

EXCHANGE PROGRAM

(Bekka Program)

APPLICATION GUIDE FOR SPRING 2022



N.B

- Due to the ongoing global pandemic of COVID-19, it is highly possible that Spring 2022 **intake will be cancelled** or **the schedule will be drastically changed.** We kindly ask for your understanding when applying.
- This application guide does not include additional items arising from the effects of COVID-19. Please also refer to **“Important information on the application procedures regarding COVID-19”**.

KANDA UNIVERSITY OF INTERNATIONAL STUDIES (KUIS)

Global Engagement and Partnership Division

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1. Eligibility

- Application is open only to international students from the partner institutions.
- Applicants must be nominated by their home institution.
- Applicants must have completed at least 12 years of formal schooling. If not, applicants must be 18 years old or older at the start of the exchange program and have passed an examination which proves that applicants have attained the same or higher academic level as 12 years of formal schooling.
- Applicants from partner institutions must not graduate from their home institution while they are enrolled in the exchange program.
- **Students who have a history of the Certificate of Eligibility (COE) rejected must notify KUIS in advance.**
- **Students who have a Japanese nationality (including double nationality) and/or whose mother tongue is Japanese must notify KUIS in advance.**

2. Program Outline

- Exchange students participate in the **Japanese Language and Culture Program (commonly referred to as Bekka Program)**. Learning Japanese language and culture is the main content of this program as well as various opportunities for interaction with Japanese students and local residents and extracurricular activities such as volunteering and club activities.
- Exchange students will take placement tests during the orientation period.
- Students will take compulsory courses and elective courses.
- The following students can take Japanese-taught undergraduate courses of the Faculty of Foreign Languages in their slots unoccupied by Bekka regular courses.
 - a) Students with N1 of the Japanese Language Proficiency Test (JLPT) and placed in Level 6 class
 - b) Students placed in Level 7 class
- Some undergraduate courses of the Faculty of Foreign Languages called CPJS or ELLC are lectured in English and open to exchange students. Although Bekka regular courses are prioritized, exchange students with good English proficiency can take these courses.
- The maximum duration of study is 1 year (2 semesters).
- **Changing the duration of your stay (1 semester to 2, or 2 semesters to 1) cannot be accepted without reasons which KUIS acknowledge as legitimate. Please be careful when you apply.**

3. Schedule 2022 (Detailed schedule will be announced later)

Spring 2022	Designated Date of Arrival / Dormitory move-in	Late March, 2022
	Orientation Period	Late March to early April, 2022
	Bekka Class Period	Middle of April to late July, 2022
	Undergraduate Class Period / Undergraduate Exam Period	Middle of April to late July, 2022 Late July to early August, 2022
	Dormitory Move-out Date	Early August, 2022
Fall 2022	Designated Date of Arrival / Dormitory move-in	Late August, 2022
	Orientation Period	Early September, 2022
	Bekka Class Period	Middle of September, 2022 to late January, 2023
	Undergraduate Class Period / Undergraduate Exam Period	Middle of September, 2022 to late January, 2023 Late January, 2023
	Dormitory Move-out Date	Late January, 2023

4. Application Steps

The following are the periods of each enrollment step. Please review the whole process before you apply.

Please note that this is a standard timeline and therefore may vary. **Please check the updated information on the application webpage for detailed deadlines etc.**

	Spring 2022
STEP 1: Online Nomination	Sep 1 – Sep 30, 2021
STEP 2 & 3: Application	Oct 1 – Oct 31, 2021
STEP 4: Shipment Address Application	November, 2021
STEP 5: Housing & Airport Pickup Application	January, 2022
STEP 6: Visa Application	January - February, 2022
STEP 7: Other Miscellaneous Pre-arrival To-dos	February, 2022
Designated Arrival Day in Japan (You must arrive on a designated day)	Late March, 2022

5. How to Apply

【Step 1: Online Nomination by Home Institution】 *This is for the staff members of each partner institution

Please confirm the number of students you can send prior to nomination. Only the agreed number of students can be accepted. Before nomination entry, we would like to ask you to confirm that your students had read the ***"Points to understand before applying"*** carefully and understood it.

