



**GRADUATE SCHOOL OF INTERNATIONAL RELATIONS (GSIR)
INTERNATIONAL UNIVERSITY OF JAPAN**

*Minami Uonuma-shi
NIIGATA, 949-7277
JAPAN*

=====
Director of Exchange Program: Professor Myoe, Maung Aung

*Exchange Program Coordinator: Ms. Yukiko Yamada
Office of Academic Affairs
International University of Japan
Kokusai-cho 777, Minami Uonuma-shi
Niigata, 949-7277, Japan
Tel: 0081.25.779.1465
Fax: 0081.25.779.1187
Email: ofcintl@iuj.ac.jp*

*Web: <http://gsir.iuj.ac.jp/>
http://www.iuj.ac.jp/web/iuj_section.cfm?category=1305*

1. ACADEMIC CALENDAR FOR THE YEAR 2015/16:

Fall 2015: Oct. 5-Dec. 18, Winter 2016: Jan. 6- Mar. 21, Spring 2016: Apr. 4-June 16

*Including exam week.

2. APPLICATIONS SHOULD BE RECEIVED BY:

For Fall exchange program – June 10

For Winter exchange program – October 10

For Spring exchange program – December 10

3. REQUIRED DOCUMENTS FOR APPLICATION

Please submit the following documents by the above mentioned deadlines by post (We do not accept the documents sent by E-mail.):

- 1) Your completed exchange application form (type or print)
- 2) Your latest resume (must be typed)

- 3) Your latest transcript
- 4) Study Plan at IUJ
- 5) TOEFL/IELTS Score (if you are non-native English speaker)
- 6) A copy of your passport clearly showing your name, birth date, passport number, etc.

4. Orientation Dates

A week-long orientation for new students takes place before the Fall term begins. Also, a shorter orientation for new students takes place before the Winter and Spring terms begin. It is not mandatory for exchange students to participate in orientation, but we recommend that you attend, since it is very useful for your future life at IUJ.

5. WORKLOAD OF EXCHANGE STUDENTS

Exchange students are required to register and complete at least one 2-credit course in a term. No more than eleven (11) credits may be taken in a term. If you need to take more than 11 credits in order to fulfill your degree requirement at your home institution, you may exceed this ceiling.

6. Credit System

One classroom session lasts 90 minutes at IUJ.

➤ **Content Courses (Non-language Courses):**

One credit is given to a content course where 15 hours of classroom studies are conducted. (10 90-minute sessions in total).

➤ **Japanese Language Courses :**

One credit is given to a Japanese language course where AT LEAST 45 hours of classroom studies are conducted. However, classroom study hours designated for each one-credit Japanese language course vary according to the desired language ability level to which students are expected to reach within the designated period of time. For example, an Advanced-level course requires 45 hours of classroom studies while an Elementary course requires 65 classroom hours.

A half credit (0.5) is given to a Japanese course that requires less than 45 classroom hours. For example, Basic 1, 2 and 3 require 38 classroom hours. Basic 4, 5, 6, 7, 8 and 9 require 26 classroom hours.

7. COMPULSORY COURSES FOR EXCHANGE STUDENTS: *None*

8. ELECTIVE COURSES FOR EXCHANGE STUDENTS:

You can register for courses offered in the Graduate School of International Relations (for course info please refer to : http://www.iuj.ac.jp/web/iuj_section.cfm?item=130504, plus courses offered in the MBA Program and the E-Business Management Program (For course info please refer to: <http://www.iuj.ac.jp/im-info/>). However, you will be required to obtain an instructor's approval signature in order to register for the courses offered in MBA and E-business Management Programs.

9. GRADING SYSTEM:	A	=	Distinguished	4.00
	A -	=	Very Good	3.75
	B+	=	Good	3.50
	B	=	Satisfactory	3.00
	B -	=	Satisfactory Low	2.50
	C	=	Poor	2.00
	F	=	Failure	0.00
	W	=	Withdrawal	
	I	=	Incomplete	

10. GSIR's MA Programs: International Relations
International Development
Public Management and Policy Analysis

11. LANGUAGE REQUIREMENT: Proficiency in English

12. HOUSING AND INTERNET CONNECTION FROM THE DORM ROOM:

<Dormitory Information>

On-Campus Housing is available. An exchange student who comes here alone will be assigned a room in one of the Student Dormitories. We have a limited number of on-campus accommodations for married students. If you will bring your spouse, please let us know as soon as possible. If you will bring more than two family members to IUJ, you may have to look for accommodation outside the IUJ campus. Usually, it is quite difficult to find an accommodation for a short period near the school and it is very costly.



