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1. Outline of Exchange Programs

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1-1. Kyoto University International Education Program (KUINEP)

Kyoto University International Education Program (KUINEP) provides undergraduate level lectures in English to our partner university students as well as Kyoto University students. The program is open only to undergraduate students. (Their status at Kyoto University is “Special Auditor”.) KUINEP students are required to take at least six courses each semester mainly from KUINEP courses (Liberal Arts and Sciences courses) taught in English and additionally from courses offered by Faculties with the lecturer’s permission.

1-2. Kyoto University General Exchange Program

This is the program in which students take ordinary courses taught in Japanese*¹. Students are affiliated to one of undergraduate faculties or graduate schools (**Special Auditor**). For graduate students, there is another option to deepen their own research under the instruction of academic supervisors without taking any courses lectured in classrooms. Japanese proficiency is not required if supervisor can guide the student by any other language (**Special Research student**). As for undergraduate level of this program, all students are to take regular courses in their faculty which are given in Japanese. Therefore undergraduate students in this program must have sufficient Japanese language proficiency.

Because details on application information vary among faculty/graduate school, applicants for general exchange program must complete “Step 1” weeks before application deadline.

Exchange Programs			
	KUINEP	General Exchange(GE) Program	
	Special Auditor	Special Auditor	Special Research student
Student status available for the program (student status at Home U while in Kyoto)	Undergraduate	Undergraduate, Master, Doctor	Master, Doctor
Language proficiency	TOEFL iBT 79 or IELTS 6.0 and over is desirable (KUINEP students must be proficient in English.)	Japanese Language Proficiency Test <JLPT> N1 Level or the equivalent is required. * ¹	Depends on the academic advisor in Kyoto U accepting the applicant. In principle, TOEFL iBT 79, IELTS 6.0 or JLPT N1 is required.

*¹ Some faculties/Graduate Schools provides some courses lectured in English. It is occasionally possible to join the General Exchange Program without having sufficient Japanese language proficiency, if a student is able to find such courses match to the subject he/she wishes to study at Kyoto-U (If the student is not native English speaker, required the Language Proficiency Supporting Documents such as TOEFL/IELTS is). For more information, please contact us well in advance before the dead line date.

- ◆ **Tuitions**

Based on the student exchange agreement, students will be exempted from examination fee, matriculation fee and tuition fee at Kyoto University.

- ◆ **Scholarship**

A limited number of scholarships are available through Japan Student Services Organization (JASSO). JASSO is a government-sponsored non-profit organization dedicated to promoting international student exchange. Recipients will be selected by Kyoto University based on their academic record. Those who 1) will receive any other financial support more than 80,000 yen per month or 2) will not stay in Japan with “Student Visa Status” are not eligible for it. For Example, those who have Japanese Nationality/Permanent Residency are come under 2). JASSO Scholarship is a monthly stipend of 80,000 yen.

- ◆ **Entering Japan**

There are certain formalities which must be observed by foreign students intending to pursue studies in Japanese universities. Students must possess a valid passport issued by their home country. Kyoto University will apply for exchange students’ “Certificate of Eligibility” to the Kyoto Immigration Bureau for processing. Students, on receiving their “Certificate of Eligibility,” should apply to the nearest Japanese diplomatic mission (embassy or consulate) in their country for a “Student Visa Status”. Students with Japanese Nationality can also join exchange programs.

- ◆ **Comprehensive Health and Liability Insurance**

The Japanese law specifies that students staying in Japan for more than three months must join the Japanese National Health Insurance Program, which costs around 2,000 yen per month. Many students additionally enroll in insurance from their countries to be safer since the coverage and the regulations are different.

When entering Kyoto University, to enroll in “University CO-OP Personal Liability Insurance for Students (Gakubai)” and “Personal Accidental Insurance for Students while Pursuing Education and Research (Gakkensai)” are obligation. Yearly premium for Gakubai is around 2,000 yen plus initial CO-OP membership fee of 4,000 yen which is fully refundable upon deregistration, while yearly premium of Gakkensai is 1,000 yen.

We recommend students to bring along sufficient fund in case for any emergency.

(There was a case that a student had an operation and needed to settle huge amount of medical fees temporarily.)

- ◆ **Restrictions of Choosing Courses**

- 1) Exchange students who are enrolled in an undergraduate faculty of Kyoto University can take courses offered by undergraduate faculties including ones they are not enrolled in, but cannot take any courses offered by graduate schools.
- 2) Exchange students who are enrolled in a graduate school of Kyoto University as “Special Auditor” can take courses offered by graduate schools including ones they are not enrolled in, but cannot take any courses offered by undergraduate faculties.
- 3) Exchange students who are enrolled in a graduate school of Kyoto University as “Special

Research Student" under supervision of an academic advisor cannot take any courses.