【Step 2: Online Application by Nominated Students】 *This and following steps are for each student

After nomination by the home institution is completed successfully, each student will receive an application number and the password to the application webpage by e-mail. Go to the application form. You will be asked to upload the documents below. **Please make sure to put your application number at the end of each file name.**

	Document	Submission Data format	Notes
1	Application for Certificate of Eligibility (COE)	Excel(.xlsx)	Must be typed in the specified subjects following the instructions provided using Microsoft Excel (.xlsx).
2	Scanned copy of Certificate of Result and Score of Japanese-Language Proficiency Test	PDF (.pdf)	Submit the certificate of JLPT with the score if you have taken the test (Regardless of "pass" or "fail"). *Applicants who have N1 of Japanese Language Proficiency Test (JLPT) are eligible to take undergraduate courses.
3	Scanned copy of the applicant's passport	PDF (.pdf)	Make both a) and b) into ONE pdf file a) Bio-data page (name and picture page) b) All of the stamped page of arrival in and departure from Japan (if you have visited Japan before)
4	Applicant's face picture data	JPEG (.jpg) or PNG (.png)	Submit your face picture data. - Photo of only the applicant - Front-facing, no hats - Dimensions of the face are from the top of the head [including the hair] to the tip of the chin - Plain background (no shadows) - Clear, high resolution (no blur) - Taken within 3 months of submission - Less than 10MB
5	Letter of Financial Support	PDF (.pdf)	Download the form, fill it in, and submit the scanned copy. Must be signed by the financial supporter (yourself/family/other).

*For details about the COE, go to page 5, "7. Student Visa" section below.

[Step 3: Submission of Required Documents by Post] *STEP 2 and 3 can be done at the same time

The following hard copies and original documents must be submitted by post to KUIS.

	Document	Notes
1	Letter of Financial Support	Send your Letter of Financial Support, the scanned copy of which you submitted in STEP 2.
2	Proof of Financial Resources (must be original in English)	To meet Immigration Services Agency standards, your Proof of Financial Resources must show at least 80,000+ JPY per month (the more the better) for the duration of your stay in Japan (Spring only: JPY 320,000+ / Fall only: JPY 400,000+ / 2 semesters: JPY 880,000+). Please prepare one of the documents below: a) If you are financing yourself, submit Official Bank Balance Certificate of your bank. If your bank does not issue a balance certificate, please submit a document with which we can confirm the name of the account holder, the name of the bank, the bank account balance, and the date. (A printout of an internet banking web page might be accepted.) *Credit card statements are not acceptable. b) If your scholarship is covering your expenses, submit Certificate of Scholarship . In case your scholarship is less than JPY 80,000 per month, please also submit other statement on source of funds a) or c). You can still submit a) or c) even if your scholarship is more than JPY 80,000. c) If someone other than yourself (e.g. parents) is covering your expenses, submit Official Bank Balance Certificate of the person covering your expenses. *Please be sure to convert your local currency into Japanese Yen (JPY). *The Immigration Services Agency may request more documents (*in margin) to be submitted. Insufficient or false documents will NOT be accepted by the Agency.
3	Comments about the applicant	Must be completed by a faculty or staff member who knows your academic performance well such as your Japanese language teacher. <u>The original document with a signature</u> must be submitted in a sealed envelope.
4	Original academic transcript	Your most recent transcript, issued by your home institution. Photocopies cannot be accepted.
5	Five ID photos	Your ID photo will be submitted to the Tokyo Immigration Services Agency for your Certificate of Eligibility. It is also used to make your student ID card. You need to send 5 copies . Please make sure to submit proper photos. <ul style="list-style-type: none"> - Dimensions of photo: 40mm height, 30mm width - Photo of only the applicant - Dimensions of the face are from the top of the head [including the hair] to the tip of the chin - Front-facing, no hats - Plain white background (no shadows) - Clear, high resolution (no blur) - Taken within 3 months of submission - Applicant name must be written on the back of each photo - Self-printed photos are not acceptable
6	Consent	Read carefully and understand. Sign it and submit it.

*[In case of an applicant himself / herself bears the expenses]

- A Certificate of the bank balance of the applicant himself/herself in English
- The copy of the bank book of the applicant's account covering past three years
- Explanation of the background of the fund of the applicant himself/herself

[In case of a person other than himself/herself bears the expenses]

- A Certificate of the bank balance of the financial supporter in English
- The copy of the bank book of the supporter's account covering past three years
- A Certificate of Employment issued by a company at work or Taxation certificate, Tax payment certificate covering past three years in English
- An official document certify the relationship between the supporter and the student (Family related certificate, resident card, family register copy, etc.) in English

Submit to: (Mailing Address)	Global Engagement and Partnership Division Kanda University of International Studies 1-4-1, Wakaba, Mihama-ku, Chiba-Shi, Chiba 261-0014 Japan Tel: +81-43-273-1615
Notes	Please send all documents by tracked international mailing service (e.g. EMS, FedEx, DHL) . Documents that arrive after the deadline may not be processed.

