensive manner, while at the same time improving their Japanese language proficiency. Moreover, the Maple program provides international students with diverse opportunities for direct communication with Japanese students and to learn various aspects of Japanese through hand-on learning programs concerning Japanese society and culture. For this program, a Level N4 of the Japanese Language Proficiency Test or the same level of Japanese proficiency is required.

How you start application and what you need

Please use Osaka University's online application system. Email attachment or postal application will not be accepted and there is no need for your university to send the original documents by post after completing online submission.

Student and/or coordinators will need to have access to the following system and hardware.

Windows PC or Mac computer with secured internet access

The online application system is designed to operate with traditional desktop/laptop computers and not guaranteed to work on tablet computers, smartphone or other mobile devices. Please make sure to use a PC or Mac in the application.

PDF converter software

Several pieces of documents will have to be submitted in PDF and no other file types are accepted. The computer should have a PDF convertor, such as Adobe Acrobat, Microsoft Office add-in etc.

Image scanner

Students will have to upload scanned PDF of their transcripts, reference letter etc. from the encrypted web page. They will need a scanner to create a PDF from print documents. Taking a picture from a smartphone or digital camera is not recommended as the image often is too dark, blurry, or with some cut-off at the bottom, which we do not accept.

E-mail

As we are unable to check undelivered emails on the system, it is extremely important students register an active and reliable email account. Both university and personal email, web-based and client based email can be used.

Students are advised that the following emails may reject our university emails.

A mobile account for texting or short message service (SMS)

'@naver.com' '@daum.net' and '@qq.com' domains

3. **IMPORTANT!** Initial authentication process

When you are selected and online nomination is completed by the exchange coordinator of your home university, you will receive 1) a student authentication password from the exchange coordinator of your university, and 2) an email of registration notification with authentication web page URL (to your contact email your coordinator has registered.) Once you have both, you should go to the web page to be authenticated and get your own ID and password to log on your personal web page to apply for an OU university-wide exchange programme. Your user ID and password will be sent by email if the authentication is successful. You should not disclose your ID and password to anyone.

When you cannot find the email you are supposed to receive, please check the spam folder. The notification emails will be sent from T-cens.support@studentexchange.osaka-u.ac.jp. (You cannot reply to this email - please use T-cens message.)

4. Application materials

List of required documents

We appreciate your assistance with your students' timely submission of these documents.

Application Stage (STEP 1)

Application	Online forms	All
Statement of purpose (c.500words in English/c.1200 letters in Japanese)	PDF (form)	All
Career goal essay (250-300 words in English/c.600 letters in Japanese)	PDF (form)	All
Intended list of courses	PDF (form)	OUSSEP, iExPO, Maple
School affiliation request	PDF (form)	OUSSEP, iExPO, Maple
Research application/research plan	PDF (form)	FrontierLab, iExPO-research
Independent study application	PDF (form)	OUSSEP (optional)
Latest academic transcripts	PDF	All
An academic reference letter	PDF	All
Official language test report form	PDF	All
Photocopy of passport (or other forms of ID)	JPEG	All

Offer-acceptance/pre-enrolment Stage (STEP 2)

Agreement of the Conditions	PDF (form)	All
Financial Plan and Declaration Form	PDF (form)	All
Financial documentation	PDF	All
ID photograph	JPEG	All
Accommodation request	Online forms	OUSSEP, iExPO, FrontierLab
Arriving itinerary and dormitory check-in date	Online forms	OUSSEP, iExPO, FrontierLab
Emergency contact information	Online forms	All
Maple arriving itinerary form	PDF	Maple only

Photocopy of passport	JPEG	If student did not submit a passport at the time of application.
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in details

Reference

An academic reference letter from a faculty member in the student's major who knows him/her well is sufficient. A second recommendation letter is not required to submit. However, the letters from Teaching Assistants' or coordinator will not be accepted.

Official language test report

Apart from a native user of the language, all students must submit an official language test report required by the programme, such as IELTS academic module, TOEFL iBT/PBT for English, or JLPT (or J.TEST) for the Japanese language. If your students have not taken an official language test before, we would like them to be ready for booking a test well in advance

TOEIC and TOEFL ITP are not preferred as writing and speaking assessment is not included. TOEFL iBT 80+ or IELTS 6.0+ for English and JLPT N1-2 are generally required, while the recommended English band score or JLPT level vary from study track and/or school. (We accept test scores older than two years in most cases if students keep the score report form.)