On our campus, we have three student dormitories, called Student Dormitory 1, 2 and 3 (SD1, 2 and 3). SD 1 is the oldest, and SD 3 is the newest. All exchange students are accommodated in either SD2 or SD3 in principle. However, we may have to give you a room in SD 1 if we do not have enough number of rooms in SD2 or SD3.

The dorm buildings are situated close together. They are all within a 2 minute walk of each other. The dorm room fee is the same for all the buildings (39,000/month).

Both cable LAN connection and wireless LAN connection services are available for free in the dormitories.

If you would like to know about computing services at IUJ, please refer to the following URL:

http://www.iuj.ac.jp/web/iuj_section.cfm?section=08

13. APPROX. COSTS at IUJ

Housing:	JPY 39,000/month (Rent for a single student dormitory room)
	JPY 53,000/month (Rent for married student accommodation)
Dormitory maintenance fee	JPY 10,000/once when check in
GSO* membership fee	JPY 1,500/term *Graduate Student Organization
Meals:	JPY 30,000 ~ 40,000/month per person
Books/cases:	JPY 10,000 ~ 30,000/term
National Health Insurance	JPY 4,000~5,500/term
Miscellaneous:	JPY 25,000/month (for utilities and other personal expenses)

14. VISAS

A student must obtain a college student visa. We will apply for your certificate of eligibility (CE) and you will apply for your visa with the CE at the nearest Japanese Embassy or Consulate in your country. Detailed information about visa application will be provided to the nominated exchange students.

15. MEDICAL/TRAVEL INSURANCE

It is compulsory for IUJ exchange students to join National Health Insurance (NHI) upon entrance to IUJ (unless you are covered by another Japanese insurance plan, such as through your company). Without signing up for this insurance, medical expense can be costly. It becomes especially important if you become seriously ill or need to be hospitalized. By becoming a member of NHI, you need to bear only 30 percent of the claimable medical treatment costs at the clinic or hospital (not include car accident injury). The premium for NHI is about 5,000 yen per term (approximate 4,000 yen for a winter or a spring term, approximate 5,500 yen for a fall term).

NHI does not cover medical treatment for injuries incurred from car accidents, medical treatment for injuries to other people and compensation for property damage. Therefore, we strongly suggest that you will enter travel insurance before you leave your countries which will cover unforeseeable expenses during their stay.

16. GENERAL INFORMATION:

The University is 300 km away from Tokyo, which can be reached by Shinkansen (bullet train) in about an hour and a half.

Students find themselves in an atmosphere which is both typically Japanese and strongly international; this makes the experience particularly interesting.

Facilities:

- Library
- Computing rooms (Windows 8/7 environment)
- Cafeteria & Snack Lounge
- Indoor and Outdoor Sports facilities
- School shop



CALENDAR OF THE ACADEMIC YEAR 2015-2016

FALL 2015

September	1 (Tue)	The academic year begins.
September	4 (Fri)	Intensive English Program (IEP) ends. (IEP schedule: July 13-September 4)
around September 21 (Mon) – October 2 (Fri)		Programs and guidance for new enrollees (Intensive Japanese Program, Campus Life Orientation, Career Workshop, Academic Orientation, etc.)
September	21 (Mon) - 23 (Wed)	National Holidays.
October	2 (Fri)	New Students Welcome Day.
October	5 (Mon)	Fall term courses begin.
October	5 (Mon) – 13 (Tue)	Registration for fall term courses.
October	12 (Mon)	National Holiday.
November	3 (Tue)	National Holiday.
November	6 (Fri)	Last day for withdrawal from fall term courses.
Mid November		Pre-registration for winter term courses.
November	23 (Mon)	National Holiday.
December	11 (Fri)	Last day for fall term courses.
December	14 (Mon) – 18 (Fri)	Final examinations in fall term courses.

WINTER 2016

January	6 (Wed)	Winter term courses begin.
January	6 (Wed) – 13 (Wed)	Registration for winter term courses.
January	11 (Mon)	National Holiday.
February	9 (Tue)	Last day for withdrawal from winter term courses.
February	11 (Thu)	National Holiday.
Mid February		Pre-registration for spring term courses.
March	15 (Tue)	Last day for winter term courses.
March	16 (Wed) – 21 (Mon)	Final examinations in winter term courses.
March	21 (Mon)	National Holiday.