6. Screening and Results

Incomplete applications or applications that reach KUIS after the submission deadline will not be accepted. KUIS may contact the applicants to ask a question regarding the application. The screening of applicants will be conducted based on the application documents. The results of the screening will be sent to each applicant by e-mail. We do not accept any inquiries regarding the screening results nor the screening criteria. KUIS will prepare necessary documents for visa applications for successful candidates. They include some documents from the Immigration Services Agency and therefore may take a while.

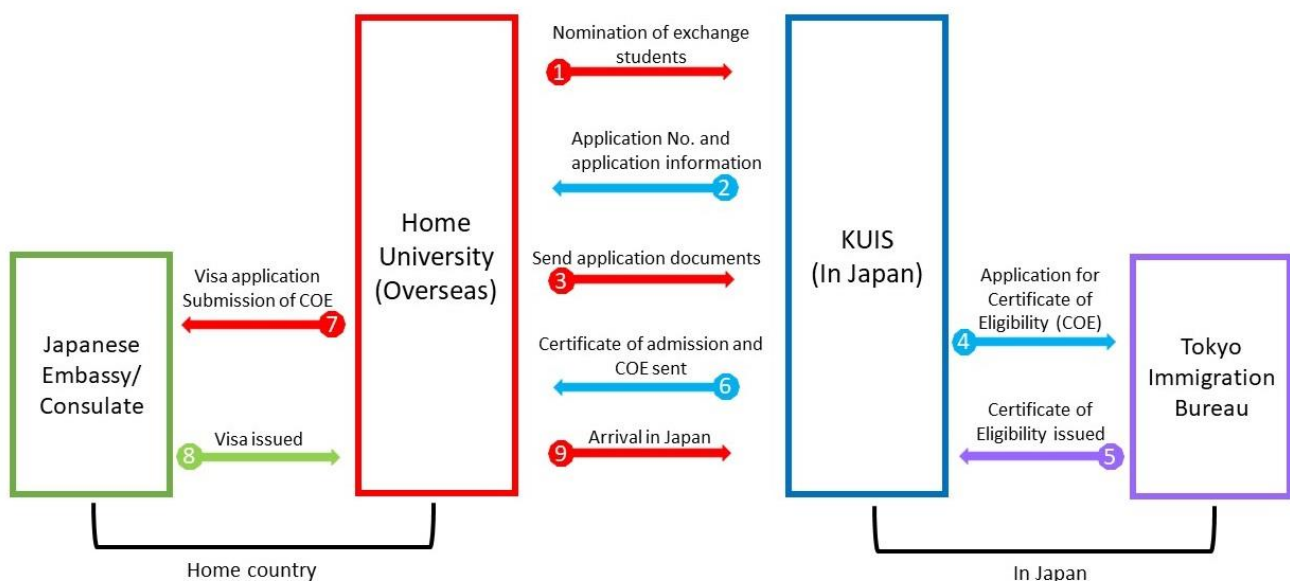
For further procedure for successful candidates, please refer to “Pre-arrival Information”, which will be uploaded on the Nomination and Application page.

7. Student Visa

Students must enter Japan with a “Student Visa”. Obtaining the visa before traveling to Japan is the student’s responsibility. The Certificate of Eligibility (COE) issued by the Immigration Services Agency is indispensable to obtain a student visa. KUIS will apply for the COE with the submitted documents on behalf of the applicants. Insufficient or false documents may lead to not only the delay but also rejection by the Agency. Please make sure you submit the correct documents and meet the deadline. Moreover, the issuance of the COE may delay or the Agency may reject it for various reasons other than the above. KUIS will not be responsible for any delays or rejections.

After being issued, the COE will be sent along with other documents necessary for visa application such as the Certificate of Admission. Upon receipt of the COE, each applicant is asked to apply for the Student Visa at the nearest Consulate or Embassy of Japan in his or her home country. Please contact the Consulate / Embassy in advance to find out what other documents are required for the application. Necessary documents for each nationality are indicated here: https://www.mofa.go.jp/j_info/visit/visa/long/visa6.html

Please refer to the chart below to understand the general procedure from nomination to visa application. More details about Student Visa application can be found in the “Pre-arrival Information”.



8. Insurance

The following 2 types of insurance are mandatory for all Exchange students at KUIS. You will be introduced to the details of the insurances during the orientation period.

a) National Health Insurance (NHI)

All international students staying in Japan for more than 3 months are required to enroll in NHI.

