

## Application Guidelines for the Student Exchange Program 2018/19

We are happy to announce that we have set renewed guidelines for student exchange programs in 2018/19.

If any students at NWU's partner universities wish to study at Nara Women's University for 6 months or 1 year in the period from April 2018 to March 2019, please send the necessary documents to the International Students Section of NWU following these guidelines. Based on our exchange agreements, we will accept a maximum of three students in a semester.

Nara Women's University exists to provide female students with the highest learning environment, and our main purpose has been to foster women who can succeed in society through education and research. Therefore, our regular students are all female and most of the exchange students are female as well.

If there are male students who still would like to take our classes and receive credits, or do research with a specific teacher at our university, understanding our purpose and the environment, please let us know before applying for the program.

In addition to that, please be notified that we might not be able to accept a student depending on his/her major or when he/she would like to start studying.

Please make sure that the documents are clearly typed or written in black ink. The application forms are also available on the following website:

Japanese: [http://www.nara-wu.ac.jp/iec/int/ja/study/foreign\\_exchange/index.html](http://www.nara-wu.ac.jp/iec/int/ja/study/foreign_exchange/index.html)

English : [http://www.nara-wu.ac.jp/iec/int/en/study/foreign\\_exchange/index.html](http://www.nara-wu.ac.jp/iec/int/en/study/foreign_exchange/index.html)

### I. Application deadlines

**※Please email us scanned documents before mailing them. We will ask you to mail them when we finish checking the scanned documents.**

For enrollment from April 1, 2018 (April 1, 2018 – September 30, 2018 or March 31, 2019): October 31, 2017

For enrollment from October 1, 2018 (October 1, 2018 – March 31, 2019 or September 30, 2019): April 15, 2018

### II. Documents necessary for the application

1. Application form to Nara Women's University (5 pages)
2. Four photos (4cm×3cm) \*including one used on the application form
3. Transcript with grades (from the student's home university)
4. Certificate of Enrollment / Studentship (at the student's home university)
5. Health Certificate (A medical certificate issued by university)
6. Recommendation Letter
7. Certificate of Japanese language ability (results of Official Japanese Language Proficiency Examination or a Recommendation letter from a Japanese language Instructor.)
8. Copy of the student's passport
9. Curriculum Vitae
10. Financial statement (This document is required to prove a student can meet her living expenses during her stay in Japan. A certificate issued from a bank which proves the existence of the financial supporter's (as mentioned on the application) bank account, the account number and the balance is acceptable.)
11. Necessary documents checklist

When all the documents (1-11 above) are submitted, we will process the student's application.

Also, with the information provided in the application form and with the submitted certificates, we will apply for the Certificate of Eligibility to the Immigration Bureau. Please note that the other documents may be required in the assessment process at the Immigration Bureau.

### III Housing

There are two university dormitories available for international students. Both dormitories are located near campus, offering easy access. We will make every effort to ensure a single room is available for each exchange student.

#### ○ Housing

International House (For international students and researchers)

Room fee:	5,900 yen/month
Common service expense:	not required
Deposit and Cleaning fee:	20,000 yen (payable upon moving-in)
Utilities:	about 10,000 yen/month (variable according to use)

\* The deposit, minus utility fees, will be refunded when you leave.

International Student House (Open to both international and Japanese students)

Room fee:	4,700 yen/month
Common service expense:	about 5,200 yen/month
Cleaning fee:	about 8,000 yen (payable upon moving-out)
Utilities:	about 10,000 yen/month (variable according to use)

#### ○ Facilities, Equipment and Fixtures

All rooms are private( 14~16 m<sup>2</sup>)

Room equipment :	desk and chair, bed, bookshelf, refrigerator, curtain, lamp, air conditioner, bathroom/toilet, balcony etc.
Facilities for common use:	kitchenette, lounge, laundry, bicycle-parking lot, mailbox etc.

### Additional Information on Studying at NWU

#### ● Health Insurance

##### 1. National Health Insurance

International students (those with student status) are required to join the National Health Insurance program while they are in Japan. By enrolling in this insurance, the policyholders will only have to bear 30% of the expenses required for medical treatments which are covered by the insurance.

##### 2. Personal Accident Insurance for Students Pursuing Education and Research etc.

All exchange students who study at NWU are required to purchase insurances, that is, Personal Accident Insurance for Students Pursuing Education and Research and common accident insurance, which cover expenses for various accidents which may occur during the school activities and in daily life. The premiums in total are about 5,000 yen per year.

● **Costs**

1. School expenses (Entrance examination fee, Admission fee and Tuition)

Exchange students from our partner universities are exempted from the entrance examination fee, admission fee and tuition.

2. Food (as a guideline only)

About 20,000 yen~30,000 yen/month

3. Commodities (as a guideline only)

About 20,000 yen/month

● **Others**

Please visit the university webpage for general information about NWU: <http://www.nara-wu.ac.jp/>