We do NOT accept a coordinator's or academic supervisor's letter as an alternative for the official language test report. However, we do accept an official assessment report (on both receptive and productive skills) of home university's language education centre, which often has a language assessment system and its report form.

A waiver of English/Japanese testing for non-native users could possibly be given on a case by case basis at our discretion. Once the waiver request is declined, student will have to provide an official test score report in order to be admitted to Osaka.

Enrolling at home university in a degree programme completely taught in English is among the reasons for English test waiver application, while students in a bilingual/multilingual programme should be prepared to submit a TOEFL or IELTS test report, or home university's official language assessment report.

Postgraduate students' transcripts

Postgraduate nominees MUST submit undergraduate transcripts too.

Certification of Enrollment

Exchange students to Osaka must remain full-time degree students throughout the exchange study period. However, 'Enrolment certificate' is **NOT required** as long as student's name, date of admission, degree title and program and/or academic department are printed on the official transcripts in English.

Passport

From April 2016 intake, students are requested to upload a photocopy of the passport which they will travel on for identification purposes at the time of application. If student's passport application is still being processed, they may substitute it with their old passport or other type of official ID written in English and upload the passport copy later in their pre-enrollment process.

Document	Program		Notes
Application	All	Online forms	Online submission only – submission by email attachment and/or post not accepted. The application includes: student personal information, education history and other experiences, intended programme and period, inquiry on exchange scholarship etc.

Statement of purpose	All	PDF upload	Student must log on their personal page and download the forms in MSWord from 'File Upload' tab and fill out and save as a PDF.
Career goal			
School affiliation request	O, I		
Intended list of courses	O, I (SA)		
Research application	I (SR), F		
Independent study application	O-optional		
Latest academic transcripts	All	PDF upload	<p>A copy of latest official academic transcripts in English, or a version with English/Japanese translation. The documents should include enrolment year, program, course titles with grade and number of credit hours, issue date and course grading details. If these details are not shown on the transcripts, please provide the information in a separate certification issued by the academic registry of home university.</p> <p>Postgraduate students should submit the transcripts of both previous and current degrees.</p>
Academic reference letter	All	PDF upload	An academic reference letter from a faculty member in the student's major who knows him/her well is sufficient. The second recommendation letter is NOT required to submit. However, the letters from Teaching Assistants' or coordinator will not be accepted.
Official language test report	All	PDF upload	<p>Apart from a native user of the language, all students must submit an official language test report required by the programme, such as IELTS academic module, TOEFL iBT/PBT for English, or JLPT (or J.TEST) for Japanese.</p> <p>TOEIC and TOEFL ITP are not preferred (as writing and speaking assessment is not included). Test scores older than two years are acceptable if student has a copy of score report.</p> <p>We do NOT accept a coordinator's or academic supervisor's letter as an alternative for the official language test report. However, we do accept an official assessment report (on both receptive and productive skills) of home university's language education centre, which often has a language assessment system and its report form.</p> <p>A waiver of English testing could possibly be given on a case by case basis at our discretion. Once the waiver request is declined, student will have to provide an official test score report in order to be admitted to Osaka.</p>
Photocopy of passport	All	JPEG upload	<p>A photocopy of the passport, which student will travel on.</p> <p>If student's passport application is still being processed, please substitute it with the old passport or other type of official ID written in English, and upload the copy of new passport later in their pre-enrolment process.</p>

5. Accommodation

Please request accommodation from the web page after you receive admission notice. There are both on-campus and off-campus accommodations and both dormitory and flat. Osaka University guarantee booking of one of the university accommodation to iExPO, OUSSEP FrontierLab and Maple students. However, due to the limited availability of on-campus rooms, many of our exchange students are living in off-campus accommodations. Students will be prepared to

commute to the campuses as the overwhelming majority of OU students do. Public transport service in the area is pretty efficient.

6. Funding

You are responsible for all costs to study and live in Osaka while they have OU tuition waived in the frame work of reciprocal tuition waiver agreement. The costs includes accommodation, utilities, commuting expenses, food, insurances and medical fees, books, stationaries and all other personal expenses. To cover daily living expenses and be prepared for unforeseen costs, exchange students should secure at least 120,000yen for a month stay. If you study in Osaka for a semester from April to August, you need to have at least 600,000 yen. It is advisable you make a good plan how you finance your exchange.

