

Kansai University Exchange Students'
Procedure Guide
(Spring Semester 2019)

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1. The exchange study system at Kansai University

(1) Characteristics of the curriculum

Exchange students at Kansai University follow the “[KUGF \(Kansai University Global Frontier\) Curriculum](#)”. Students whose Japanese language proficiency is sufficiently high can also enroll in specialist subjects offered by other faculties.

① KUGF curriculum

The purposes of the KUGF curriculum are to improve language proficiency and communication skills, develop a high level of cross-cultural understanding, and foster global leadership skills. The curriculum can be categorized into 2 courses. Please refer to [KUGF Course Guide](#) for contents of the courses and language requirements.

1. Global Frontier and Skill Up for Studying Abroad

These courses are taught entirely in English and are open to both Japanese and international students. Global Frontier courses consist of 8 Modules. The purpose of Skill Up for Studying Abroad courses is to acquire English language skills.

2. Japanese as a Second Language

These courses are to support international students with Japanese language studies. We provide various levels of classes, from basic to advanced. You will be taking an appropriate level of Japanese classes after a language placement test done by a Japanese teaching specialist. We offer not only Japanese language courses but also courses that provide basic knowledge on Japan, introduce cultures of Japanese companies, business Japanese and courses that place you in a real company or an organization.

② Specialist subjects (courses offered by other faculties)

Exchange students whose Japanese language ability is sufficiently high as proven on the Japanese language placement tests taken after their arrival in Japan can enroll in classes of these faculties.

Students can learn a wide variety of subjects from general cultural subjects to specialist ones through these courses, held in the 13 faculties of Kansai University. These are studied in Japanese and students can expect an improvement in their level of Japanese proficiency as well as learning at a higher level of specialty.

*The following is used as a guideline for the level of Japanese proficiency required to enroll in specialist subjects.

Test Name	Reference Score
JLPT (Japanese Language Proficiency Test)	N2 or higher
J.TEST (Test of Practical Japanese)	Level C or higher
CEFR	B2 or higher

(2) Study support

① Japanese language support program[※]

Kansai University also provides support for exchange students to study Japanese outside of their classes. Students are encouraged to use this support program effectively to improve their Japanese proficiency.

【Japanese language tutor/tutee system】

Tutors (Japanese students) advise and support tutees (foreign exchange students) regarding studies (mainly Japanese language) and daily life.

【Conversational Japanese brush-up seminars】

Practical training that helps exchange students learn Japanese conversational skills that are necessary in daily life in order to adapt well to Japanese society.

② Academic advisors

A member of the teaching staff of the Division of International Affairs is assigned to each individual exchange student as an academic advisor to provide guidance in formalities such as course registration after the student arrives in Japan. We offer Office Hours to respond to consultations regarding study and life.

③ Special supervisors

Special supervisors are assigned to students who wish to perform graduate level research at Kansai University. These supervisors provide support for research activities.

Students who wish to undertake overseas study at the graduate school level must submit a research plan (in either Japanese or English), so please prepare this before submitting your application.

In addition, please use the [KANSAI UNIVERSITY System for Academic Information](#) beforehand to search for a special supervisor suitable for your research theme.

※Graduate courses will not be opened if there are no regular students to take a course of a relevant graduate school.

(3) Grading

The results for each subject studied are graded as shown below.

Points	Graduate Level	Undergraduate Level
100 - 90	A	S
89 - 80		A
79 - 70	B	B
69 - 60	C	C
under 59	F	F

* If a course includes examinations to assess results and the examination was not taken, then 'I' (not taken) is displayed.

※ The programs and contents implemented are subject to change.

(4) Credit-based system

We evaluate grades for the courses taken and issue a CERTIFICATE OF ACADEMIC RECORD. Based on the certificate, credits will be accredited in accordance with the student's home university's standard. Please make inquiries regarding credit transfers to the responsible person there.