SPRING 2016

April	4 (Mon)	Spring term courses begin.
April	4 (Mon) – 11 (Mon)	Registration for spring term courses.
April	29 (Fri)	National Holiday.
May	3 (Tue) – 6 (Thu)	National Holidays.
May	6 (Fri)	Last day for withdrawal from spring term courses.
May	14 (Sat)	IUJ's Foundation day.
June	10 (Fri)	Last day for spring term courses.
June	13 (Mon) – 16 (Thu)	Final examinations in spring term courses.
June	27 (Mon)	Graduation Ceremony
Late June – Mid August		Summer study period for 1-year Program students.
Mid July		Pre-registration for fall term courses.
August	11 (Thu)	National Holiday.
August	31 (Mon)	Graduation Day for 1-year Program students. The academic year ends.

Note: Faculty members can decide to have classes and exams on holidays.

To Successful International Applicants Residing Outside Japan

Re: Acquisition of Student Visa

Congratulations on the successful results of your admissions into IUJ! This document is to guide you through the procedures you must take to arrive at IUJ with the proper immigration status.

In order to attend IUJ from overseas, you are required to have a **valid passport** and a **student visa**. You must obtain a passport on your own, and your passport must be valid for a minimum of 6 months after your arrival in Japan. If that is not the case, please have it renewed or apply for a new one.

You also need to obtain a “Student Visa” stamped in your passport before arriving in Japan in accordance with Immigration Laws.

There are two ways to obtain the Student Visa:

Method A: “Individual Application” – **NOT** recommended

You go to the Japanese Embassy or Consulate near you and apply for the Student Visa on your own and without IUJ’s support. This method is not recommended.

Method B: “Proxy Application” – **Highly recommended**

Applicants may approach a guarantor living in Japan to act as your agent to obtain a Certificate of Eligibility (CoE) which is needed to apply for a Student Visa. IUJ can be your guarantor. IUJ has a very good record of obtaining the CoE for those who have been accepted into our degree programs. This method is highly recommended.

If you choose Method A, your visa application could be rejected. Even if it is accepted, it can take about three months to actually get the visa. Method B requires you to prepare more complicated documents. However, IUJ can support you, and the success rate is higher, and usually much faster.

PROCEDURES FOR METHOD B

Method B takes the following steps:

1. You submit the required documents to IUJ by the deadline instructed by IUJ.
2. IUJ applies for your CoE.
3. Once the Immigration Office approves/issues your CoE and sends it to IUJ, IUJ will express mail it to you.
4. You take the CoE to the nearest Japanese Embassy or Consulate to apply for a Student Visa.

We recommend Method B. Please fill out the application form and send them back to Yukiko Yamada of the Office of Academic Affairs, with other required documents mentioned in the next page by the following deadline:

- June 10 for the Fall term exchange students
- October 10 for the Winter term exchange students
- December 10 for the Spring term exchange students

Basic Schedule:

- (1) Submission of Required Documents
All documents should be completed in typewriting or readable handwriting and returned to Yukiko Yamada by the DEADLINE provided above. If there is no specific problem with your application, it will normally take about one month after submission to have it assessed by the Immigration Office.
- (2) Receiving your CoE – about 6 weeks before each term starts
We will finish submitting all applications to the Immigration Office after the each submission deadline. We will send your CoE to you via EMS (Special Express Delivery Mail) as soon as we obtain it from the Immigration Office.
- (3) Applying for a Student Visa
After you obtain your CoE, you must go to the nearest Japanese Embassy/Consulate to apply for a Student Visa. We strongly recommend that you contact them in advance to find out what other documents they require. The requirements and schedule for issuance are different from country to country, and IUJ cannot give you advice on this.
- (4) Entering Japan with a Student Visa
Please note that you must enter Japan **within 3 months from the issue date of your CoE**. Otherwise your CoE will become invalid.

Required Documents:

Documents required for getting a CoE differ depending on your financial condition. The Immigration Office will strictly examine the financial status.

In order to avoid any suspicion on the part of the Ministry of Justice, please carefully check all your certificates before sending them to IUJ to be sure that all lettering, seals and stamps in your certificates are clear.

Please prepare the following documents according to your financial backing.