7. Incoming exchange scholarships

Osaka University offer a certain number of scholarship positions (JASSO or OU) to our incoming exchange students. The scholarship is not a full scholarship and award is 320,000yen to 400,000yen for semester-long exchange. If you wish to be considered for the incoming exchange scholarship, please state on your application. Your application will be considered for both admission and scholarship. The scholarship is not means based and decision will be made by the submitted documents and the balance of universities and countries. The number of award greatly varies by year and admission cycle depending on the available fund. There are no scholarships exchange students can apply for after they arrive in Osaka.

*For April intake, the scholarship notification tends to be as late as early to mid-March.

8. Decision notification

Decision will be notified to students at the **end of December** on their application web page. Email will be sent to you when the decision has been made. The online notification is final and a 'letter of admission' will not be sent.

Osaka University make a decision based on student's application and documents submitted online. Inaccurate or incomplete application and lack of correspondence may result in rejection. Please read the guide carefully and make sure to upload all required information and documents by the deadline. If you still have questions after going over the guide, you may ask us by email. The inbound team will answer students' questions one by one but it could longer than six working days in the peak due to the large number of incoming students. Please allow sufficient time when you make an enquiry.

When you receive admission notification, please decide whether you accept the offer and proceed with the offer acceptance process. You will have to read the conditions of participation and sign, submit financial plan form and documentation by the deadline. Application for CESR, a Japanese immigration certification, must be made from separate web page of Osaka University Support Office. Your CESR application will be rejected if you apply for it before you receive your admission notification.

9. Contact for university-wide exchange

International Student Affairs Section, Student Exchange Programme (Inbound Team)

Email: exchange@cjee.osaka-u.ac.jp

Phone: +81 6 68794026

*Please indicate your name, intended enrolment date and programme. We normally will not answer questions on your exchange study from someone else, e.g. your friend, acquaintance or family members etc. If you seek assistance in asking questions, please make a query through your exchange advisor.

Please note that this is a contact for university-wide incoming student exchange programmes. If you look to direct admission to one of the OU academic schools with individual on a school-level exchange agreement, please contact the relevant school office.

APPENDIX

Table 1: OU Academic Schools and fields of study

<i>Undergraduate School/学部</i>	<i>Postgraduate School/大学院</i>
School of Letters http://www.let.osaka-u.ac.jp/en	Graduate School of Letters http://www.let.osaka-u.ac.jp/en
School of Human Sciences http://www.hus.osaka-u.ac.jp/english/	Graduate School of Human Sciences http://www.hus.osaka-u.ac.jp/english/
School of Foreign Studies http://www.sfs.osaka-u.ac.jp/en/	Graduate School of Language and Culture http://www1.lang.osaka-u.ac.jp/en/
School of Law http://www.law.osaka-u.ac.jp/en/	Graduate School of Law and Politics http://www.law.osaka-u.ac.jp/en/
School of Economics http://www.econ.osaka-u.ac.jp/en/entop.html	Graduate School of Economics http://www.econ.osaka-u.ac.jp/en/entop.html
School of Science http://www.sci.osaka-u.ac.jp/index.html	Graduate School of Science http://www.sci.osaka-u.ac.jp/index.html
Faculty of Medicine* http://www.med.osaka-u.ac.jp/index-e.html	Graduate School of Medicine* http://www.med.osaka-u.ac.jp/index-e.html
School of Allied Health Science* http://sahswww.med.osaka-u.ac.jp/	Graduate School of Medicine, Division of Health Sciences* http://sahswww.med.osaka-u.ac.jp/
School of Dentistry* http://www.dent.osaka-u.ac.jp/english/	Graduate School of Dentistry* http://www.dent.osaka-u.ac.jp/english/
School of Pharmaceutical Sciences http://www.phs.osaka-u.ac.jp/en/	Graduate School of Pharmaceutical Sciences http://www.phs.osaka-u.ac.jp/en/
School of Engineering http://www.eng.osaka-u.ac.jp/en/index.html	Graduate School of Engineering http://www.eng.osaka-u.ac.jp/en/index.html
School of Engineering Science http://www.es.osaka-u.ac.jp/en.html	Graduate School of Engineering Science http://www.es.osaka-u.ac.jp/en.html
<p>【Note 1】 When you have a student who is interested in go on exchange to the school or graduate school marked with asterisk*, please contact us at Inbound Team (exchange<at>ciee.osaka-u.ac.jp) in advance as enrolment restrictions may apply.</p> <p>【Note 2】 Postgraduate research students could be accepted at research institutes of Osaka University. http://www.osaka-u.ac.jp/en/academics/rel_labs</p>	Osaka School of International Public Policy http://www.osipp.osaka-u.ac.jp/index_en.html
	Graduate School of Information Science and Technology http://www.ist.osaka-u.ac.jp/english/index.html
	Graduate School of Frontier Biosciences http://www.fbs.osaka-u.ac.jp/index-e.php

