



GIFU UNIVERSITY

1-1 Yanagido, Gifu City, Gifu 501-1193, JAPAN
Telephone +81-58-293-2146 Fax +81-58-293-2143

September 17, 2014

Dear Exchange Partners:

Please find the enclosed application documents for privately-financed exchange students from your university who intend to study at Gifu University for the year 2015 and 2016.

<Number of students to be accepted>

The number of students to be accepted at Gifu University per year is limited as stipulated in the Agreement for Exchange Program. If the number exceed the limit, sister universities need to select the students before applications.

<Period of study (one year)>

-Class commences either in April or October, 2015.

-Period of study is either for one semester (six months) or two semesters (one year).

Please refer to the attached Academic Calendar 2015 for detailed information of each semester.

-An applicant should determine his/her own period of study at Gifu University with a view to continuing their study at respective home universities after the exchange program is over.

-Exchange students are not allowed to continue to study at Gifu University after the exchange program is over.

-Form A requires an applicant to choose his/her own period of study.

<Tuition and other expenses>

-Exchange students are exempted from paying application fees, admission fees and tuition.

-Round-trip travel expense, accommodation, meals and other personal expenses are borne by exchange students.

<Accommodation>

-A single room of the Gifu University International House located within the university campus is arranged for each exchange student.

-Room and utility charges are borne by exchange students.

<Prohibition of part-time work>

Gifu University policy dictates that exchange students are not allowed to get engaged in part-time work outside Gifu University during his/her studying at Gifu University.

<Source of financial support>

-There are cases that the Immigration Bureau in Japan does not permit foreign students to enter into Japan unless they can prove their proper sources of financial support such as scholarship or monthly remittance of 50,000 yen and above.

-Form C requires an applicant to detail his/her source of financial support while staying in Japan.

<Documents to be submitted>

- 1) Either application for Special Auditor (Form A-1) or Application for Special Research Student (Form A-2)
- 2) "Certificate of Eligibility (College Student)" Request Form (Form B)
- 3) Financial Support Information Form (Form C)
- 4) Certificate of Deposit Balance (English or Japanese)
- 5) Questionnaire for Study at Gifu University, Proposed Study at Gifu University Form, *Past Scholarly Achievements, *Letter of Recommendation by Academic Adviser (Form D-1) *Only graduate students

or Questionnaire for Research at Gifu University, Past Scholarly Achievements, Proposed Research at Gifu University, Letter of Recommendation by Academic Adviser (FormD-2)

6) Letter of Reference by Japanese Language Instructor (Form E)

*Form E should be filled out and signed by a Japanese language instructor who presently teaches an applicant.

7) Certificate of Enrollment from Home University (copy is not accepted, written in either English or Japanese)

8) Certified Academic Transcript from Home University (copy is not accepted, written in either English or Japanese)

9) Two full face photos (Width 3cm (1.19”) x Height 4cm (1.58”))

*Please carefully check attached photo specification and send us suitable photos. Immigration bureau's photo rule now is very strict and there were many cases in past that the applicants were requested to provide new photos because of failure to meet its requirement. Please understand this sort of thing may cause delay in processing of student's application.

10) Copy of a passport (if not available, other ID documents)

-Please download Form A-E from following web site:

<http://www.gifu-u.ac.jp/en/international/prospective/non-degree.html#Application Forms and Documents to be Submitted>

<Application Deadline >

*An applicant enrolls in Gifu University in April 2015: **November 7, 2014**

*An applicant enrolls in Gifu University in October 2015: **April 10, 2015**

<Submission >

Each sister university is required to send all of the above-mentioned documents to the International Student Affairs Office, Gifu University by mail before the deadline. Please note that Gifu University does not accept any applications that do not meet the above dead line, or those which are not properly completed. Please also note that all the submitted documents, once accepted, are not returned to the respective applicants/sister universities.

<Notice of Acceptance>

Gifu University informs its sister universities whether their applicants are accepted or not around the following dates.

*An applicant enrolls in Gifu University in April 2015: around the end of January, 2015.

*An applicant enrolls in to be enrolled at Gifu University in October 2015: around the end of June, 2015.