We define 1 credit as equivalent to 45 hours of workload complying with the requirements of the Ministry of Education, Culture, Sports, Science and Technology's provision.

(5) Issuance of CERTIFICATE OF ACADEMIC RECORD

The CERTIFICATE OF ACADEMIC RECORD (in English) for each semester will be sent to the person responsible at the student's home university. The schedule for sending this is as follows:

Fall Semester (completion in March) - planned to send at the end of March
Spring Semester (completion in September) - planned to send at the end of September

* Only one copy of the CERTIFICATE OF ACADEMIC RECORD will be sent. A postage fee will be charged from the second copy onwards.

2. Academic calendar

Spring semester (April to September)		Fall semester (September to March)	
April 1	Start of spring semester	September 21	Start of fall semester
April 5	Start of spring semester classes	September 21	Start of fall semester classes
		December 26 to January 6	Vacation
July 23	End of spring semester classes	January 21	End of fall semester classes
July 24 to 31	Spring semester examinations	January 23 to 30	Fall semester examinations
September 20	End of spring semester	March 31	End of fall semester

* Academic calendar may change depending on a year.

3. Student dormitories[※]

Exchange students at Kansai University can apply to reside in a dormitory. The cost of dormitory fees and related matters are as follows.

Unless there are special circumstances, the decision on which dormitory the student will enter is made by Kansai University.

[※] Dormitory fees and other matters are reviewed each academic year. Also, dormitory fees and other matters described are for one student.

(1) Kansai University International Dormitory

Dormitory entrance fee: 15,000 yen

Dormitory charges: 30,000 yen per month (single room) or 25,000 yen per month (twin room)

Meals: Prepared by individual residents (cooking is possible in a shared kitchen)

Address: 3-3 Tsukumodai, Suita, Osaka 565-0862

Other: An amount equivalent to the monthly dormitory charge will be taken as a deposit at the time of entry.

The dormitory charges include light, heating and water utility charges, internet connection fee and linen leasing fee.

Access to Senriyama Campus: Approx. 20 minutes by train

(2) Student House Shurei-ryo (male dormitory) / Dormitory Tsukigaoka (female dormitory)

Dormitory entrance fee: 25,000 yen

Dormitory charges: 31,500 yen per month (twin room)

Meals: Breakfast - 240 yen, evening meal - 480 yen

Linen fee: 9,720 yen/year

*The full amount must be paid even if the period of residence is shorter than one year.

Address: 3-3 Yamate-cho, Suita, Osaka 564-0073 (Student House Shurei-ryo)

25 Senriyama Tsukigaoka, Suita, Osaka 565-0847 (Dormitory Tsukigaoka)

Other: An amount equivalent to the monthly dormitory charge will be taken as a deposit at the time of entry.

The dormitory charges include light, heating and water utility charges, and internet connection fee.

Access to Senriyama Campus: Approx. 10-minute walk (Student House Shurei-ryo)

Approx. 15-minute walk (Dormitory Tsukigaoka)

(3) Requests for residence other than in student dormitories(homestay/apartment)

If you wish to reside in a homestay or apartment, please state this at the time of your application. We will introduce you to an affiliated company separately.

Kansai University does not take responsibility for troubles that arise between you and an affiliated company or host family. Please make sure to understand your contract fully before you sign.

※In case of wishing to do a homestay or residing in an apartment for some period of time during exchange, please send us an inquiry separately at the time of application.

Homestay (single room)

Placement fee: 12,960 yen

Homestay charges: 3,240 yen/stay ※application available from a 4-week stay (28 days stay)
2,916 yen/stay ※after 91 days stay

Meals: Breakfast and evening meals are included in above charges.

Others: Homestay charges also include linen, light and heating charges, and

Internet connection fee.

※Please click [here](#) for more details about homestays, including firsthand accounts by other exchange students.

Apartment

The costs depend on the apartment, but on an average, it costs more than 40,000 yen a month to rent an apartment around Kansai University.