NHI covers 70% of the medical expenses at a clinic or hospital for medical treatment (except cosmetic surgery etc.).

The premium can be paid in cash at a local convenience store. The premium is charged monthly and expected to be JPY 18,000 per year in total.

b) Inbound Insurance (Liability insurance)

Insurance payments will be made if a student is legally liable for damages when others are injured or the possessions of others are damaged. It also includes out-of-court settlement negotiation service. The premium will be JPY 3,000 - 4,000.

*As the above insurances do NOT cover the periods of traveling between their home country and Japan or rescue expenses, having private overseas travel insurance will protect you in the case of serious illness or injury while in Japan. Please purchase overseas travel insurance before departing from your home country. The travel insurance should be a comprehensive package that covers: accidental death, accident disability, death from illness, medical & rescuer's expenses, liability, household goods and personal belongings, repatriation of remains, emergency travel expenses, etc.

9. Housing

Exchange students can stay in a dormitory or an apartment. Student Services Division will assist you after you are accepted. The rent shall be paid in a lump in advance per semester.

10. Fees and Miscellaneous Expenses

	Fees and expenses	
Admission fee etc.	JPY 60,000	Not applicable to students on bilateral agreement
Tuition	JPY 400,000 / semester	Not applicable to students on bilateral agreement
Rent	Approx. JPY 40,000 – 55,000 / month	+initial payment
Meals and utility charges	Approx. JPY 50,000 / month	*Dormitories and apartments are self-catering
Textbooks	Approx. JPY 7,000 - 20,000 / semester	
Insurance	Approx. JPY 12,000 / semester	*National Health Insurance and Inbound Insurance

*Note that other private expenses, including the air ticket, insurance from home country, food etc. will occur.

11. Scholarship

KUIS offers scholarships to support exchange students to live and study successfully in Japan. Rules and conditions will be announced in the orientation.

12. Privacy Policy

In accordance with the guidelines for the protection of personal information set forth by KUIS, all information collected will be used solely for its intended purpose of admissions, arranging student accommodation and administrative uses after accepted. Information will not be used for any other purpose. However, students may be asked if KUIS uses such information for PR or other purposes.

13. Inquiry

If you have any questions about application procedures, please contact the person/department in charge at your home institution.

Important information on the application procedures regarding the effects of COVID19

August 27, 2021

Kanda University of International Studies

With regard to the acceptance of exchange students in the spring semester in 2022, please take note that in addition to the requirements stated in the “Application Guide” , there are special conditions, requirements, and procedures due to the spread of COVID-19. Please read carefully and understand the content herein when applying.

Due to the current situation, various changes are expected to occur in the near future. Please take note that information will be updated as needed.

1. Determination of acceptance/cancellation

(1) Acceptance will be determined **at the end of October** based on the circumstances of each country/area as well as Japan’s immigration measures. Depending on the spread of the COVID-19, it may be necessary to cancel acceptance into the exchange program, so please take this into consideration when applying.

As of today, most of the countries/areas are designated by the Japanese government as “Countries/Regions subject to denial of permission to enter Japan” , and new entries of all international students to Japan are being suspended.

(2) In addition, even in the event that acceptance is canceled, the applicant will be responsible for all expenses related to the application process. Kanda University of International Studies cannot cover any of the costs.

(3) In the event that acceptance is canceled, online Japanese language and culture program will be taken into consideration and may be offered in the spring semester of 2022 again.

2. Requirements/conditions for applicants

Applicants must fulfill the requirements/conditions below.

(1) Obeying the restrictions and measures upon entry into Japan

If quarantine measures or other restrictions are applied, arrange it with an agency designated by KUIS and follow the instructions accordingly. Applicants must cover all costs themselves. The total cost during this period will likely be around 200,000 yen. If applicable, applicants must enter Japan at an earlier date considering the quarantine period (middle of March). The restrictions and measures upon entry are subject to change in accordance with the COVID-19 pandemic situation. More detailed information will be provided later.

(2) Vaccine inoculation

Applicants must be fully inoculated by the time of entry into Japan. Applicants are required to have received two doses of the vaccine and complete the full immunization process including waiting 14 days after the second dose to ensure sufficient immunity. Applicants may also be asked to hand in the Certificate of Vaccination.

(3) Issuance of Visa

Student visa needs to be issued before entering Japan. In the case where applicants fail to receive their student visa, KUIS may cancel their participation in the KUIS Bekka program.