		Financial Background & Scholarship Status	
		Sponsored by company/ government	Self-supported or recipient of other scholarship(s)
1.	Application form	◎	◎
2.	Copy of your passport	◎	◎
3.	Your photo (3cmx4cm)	◎	◎
4.	Sponsorship statement	◎	×
5.	Scholarship award	×	◎ (scholarship recipient only)
6.	Extra documentation on financial backing	×	◎

◎=Required, ×=Not required

Explanation of Each Document noted above**1. Application form**

Please fill out the application form and send it back to Yukiko Yamada, with the necessary documents mentioned in this instruction by each DEADLINE. The application form can be downloaded at:

http://www.iuj.ac.jp/im-info/exchange/ApplicationForm_Latest.pdf

Samples of how to fill out the application form are also available online:

http://www.iuj.ac.jp/iuj/std_visa/std_visa_apps.html

- If you make a mistake on the form, please cross the word(s) out using double lines and put your signature near the mistake and add the correction in clear handwriting or typing. **Do NOT use liquid paper** or any other erasing white-out techniques.
- **Note to students whose names include characters other than Roman letters A-Z (also referred to as Classic Latin characters):** Please write down your “Name” using alphabet (Roman) characters exactly as it appears in the machine readable part of your passport in the item 3 (Name) in the application form. Please do not use non-Roman alphabet characters such as ë, ä, ö, ù, ë and etc.

2. Copy of your passport

Please submit a clear copy of your identification page(s) with photo, date of birth, place of birth, validity date, and passport number. Be sure this passport will be valid for at least a full 6 months after your arrival at IUJ. If it will expire sooner than 6 months, get a new passport now.

3. Your photo

Please be sure the size is accurate (3cm wide x 4cm long), the background is plain white or light blue, and it was taken within the past 3 months. It should be **professionally printed** (not printed on home equipment).

4. Sponsorship statement

If you are a company/government employee and your employer sponsors your studies at IUJ, please attach the statement of sponsorship from your sponsor. The statement must include the following contents:

- (1) Proof that you are currently employed by the company/government;
- (2) Proof that you will be financially supported by the company/government; and
- (3) Conditions of the sponsorship (ie, period of sponsorship, amount, etc.)

5. Scholarship award

If you are awarded a scholarship, you are required to submit the scholarship award information (scholarship name, period of grant, amount, etc.)

6. Extra documentation on financial backing

If you are self-supported or awarded/nominated for a scholarship that does not cover a monthly stipend, you need to show to the Japanese Ministry of Justice that you have sufficient funds to cover the expenses during your stay at IUJ. This documentation can be:

- Copy of a student loan contract;
- Scholarship award; or
- Official statement of your (or your sponsor's) bank account:

All documents should include the institution's name and logo, address, tel/fax number, and the institution manager's name, title, and signature.

If you will have the financial backing of your family member or another “sponsor”, you will also need to present:

- a) Your birth certificate to prove the relationship between you and the family member supporting you;
- b) A signed statement demonstrating that your family member guarantees to support you through your IUJ studies; and
- c) A notarized English translation of a) and b) above, if they are written in a language other than English.

The Immigration Office does not indicate exactly how much money is sufficient. According to our experiences, however, your CoE application is arguably accepted if you (or your sponsor) maintain the balance at least 400,000 yen:

Visa Decisions and Timing Issues and Scholarship Issues

IUJ will represent you as best as it can following the procedures described above. However, IUJ cannot be responsible for decisions made by the Immigration Office concerning the CoE, or by the Embassies/Consulates concerning the issuance of the Student Visa even though you are already accepted to enroll in IUJ. Sometimes even those with a CoE may be refused to be given a visa by the Embassy. This is because the Immigration Office is controlled by the Ministry of Justice and the visas are controlled by the Ministry of Foreign Affairs. They sometimes have different criteria and eligibility rules.

IUJ will NOT be responsible if you cannot obtain the Student Visa in time and consequently are unable to register for classes by the registration deadline at IUJ. If this happens (you cannot arrive at IUJ with a Student Visa and get registered for IUJ by the IUJ deadlines), the “Letter of Admissions” will be null and void.

So let’s work carefully together following proper procedures!

- ❖ Please note that IUJ cannot support a visa application (Dependent’s Visa) for your family member(s). For basic guidelines, see the IUJ Info Pack.

Contact:

Yukiko Yamada
Office of Academic Affairs (OAA), IUJ
E-mail: ofcintl@iuj.a.cjp
TEL: +81-25-779-1465