4. Student life

(1) Living expenses

The living expenses necessary to live a normal life in Osaka are around 100,000 yen per month, including dormitory fees. When coming to Japan, please establish a sufficient funding plan.

(2) Scholarships

① Student Exchange Support Program (Scholarship for Short-Term Study in Japan)

This is a scholarship paid by the Japan Student Services Organization (JASSO). If our university's program has been adopted, we will notify the details to subjects.

The details are not decided at the time of application for exchange study, so please note that **we cannot respond to enquiries in advance.**

② Scholarships limited to specific universities

There are cases where a scholarship may be paid to exchange students from some specific universities, based on an agreement between them and Kansai University. Please check the details of this with the person responsible at your home university.

(3) Insurance

① National Health Insurance

If you get sick or injured during your stay in Japan, National Health Insurance makes it possible to receive medical treatment with only a part payment of the medical expenses (partial obligation). As a rule, you can receive medical treatment with a payment of just 30% of the total medical care expenses.

Foreigners who have a residential status for stays that exceed three months must apply for National Health Insurance.

② Personal Accident Insurance for Students Pursuing Education and Research (PAS)

The Personal Accident Insurance for Students Pursuing Education and Research (PAS) is taken collectively by the University to ensure a minimum level of insurance benefits in case of injuries resulting from an unexpected accident or disaster that occurs during education or research.

Applicable case / Type of benefit	During regular curriculum activities and school events	During recess on campus and extracurricular activities
Death benefits	12,000,000 yen	6,000,000 yen
Permanent disability indemnity	720,000 yen to 18,000,000 yen depending on the severity	360,000 yen to 9,000,000 yen depending on the severity
Medical benefits	3,000 yen to 300,000 yen Applicable from the first day of treatment and depending on the number of days required for the treatment	30,000 yen to 300,000 yen Applicable from the 14th day of treatment and depending on the number of days required for the treatment
	(Additional hospitalization coverage) 4,000 yen per day hospitalized	

③ Liability insurance for internship

This insurance is a system to compensate for legal damages incurred by causing injury to another person or causing damage to others' properties. If you participate in activities such as internships undertaken by or under the management of the university, you may be obligated to join this insurance system.

④ Others

Please also take overseas travel insurance for yourself.

(4) International exchange

① Activities to experience Japanese culture

Throughout the year, Kansai University hosts activities to encourage communication between exchange students, Japanese students and the local region. There are a wide range of activities, from in-campus ones such as experiencing Japanese culture, Japanese language support, consultations about daily life, sport events and parties for exchange students to activities outside the campus such as home visits to local households, tours to study Japanese society, and field trips to museums and cultural assets. Apart from participating in these, there are also programs where students become teachers and teach the language and culture of their home country through multilingual programs and multicultural seminars.

② Multilingual Immersion Room (Mi-Room)

The Mi-Room is a study space to experience cross-cultural communication through programs involving cultural experiences and learning various foreign languages. Students can not only join a program as user but also use the opportunity to share their mother tongues and culture as a GTA (Global Teaching Assistant). In addition, Mi-Room is a space for Japanese students and international students to gather around, communicate and exchange different cultures.

5. Application procedures

(1) Application eligibility

Students enrolled at universities with which Kansai University has [an existing student exchange agreement](#).

* Depending on the students' home university, there may also be other criteria for eligibility. Please contact the international department of your university for details.

(2) Application method

Please ask the person in charge of your home university for the details of the procedures there.

When it is determined that you participate in the study abroad program with Kansai University at your university, please follow the steps below for application.

① Online Application for Exchange Program

Apply using the [Online Application for Exchange Program](#).

When applying online, in addition to completing all the required fields, it is also necessary to upload the below documents. Please prepare these beforehand.

Only PDF, JPEG or PNG files can be uploaded.