Address & Contact

(Mr.) Chihiro SAKO

International Student Affairs Office, International Planning Division, Gifu University

1-1 Yanagido, Gifu City, Gifu, 501-1193, Japan

MAIL : gjai05006@jim.gifu-u.ac.jp

TEL: +81(0)58-293-2146 FAX: +81(0)58-293-2143

Sincerely yours,

(Mr.) Fumiaki Suzuki
Executive Director
Gifu University
Japan

《For Applicants》

How to Apply for the Gifu University Exchange Program**Application Process and Documents for Submission**◆ **Application Deadline to Gifu University****April Starters (privately-financed)****November 7, 2014****October Starters (privately-financed)****April 10, 2015**◆ **Documents for Submission**

- 1) Either Application for Special Auditor (Form A-1) or Application for Special Research Student (Form A-2)
- 2) Certificate of Eligibility (College Student) Application Form (Form B)
- 3) Financial Support Information Form (Form C)
- 4) Certificate of Deposit Balance (English or Japanese)
- 5) Questionnaire for Study at Gifu University, Proposed Study at Gifu University Form, *Past Scholarly Achievements, *Letter of Recommendation by Academic Adviser (Form D-1) or Questionnaire for Research at Gifu University, Past Scholarly Achievements, Proposed Research at Gifu University, Letter of Recommendation by Academic Adviser (Form D-2) *Only graduate students
- 6) Letter of Reference by Japanese Language Instructor (Form E)
- 7) Certificate of Enrollment from Home University
- 8) Certified Academic Transcript from Home University
- 9) Two full face photos Width 3cm (1.19") x Height 4cm (1.58")

*Please carefully check attached photo specification and send us suitable photos. Immigration bureau's photo rule now is very strict and there were many cases in past that the applicants were requested to provide new photos because of failure to meet its requirement. Please understand this sort of thing may cause delay in processing of student's application.

10) Copy of a passport

-Please download Form A-E from following web site:

<http://www.gifu-u.ac.jp/en/international/prospective/non-degree.html#Application> Forms and Documents to be Submitted

◆ **How to Submit Application Documents**

Please note that the applicant's home university sends all the necessary documents above to Gifu University. Application which is submitted individually is not accepted.

All the application documents must arrive at our office by post before the deadline expires. Documents that are not properly completed are not accepted, and all the submitted documents, once received, will not be returned to the respective applicants/home universities.

◆ **Notice of Acceptance**

Gifu University will inform the applicant's home university of the results about whether he/she has been accepted.

*April 2015 Starters: Around the end of January, 2015.

*October 2015 Starters: Around the end of June, 2015.

Note:

If there are any questions concerning the application procedures above, please contact the person(s) responsible for the exchange program at your home university.
Gifu University does not respond to inquiries/e-mails from individual applicants.

《For Applicants》

Application Documents (check carefully before you apply) **Either application for Special Auditor (Form A-1) or Application for Special Research Student (Form A-2)**

Those who intend to study at Gifu University as Special Auditors should submit Form A-1 and those who intend to do research as Special Research Students should submit Form A-2. Form A requires applicants to choose his/her desired period of study/research, which is either for one semester (six months) or two semesters (one year). Applicants need to finish his/her study/research at the home university after the completion of the exchange program. Please make no contradictions in the "Dates Attended" and the "Year of Entrance and Completion" in the Educational Background in Form A.

 Certificate of Eligibility (College Student) Application Form (Form B)

Form B information is indispensable for Gifu University to apply for the Certificate of Eligibility (CoE) of an applicant to the Immigration Bureau in Japan. The applicant needs CoE to obtain his/her college student visa at the Japanese Legation in their home countries.

Please write your name in full exactly the same way as shown in your passport. Also, please make no contradictions in the "Total Period of Education" in Form B by making reference to the Educational Background box in Form A.

 Financial Support Information Form (Form C)

Privately-financed students are required by the Immigration Bureau to make their financial support source clear (they need to secure **50,000 yen or more** per month while staying in Japan). Improper information on this financial source in the application form for CoE may result in refusal of the applicants' entry to Japan by the Immigration Bureau.

(*Please bear it in mind that Gifu University does not allow exchange students to work outside Gifu University while studying at Gifu University).

 Certificate of Deposit Balance or Certificate of Scholarship

Please enclose a copy of the Certificate of Deposit Balance (written in English or Japanese) held in the name of an applicant, or his/her guarantor/financial supporter or certificate of scholarship (written in English or Japanese) if the applicant is decided to receive scholarship. These Certificates will help to prove to the Immigration Bureau that the applicant is financially secured while he/she is studying at Gifu University.