It may take longer than usual for the Certificate of Eligibility (COE) to be issued. (It usually takes about 2 months after application to get the examination result.) When the COE is issued, it will be sent to the applicant. Apply for a student visa at the Japanese embassy or consulate in your home country as soon as you receive it.

Documents required to apply for a student visa and the number of days required for a visa to be issued vary from each country. Please check with the embassy or consulate in advance.

(4) Note

The conditions of acceptance are subject to change in accordance with the COVID-19 pandemic situation.

3. Important Notice

(1) Dormitory

Please note that from the perspective of preventing the spread of infection,

dormitories may not be available. Information will be given at a later date.

(2) Delivery delays of international mail

Due to the spread of the infection, delays in international mail are expected. Please proceed quickly with the application procedure and mail the prepared application documents as soon as possible. Delays in submitting application documents may affect COE application procedures and visa issuance, and you may not be able to come to Japan by the start date of the new semester.

As it may take some time for certificates or documents for applications to be issued from certain educational institutions and public institutions, it is possible that the physical documents may not be submitted in time for the due date. Please make sure to make soft copies of all documents before mailing the application documents to KUIS.

(3) In regard to the contents of the program

The curriculum for the spring semester of 2022 is currently under review. Please take note that available classes and course levels may be subject to change. It is recommended students bring their own computer in case online courses are provided.

Points to Understand before Participating in the Japanese Language and Culture Program (Bekka Program) of Kanda University of International Studies

This document explains important policies and information relevant to all international students who wish to join the program.

Please read the following carefully before applying.

Characteristics of Japanese Language and Culture Program (Bekka Program)

1. The first and foremost aim of our program is to foster students' language acquisition and ability to communicate with many types of Japanese speakers in a variety of interactive situations. Japanese speakers are invited to join the classes so that students can use their language skills they have acquired to communicate with them.
2. Students are encouraged to join extracurricular activities such as club activities and chat session program with KUIS students in order to improve their Japanese communication skills.
3. Students are expected to work autonomously and manage their own study schedule. The coursework of the program includes class lessons, homework, project work, and daily quizzes whereby students' Japanese language proficiency is expected to improve significantly through the program.

Requirements for taking the Japanese Language and Culture Program

1. Before coming

We offer the beginner level courses for students who have never studied Japanese language. However, it is essential for each student to be able to read and write all hiragana and katakana characters before the courses begin. Otherwise, you will not be able to keep up with the class. In order to make your study successful and your life in Japan more enjoyable, it is mandatory to master hiragana and katakana beforehand.

2. Upon arrival

Students participating in the Japanese Language and Culture Program (Bekka Program) are required to take placement tests and attend orientation sessions before the start of classes.

3. Attendance rate

In the Bekka program, low attendance rates are addressed as follows. This is to correspond to the regulations of the Immigration Bureau. International students are required not to skip any classes.

Below 90%: Scholarship stops (for scholarship recipients), Warning

Below 85%: Meeting

Below 85 % (continuous): Correspondence to your home university

Academic accommodations

1. Professional support for learning disabilities, including ADHD, is not available on campus. For those who need academic accommodations, Questionnaire for Prospective Bekka Students along with an official document from your home school must be submitted to international@kanda.kuis.ac.jp in order to explain your academic accommodation circumstances before each semester starts. Please

note that submission of the document will not affect your acceptance decision but does not mean that any kind of support will be prepared.

2. We may not be able to provide the same level of learning support as your home school; the support you can receive is subject to the rules of KUIS.

Student health policy

Students who experience persistent emotional or psychological difficulties that affect their ability to participate fully in higher education are urged to review our student mental health policy.

1. School counselors are available in the Medical Center on campus in Japanese and also in English. When you want to see the school counselor, please make an appointment in advance. How to make an appointment will be announced in the orientation.
2. Please bring a sufficient amount of medicine from your home country to last for the duration of your stay in Japan. In many cases, the exactly same medicine as prescribed in your home country is not available in Japan. You can a) apply for "Yakkan Shoumei" and bring your current medications from your own country in order to bring your medicine from your own country, or b) bring the document issued by your doctor which explains the components of the medicine so that a Japanese doctor might be able to prescribe you the similar type of medication. For more details, please find information from Ministry of Health, Labour and Welfare:
<https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>
3. In the case of a suicide attempt, suicidal gestures, suicidal behavior, self-injury, or criminal activity, the student must return to their home country immediately. In such cases, medical leave is not applicable.