Table 2: Type of study

Program	iExPO		FrontierLab		OUSSEP		Maple	
	UG	PG	UG	PG	UG	PG	UG	PG
Credit-based (“Special Auditor”)	✓	✓	✓	✓	✓	(✓)	✓	✓
Non-credit basis (“Special Research Student”)	/	✓	/	✓	/	-	/	-
Full-time class work only	✓	✓	-	-	✓	(✓)	✓	✓
Full-time class work with tutorial/independent study	-	-	-	-	✓	(✓)	✓	✓
Full-time research with supervision & guidance	-	✓	✓	✓	-	-	-	-

UG: Undergraduate/Bachelor’s degree (Bologna First Cycle equivalent)

PG: Postgraduate/Master’s or PhD (Bologna Second/Third Cycle equivalent)

(✓) : Not exclusively for undergraduates; postgraduate-level courses are not offered.

Table 3: Credit-based programmes in details

Undergrad/Postgrad CREDIT-BASED PROGRAM	iExPO - Special Auditor	FrontierLab - Special Auditor	OUSSEP- Special Auditor	MAPLE - Special Auditor
Applicable exchange agreements	Active university-wide agreement only	Active university-wide agreement (or active and relevant school-level, discipline-specific student exchange agreement if conditions met)		
Campuses	Toyonaka, Suita or Minoh (School)	Toyonaka or Suita (Laboratory location)	Toyonaka & Suita	Minoh
Study type	Class work	Research work	Class work	
Instruction language	Japanese based	English or Japanese	English based	English & Japanese
Japanese language classes	Optional	Optional	Recommended	Mandatory
Credit/non-credit	Credit based			
Academic work load	Full-time credit load			
Core courses	Courses for degree modules offered by the student’s affiliated OU school	FrontierLab research module (research work)	International Exchange Subjects (offered by the CIEE)	Special Seminar on Japanese Language and Culture, Research Subjects in Japanese Studies, Independent Study, Japanese Language Subjects
Standard number of credit	10 credits/semester	14 credits/semester		30 credits/year
Start date	A) Mid-Late September or B) Beginning of April			End- September
Duration	1) Single semester (5 months) or 2) Full academic year (10/11 months)			Full academic year (11 mon.)
For who?	Students who are proficient Japanese and wish to attend classes for an OU bachelor’s degree program(s), which are overwhelmingly taught in the Japanese and attended by Japanese native speakers.	Students who wish to do undergraduate research in an OU scientific research group under the supervision of OU academic advisor.	Students who wish to take CIEE* liberal arts courses taught in English and beginners or intermediate Japanese classes, in a multi-cultural learning environment.	Students who have interest in studying Japanese culture and society by taking courses and seminars and also wish to improve their Japanese.
Degree at home university	Undergraduate & postgraduate in the study fields available in Osaka U		Undergraduate (or postgraduate)	Undergraduate & postgraduate