 Questionnaire for Study at Gifu University, Proposed Study at Gifu University Form, *Past Scholarly Achievements, *Letter of Recommendation by Academic Adviser (Form D-1) or Questionnaire for Research at Gifu University, Past Scholarly Achievements, Proposed Research at Gifu University, Letter of Recommendation by Academic Adviser (Form D-2) *Only graduate students

Those who intend to study at Gifu University as Special Auditors should submit Form D-1 and those who intend to do research as Special Research Students should submit Form D-2. Please choose one theme that you are planning to study/research at Gifu University and discuss it in Japanese (approx. 1,600 characters) or English (approx. 500 words), so that Gifu University can determine the most appropriate faculty or the graduate school for an applicant (handwriting is not accepted). In addition to these, those who intend to belong to graduate school should submit Past Scholarly Achievements and Letter of Recommendation by Academic Adviser.

 Letter of Reference by Japanese Language Instructor (Form E)

If an applicant is able to submit **a copy of the Level 2 (N2) and above of the Japanese Language Proficiency Test** result, he/she does not have to submit **Form E**.

Form E should be filled out and signed by a Japanese language instructor who presently teaches the applicant.

 Certificate of Enrollment from Home University

Please enclose the Certificate of Enrollment (copy is not accepted) issued by the home university. If it is not written either in English or Japanese, English or Japanese translation needs to be attached.

 Certified Academic Transcript from Home University

Please enclose the Academic Transcript (copy is not accepted) issued by the home university. If it is not written either in English or Japanese, English or Japanese translation needs to be attached.

《For Applicants》

Two full face photos << **Width 3 cm (1.19 inches) × Height 4 cm (1.58 inches)** >>

1. Photograph size 30mm X 40mm (1.19" X 1.58")
2. The person in the photograph must be the applicant him/herself,
3. Check the facial dimensions place the photograph template showed in the left.
The heights of a head (top of hair and bottom of chin) must be 25mm±3mm (1")
4. A frontal pose looking directly at the camera and showing full face without wearing any hats or head covering.
5. No background and any shadows behind a head.
6. The photograph must be in sharp focus and correctly
7. Taken within three months to reflect your current appearance.
8. Your name must be written in the back of a photograph

*Please carefully check attached photo specification and send us suitable photos. Immigration bureau's photo rule now is very strict and there were many cases in past that the applicants were requested to provide new photos because of failure to meet its requirement. Please understand this sort of thing may cause delay in processing of student's application.

Copy of a passport

If an applicant's passport is not ready, he/she could submit a copy of other ID, but please send us a copy of his/her passport as soon as it's ready.

《For Applicants》

General Information for Incoming International Students

Academic Calendar for 2015

First Semester starts	April 1
Spring Break	April 1-9
First Semester classes start	April 10
Summer Break	Early August – End of September
Second Semester starts	October 1
Winter Break	End of December – Early January
Second Semester ends	March 31



Each faculty will decide the start and the end of classes as well as the period of examinations. In principle, last 2 weeks of July and February are usually set for the examination period every year. Most classes and examinations end by the beginning of August and March.

Japanese Course

The International Student Center offers the Japanese courses for foreign students. Exchange students can take some of these Japanese classes as well.

Orientation and a placement test are conducted at the beginning of April and October.

Tuition Fees and Other Expenses

Gifu University exchange students are exempted from paying application fees, registration fees, and tuition, but they are responsible for transportation, accommodation, food and other personal expenses.

Accommodation

University exchange students are provided with single rooms in the Gifu University International House (located within the university campus) during their studying period.

All single rooms are equipped with a refrigerator, desk, desk lamp, chair, bookshelf, bed, wardrobe, cupboard, air conditioner, curtains, trash box, and shoe cabinet. There is one kitchen for shared use on every floor. All rooms in Building A are equipped with a bathroom, but the rooms in Building B have toilets only. There is a shower room on each floor of Building B. Smoking is prohibited in all areas of the university including International House.

1. Rent

(2014/9/1)

Type of Room	Rent (per month)	
	Building A	Building B
Single	5,900 yen	4,700 yen
Couple	11,900 yen	9,500 yen
Family	14,200 yen	14,200 yen

▶▶ Residents must pay the full monthly rent even if they move in or leave the House in the middle of a month.

《For Applicants》

2. Utilities

- (1) Charges are determined by the reading of a meter installed in each room.
- (2) Charge for shared use is evenly divided and paid by individual residents: 2,400 yen



Single Room

3. Deposit

Type of Room	Deposit
Single	30,000 yen
Couple	35,000 yen
Family	40,000 yen

- ▶▶ In time of leaving, after all the payments are made, any surplus money will be refunded from the deposit, and additional money will be charged if the deposit turns out to be insufficient.