1. Photograph for identification
2. Passport page containing your photograph
3. Kansai University Certificate of Health

* For specifications and guidelines for ID photos, please refer to the ["Website Here"](#) and upload a photograph that meets all the requirements

② Submission of documents to university currently enrolled at

Submit the following documents to your own university.

1. Kansai University Exchange Program Covenants application
2. Kansai University Exchange Program Research Plan (only applicants who wish to study at graduate level)

* Forms can be downloaded [here](#).

(3) Online application period

Start of the study abroad program	Application period
Fall semester (September)	Until April 20
Spring semester (April)	Until October 20

(4) Selection

Kansai University will check that all the details on the application are sufficient and accurate.

A committee will then be held to consider the application and make a final decision on it.

6. Schedule

The schedule from application procedure to arrival in Japan is as follows.
Please note that the actual schedule may be different.

Details	Start of the study abroad program	
	Spring semester	Fall semester
Online application period	until October 20 th	until April 20 th
(1) Application procedures for Certificate of Eligibility	November	May
(2) Check of details of Certificate of Health		
(3) Sending the Welcome Pack	Early February	Early August
(4) Visa application		
(5) Arrival in Japan and orientation	Late March	Early September
(6) Start of classes	April 5	September 21

(1) Application procedures for CoE (Certificate of Eligibility)

The CoE is a certificate necessary for an exchange student's visa application. To obtain a CoE, Kansai University will make an application to the Immigration Bureau on behalf of the student based on the details provided in the online application. If more details are required to apply, a company commissioned by the university will contact you via email.

(2) Checking details in the Certificate of Health

If there is anything on the Certificate of Health that requires confirmation, Kansai University will contact you for clarifications.

(3) Sending of the Welcome Pack

After Kansai University determines students' acceptance, as soon as the Letter of Acceptance and CoE are ready, a Welcome Pack will be sent by mail from Kansai University to the responsible contact at your university.

* The CoE is issued after screening by the Immigration Bureau. Kansai University cannot guarantee the issuance of a CoE or the timing of issuance. The preparation of all other documents may be delayed if the screening for CoE issuance at the Immigration Bureau is prolonged.

The Welcome Pack includes:

① Kansai University Exchange Student Welcome Announcement

This includes information on visa acquisition, airport pick-up service, taking the Japanese placement test, orientation schedule after your arrival and more. Please go through all the information very carefully.

② Letter of Acceptance

This is a document that certifies your acceptance at Kansai University. We cannot reissue the Letter of Acceptance, so please keep it safely.

③ Appointment letter for scholarship (subjects only)

This will be enclosed only for students who are eligible for a scholarship from Kansai University.

④ Certificate of Eligibility (CoE)

The CoE is a certificate essential for your visa application and cannot be reissued. Please treat the CoE carefully.

⑤ Application for work permit

Exchange students are able to work part-time by acquiring a work permit. Please apply for it when entering Japan i.e. at the airport if you wish to get the work permit.

⑥ Letter of Dormitory Acceptance

This document will be enclosed only if the student has selected to reside in a dormitory in the online application.

However, regrettably, they may not be able to reside in a dormitory if it is already full. Also, Kansai University will assign the dormitory.

(4) Visa application

Please make an application for a visa at the Japan consulate overseas after receiving the Letter of Acceptance and CoE. Documents necessary for the application vary depending on the country, so please check with the consulate.

A certain amount of time is required from application to the issuance, so allow plenty of time when making the application.

* Please purchase an airline ticket after a visa has been obtained.

* It is not possible to receive the visa within Japan. Always complete the procedures before coming to Japan.

(5) Arrival in Japan and orientation

After arrival in Japan, an orientation on life in Japan and course registration will be held. The orientation will include sessions on procedures required at the city hall and how to open a bank account. The orientation schedule will be included in your Welcome Announcement.

7. Others

- (1) The acceptance may be cancelled if details in the application are found to be false.
- (2) Please note that we cannot answer any questions related to the details of the selection.

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