Academic and language requirements	Students are expected to - Have a high proficiency in spoken and written academic Japanese and - Have completed at least one year tertiary study in a relevant academic discipline before exchange.	Students are expected to - Have a sound basis of the field of study and readiness to work as a student member of a research group, and - Have a good command of English or Japanese, both in spoken and written.	Students are expected to have a high proficiency in spoken and written English. Prior Japanese language knowledge is not required.	Student who have Japanese language proficiency equivalent to or higher than Level N4 (pre-2010 Level 3) in Japanese Language Proficiency Test (JLPT)
Minimum language requirement	Japanese - JLPT N1 or N2 required depending on school. Please see Table 5.	a)English - TOEFL iBT 80+ /IELTS 6.0+ or b)Japanese - JLPT N2 or higher	English - TOEFL iBT 80+ /IELTS 6.0+	Japanese - JLPT N4
Requirements for "Program Completion Certificate"	Successful completion of 10or more OU credits or more per semester	Successful award of FrontierLab research work credits and giving a research presentation in the 'Final Presentation' meeting.	Successful completion of 14 or more OU credits including 12 or more credits from core courses.	Successful completion of 30 or more OU credits in an academic year
Program-specific cultural event/activities	-		OUSSEP guided field trips	Maple study tours and cultural experience activities
University accommodation	Assignment to one of the university accommodation is guaranteed. Off- or on-campus, dormitory or flat, preference to be considered but not guaranteed			
Airport pick-up service	Not available - directions and transport information to the residence hall or university will be distributed.			Available
Query to	exchange(at)ciee.osaka-u.ac.jp			kouryu(at)cjlc.osaka-u.ac.jp

Table 4: Non-credit programmes in details

Postgraduate only NON-CREDIT PROGRAM	iExPO - Special Research Student	FrontierLab - Special Research Student
Applicable exchange agreements	Active university-wide agreement only	Active university-wide agreement (or active and relevant school-to-school student exchange agreement if conditions met)
Campuses	Toyonaka, Suita or Minoh	Toyonaka or Suita
Study type	Research work	
Instruction language	Japanese or English	English or Japanese
Core courses	None (independent research project)	
Japanese language classes	Optional	
Credit/non-credit	Non-credit; Special Research Student is no eligible for credit award.	
Academic work load	Full-time research work load	
Start date	A) Mid-Late September or B) Beginning of April	
Duration	Three months to full academic year	
For who?	Students who wish to do research under the supervision of OU academic advisor without credit award for three to twelve month.	Students who wish to do postgraduate research in an OU scientific research group under the supervision of OU academic advisor without credit award for three to twelve month.
Degree at home university	Postgraduate in the study field and research topic available in Osaka U	
Academic and language requirements	Students are expected to - Have a sound basis of the field of study and - Have a good command of English or Japanese, both in spoken and written as required by the	Students are expected to -Have a sound basis of the field of study and -Have a good command of English or Japanese, both in spoken and written.

Minimum language requirement	Please see the school's requirements on 'Table 4'.	a) English - TOEFL iBT 80+/IELTS 6.0+ or b) Japanese - JLPT N2 or higher
Requirements for "Program Completion Certificate"	Sufficient work and progress in the research project recognized by academic supervisor	
Program-specific activities	None	FrontierLab final research presentation meeting (optional)
University accommodation	Assignment to one of the university accommodation is guaranteed. Off- or on-campus, dormitory or flat, preference to be considered but not guaranteed	
Airport pick-up service	Not available - directions and transport information to the residence hall or university provided.	
Query to	exchange(at)ciee.osaka-u.ac.jp	

Table 5: Language requirements

.FrontierLab	OUSSEP	Maple
a) English: TOEFL iBT 80/IELTS 6.0 or higher or b) Japanese: JLPT N2	English: TOEFL iBT 80/IELTS 6.0 or higher	Japanese: JLPT N4 or higher

iExPO – "Special Auditor" (Credit-based course work)		
School/Graduate School	Undergraduate student	Postgraduate student
Letters	JLPT N1	
Economics		
Science		
Foreign Studies/ Language and Culture	JLPT N2 (N1 desirable)	JLPT N1
Law	JLPT N2	
Human Sciences		
Pharmaceutical Sciences		
Engineering		
Engineering Science		
Medicine (for PhD candidate only)	(Not open to iExPO)	
Allied Health Sciences (for postgrad only)		
Dentistry (for PhD candidate only)		
OSIPP	(No undergraduate school)	
Information Science and Technology		
Frontier Biosciences		
iExPO – "Special Research Student" (Non-credit research)		
Graduate School/Research Institute	Postgraduate student	
Graduate Schools of Letters, Language and Culture	JLPT N1	
Graduate Schools of Law and Politics, Economics, Human Sciences, Science, Medicine*, Dentistry, Pharmaceutical Sciences, Engineering, Engineering Science, OSIPP, Information Science and Technology, & Frontier Bioscience	JLPT N2 or TOEFL iBT80	
Institutes of Microbial Diseases, Scientific and Industrial Research Protein Research, Social and Economic Research, Joining and Welding Research		

*Graduate School of Medicine-Health Sciences is not open to iExPO.