4. Payment

Monthly payment is to be made by an automatic money transfer from the bank account opened by the resident (*the bank designated by Gifu University: Kurono Branch of Juroku Bank).



International Students Summer Trip



Traditional Culture Experience

Three Programs to Study at Gifu University as Exchange Students

There are three student statuses from which you can choose in order to study at Gifu University as an exchange student.

1. Special Research Student (April – September, October – March)
2. Special Auditor (April – September, October – March)
3. Japanese and Japanese Culture Studies Program Student (October – September)*

In deciding with which status you want to study at Gifu University, please consider carefully the purposes of your study and your Japanese language ability.

1. Special Research Student

Only graduate students can become Special Research Students. Special Research Students can conduct research on their themes at the graduate school, and can receive advice from a faculty supervisor. In general, supervisors will advise the students in Japanese. Once you decide your own research topic, please contact the International Student Affairs Office.

2. Special Auditor

Undergraduate students and graduate students can become Special Auditors. If the student's Japanese ability is equivalent to Level 2 (N2) or higher on the Japanese Language Proficiency Test, the students are required to be affiliated with one of the faculties, and study one academic field. Special Auditors attend regular classes with Japanese students at the faculty or graduate school. Therefore, they must have the Japanese ability equivalent to level 2 (N2) or higher on the Japanese Language Proficiency Test. In addition to regular classes, they can take Japanese language and cultural classes that the International Student Center offers. If the student's Japanese ability is lower than Level 2 (N2) on the Japanese Language Proficiency Test, the students are required to be affiliated with the International Student Center and study mainly Japanese language and culture. Students are placed to the most appropriate classes according to their Japanese ability.

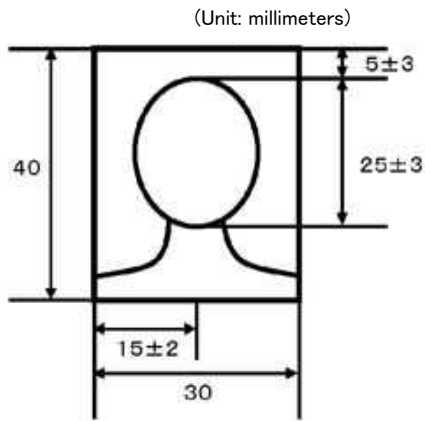
3. Japanese and Japanese Culture Studies Program Student (with the Japanese ability equivalent to Level 2 (N2) or higher on the Japanese Language Proficiency Test)

The International Student Center provides a Japanese Language and Culture Program. The aim of this program is to help students understand the language and culture of Japan.

Applicants for this program must meet all the following qualifications and conditions; 1) applicants must be regular students in an undergraduate program, 2) must be in the second year or above, 3) must be majoring or double-majoring in Japanese language and Japanese studies, and 4) must have passed the second-level Japanese Language Proficiency Test (N2) or demonstrate equivalent proficiency in Japanese. This course starts in October only.

***We will send the application forms to the specific sister universities around the end of January, 2015.**

The followings are details: the required standard of photo quality for application.
Please refer to the photograph examples below and submit the suitable photograph.



1. Photograph size 40mm X 30mm (1.58" X 1.19")
2. The person in the photograph must be the applicant him/herself,
3. Check the facial dimensions place the photograph template showed in the left.
The heights of a head (top of hair and bottom of chin) must be 25mm ± 3mm (1")
4. A frontal pose looking directly at the camera and showing full face without wearing any hats or head covering.
5. No background and any shadows behind a head.
6. The photograph must be in sharp focus and correctly
7. Taken within three months to reflect your current appearance.
8. Your name must be written in the back of a photograph

【The examples of acceptable photographs】



【The examples which do not meet the above standards】

■ Not meeting the requirement sizes and the standards



Image is not centered



Face tilted



There's a shadow behind her head
Not body front



Body tilted

■ A part of an image are hidden



The frames across eyes



Too thick frames



Reflection on lens



Hide one's face by a mask



Hair covering eyes



The part of the face is in shade because of head covering. (if there's no shadows and show the full face, head covering is allowed)

■ Hard to identify an individual



Mouth opens
Looks different from normal face expression



Vaguely-outlined image because of too dark behind



Image blurred



The part of the face is in shade

IMPORTANT NOTICE

PHOTOGRAPHS WHICH DO NOT MEET THE ABOVE STANDARDS WILL NOT BE ACCEPTED AND THIS WILL CAUSE OF DELAYING THE ISSUE OF YOUR APPLICATION.