TOEFL <http://www.ets.org/toefl> IELTS <http://www.ielts.org/>

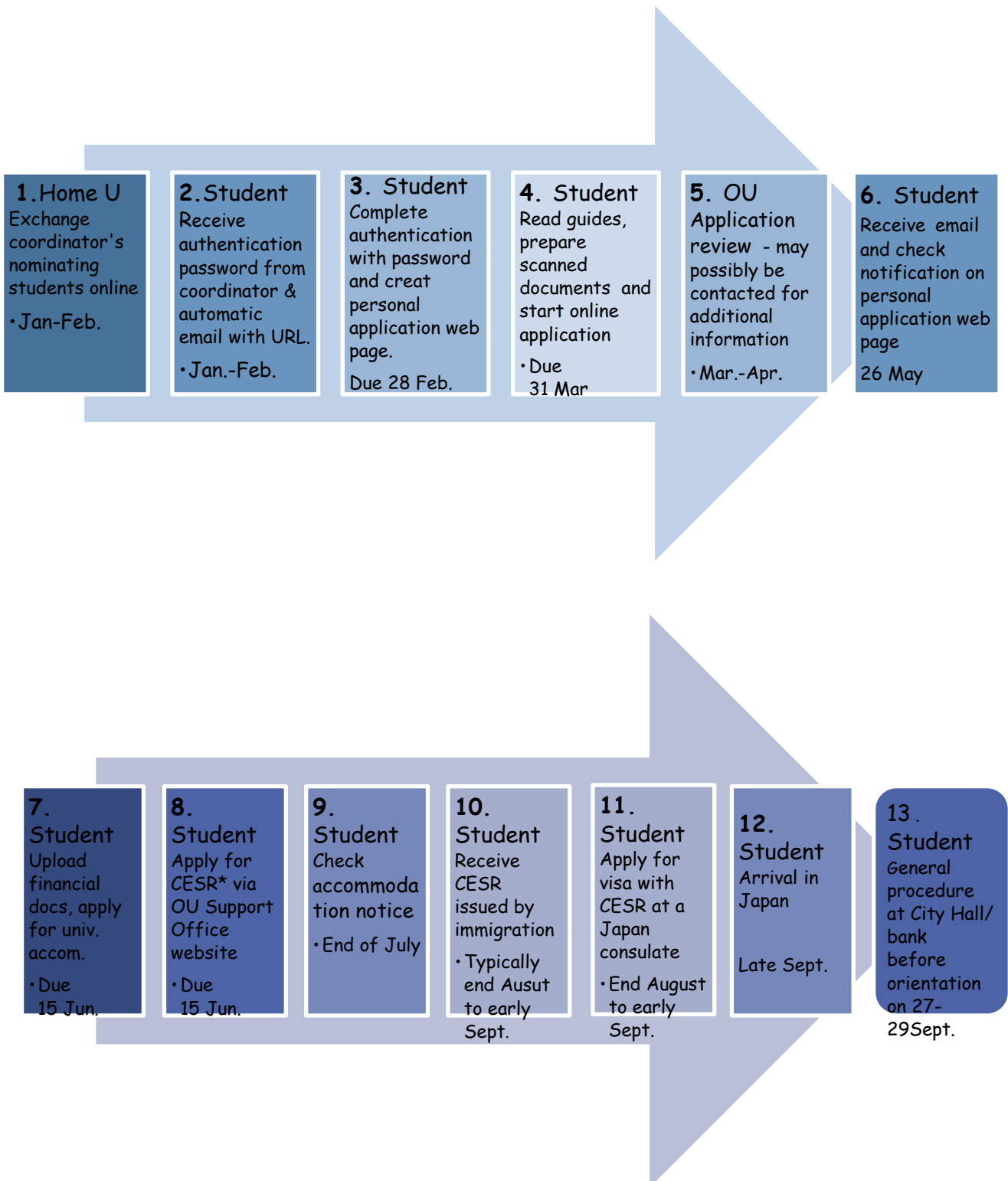
JLPT <http://www.jlpt.jp/e/index.html>

Table 6: Documents required for offer acceptance

The following documents are **NOT** required at the time of nomination/application, but students should upload these on accepting admission offer. University accommodation request will be accepted after admission notification.

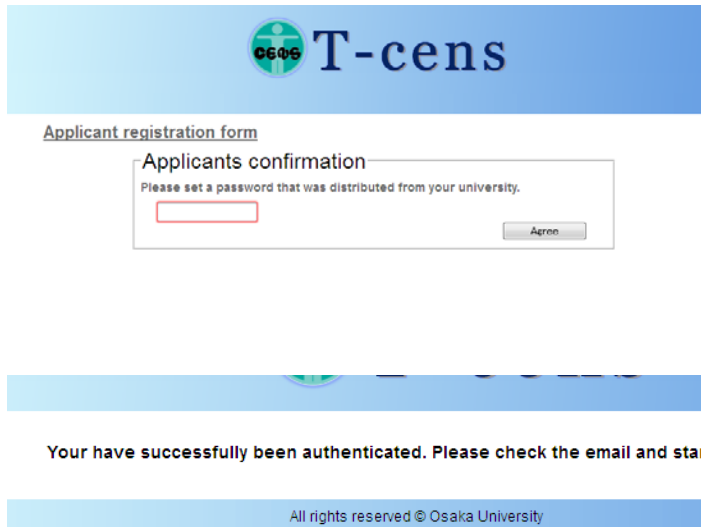
Data/Document	Program		
Agreement of the conditions	All	PDF upload	Student must log on their personal page and download the forms in MSWord from 'File Upload' tab. The form should be filled and saved as PDF with the designated file name.
Financial plan and declaration form			Form should be downloaded from the student web page. A combination funding sources will be accepted
Financial documentation			Official documentation e.g. balance certificate, scholarship/fellowship letter, student loan letter etc. for each of the sources of funding you specify on the form.
ID photograph data	All	JPEG	<p>As the photograph will be used for CESR (immigration document) as well as student ID, please select the pictures ensure the following requirements are met. *Inappropriate ID photo could delay your CESR application and issuance. http://www.immi-moj.go.jp/tetuduki/zairyuu/photo_info.html</p> <ul style="list-style-type: none"> - Must be taken within 3 months of the date of submission - Image must be fine and crisp (dark, overly bright or blurred images will not be accepted) - Entire face must be visible - Head must be uncovered (no hat, etc.) - Bangs must not cover your eyes/eyebrows - Eyeglasses(rims) must not cover your eyes/eyebrows - No objects/shadows in the background - Cut-outs from snapshots are prohibited - No lights reflected on your eyes/eyeglasses
Accommodation request	I, O, F	Online forms	Admitted student can apply for university accommodation from the student application website.
Photocopy of passport*	All	JPEG upload	*Only if student did not submit a copy of passport (which s/he will travel to Japan on) at the time of application.
<i>CESR application for visa application</i>	<i>All</i>	<i>Online form</i>	<i>Application from Osaka University Support Office website</i>
Arriving itinerary and dormitory check-in date	I, O, F	Online forms	Please log on the student application web page and fill in the online form.
Emergency contact information	All	Online form	This information will be used in an emergency such as an accident, natural disaster etc. when we need to contact to the person on your behalf efficiently. Contact is normally a family member or relative.
Maple arriving itinerary form	Maple	PDF upload	Student must log on their personal page and download the form.

Nomination to decision notification and offer-acceptance to arrival



How to start online application

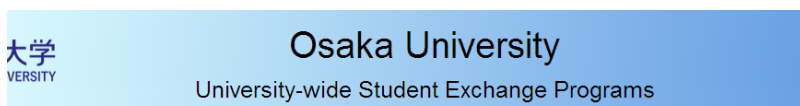
Initial Authentication process



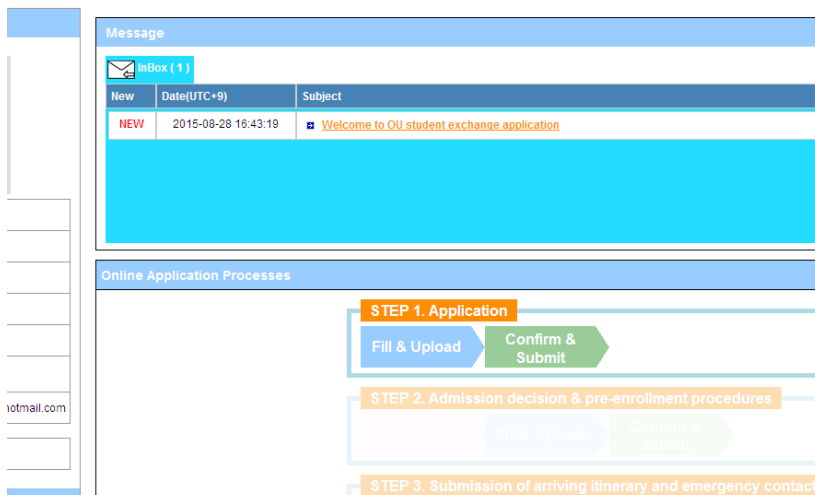
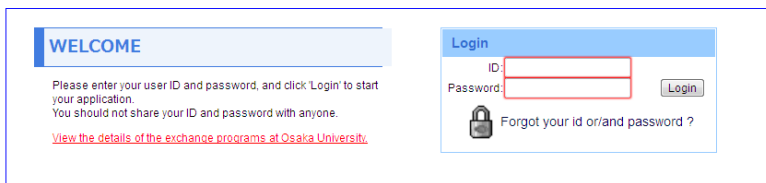
When you receive an email ([OsakaU] Request for initial authentication - University-wide Student Exchange Programs), please access the URL given in the email and enter the password you have received from your exchange coordinator.

When authentication is successful, you will see the above message and receive another email from the system. Please check your email and find your ID, password and URL. (Authentication process is only one-time - you do not have to do it again.)

Log-in



Please copy & paste the web link and go to log-in page.



You will see your message box on the top. When a message is sent from Osaka, you will get a new message alert in your registered email. Please be sure to log on and check the new message when you receive an alert.

To start application, please click on 'Fill & Upload' of Step 1.

Application

STEP 1. Application

Fill & Upload Confirm & Submit

Form 1 Form 2 Form 3 Form 4 Form 5 Form 6 File Upload SAVE

Instructions

1. All forms/pages must be filled.
2. Please fill the form in English (Roman alphabet) unless otherwise indicated. Letters with diacritical marks may not be correctly displayed.
3. To save your unfinished application, please click "SAVE" (on the far right) before leaving the page.
4. Please click "File Upload" to upload required documents.

FORM 1. PERSONAL INFORMATION

Name

Surname	<input type="text" value="Another"/>	*
First name	<input type="text" value="Student"/>	*
Other given name	<input type="text"/>	
Name in Chinese characters if applicable	<input type="text"/>	

Date of Birth

Date of Birth (yyyy-mm-dd)	<input type="text"/>	*
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Gender

Gender	<input type="text"/>	*
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Please fill in all forms using the form tabs on the top right.

Osaka University
University-wide Student Exchange Programs

STEP 1. Application

Fill & Upload Confirm & Submit

Form 1 Form 2 Form 3 Form 4 Form 5 Form 6 File Upload

Form 2 saved successfully.

Instructions

1. Download the forms from "Downloads" and finish the form. Save as a PDF.
2. Prepare all required documents in PDF and ID photograph in JPEG. No other file formats are not accepted.
3. Check if all PDF documents photograph are named as required.
4. Select a file for upload by clicking 'browse' (in the language of your computer) and then press Upload button.

File Upload

Downloads

STATEMENT OF PURPOSE	<input type="button" value="Download"/>	
CAREER GOAL	<input type="button" value="Download"/>	
OUSSEP COURSES	<input type="button" value="Download"/>	
OUSSEP SCHOOL ASSIGNMENT REQUEST	<input type="button" value="Download"/>	
OUSSEP INDEPENDENT STUDY APPLICATION (OPTIONAL) 1	<input type="button" value="Download"/>	
OUSSEP INDEPENDENT STUDY APPLICATION (OPTIONAL) 2	<input type="button" value="Download"/>	

Uploads

All files must be named as shown in the rightmost column.

Before upload documents, you will have to download several forms (MSWord).