- 4) Faculties and graduate schools of Kyoto University offer courses which start and end within one semester from April to September or from October to March. However, some courses including a number of courses offered by the Faculty of Letters and the Graduate School of Letters start in April and end in March. Such courses can be taken ONLY by students who stay at Kyoto University for one full year from APRIL to MARCH.
- 5) Some seminars and courses involving practical training or experiments may preclude exchange students because of limit of numbers of students who are allowed to take them, on the basis of priority for regular students.

◆ **Official Transcript of the Record**

Official transcript for students taking courses will be issued at the end of the semester.

- ✧ Spring Semester (1st Semester): Official transcript will be issued at the end of September
- ✧ Fall Semester (2nd Semester): Official transcript will be issued at the end of March

Grades for achievement are given according to the following code:

A+	=	96~100%
A	=	85~95%
B	=	75~84%
C	=	65~74%
D	=	60~64%
-	=	Fail (59.9% or less. No credits awarded.)

◆ **Japanese Language Study**

In both KUINEP and General Exchange Program, it is also possible to take Japanese language courses offered by the Institute for Liberal Arts and Sciences. For "Special Auditor", evaluation of those Japanese language courses will be included in the official transcript and two official credits will be conferred for each course.

◆ **Accommodation**

One on-campus and four off-campus International Houses of Kyoto University, and other dormitories are offered for international students. All exchange students are entitled to live in one of them. Kyoto University lodging facilities can be found at:

<https://kuiso.oc.kyoto-u.ac.jp/housing/facilities/en>

2. KUINEP

(Kyoto University International Education Program)

- 2-1.** KUINEP Academic Calendar
 - 2-2.** Eligibility
 - 2-3.** Language of Instruction
 - 2-4.** Student Status
 - 2-5.** What courses are designed for KUINEP
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-

2-1. KUINEP Academic Calendar

Fall Semester (2nd Semester): October 1 to March 31

Spring Semester (1st Semester): April 1 to September 30

Note: Students may stay only for a semester or for two semesters, may start on both semester based on approval by Home University.

2-2. Eligibility

An applicant must

- (1) be enrolled, until completion of KUINEP, as an undergraduate student at a non-Japanese academic institution with which Kyoto University has a student exchange agreement.
- (2) return to his/her Home University on the completion of KUINEP.
- (3) have an excellent academic and personal record.
- (4) have a concrete purpose for studying in Japan.

2-3. Language of Instruction

As all lectures are given in English language, KUINEP students must be proficient in English (TOEFL iBT 79, IELTS 6.0 or equivalent). Japanese language proficiency is not required.

2-4. Student Status

Each KUINEP student will be affiliated, as a special auditor, to one of the ten faculties at Kyoto University according to their area of interest. As it is not possible to change the faculty after students' arrival in Japan for any reason, please select your proposed faculty carefully from the following list.

<List of faculties at Kyoto University to which KUINEP students could be affiliated>

NOTE: It is policy in principle of Kyoto U not to make exchange students enroll in the faculty without having its background in Home U.

Faculty	Website
Faculty of Integrated Human Studies	http://www.h.kyoto-u.ac.jp/en/ug
Faculty of Letters	http://www.bun.kyoto-u.ac.jp/en/
Faculty of Education	http://www.educ.kyoto-u.ac.jp/en/faculty-of-education
Faculty of Law	http://law.kyoto-u.ac.jp/english/e_top.html
Faculty of Economics	http://www.econ.kyoto-u.ac.jp/en/
Faculty of Science	http://www.sci.kyoto-u.ac.jp/en
Faculty of Medicine	http://www.med.kyoto-u.ac.jp/en
Faculty of Pharmaceutical Science	http://www.pharm.kyoto-u.ac.jp/en/
Faculty of Engineering	http://www.t.kyoto-u.ac.jp/en
Faculty of Agriculture	http://www.kais.kyoto-u.ac.jp/english/

2-5. What courses are designed for KUINEP

KUINEP students are required to take at least six courses each semester mainly from KUINEP courses (Liberal Arts and Sciences courses) taught in English and additionally from courses offered by Faculties with the lecturer's permission. Students' grades are reported at the end of each semester. The list of KUINEP courses for 2017 is attached. The syllabi of 2017 Liberal Arts and Sciences courses can be found at:

http://www.z.k.kyoto-u.ac.jp/pdf_document/introduction/syllabus.pdf?1473146931

2-6. Japanese Language Courses

The Institute for Liberal Arts and Sciences also offers courses to study Japanese Language which are divided into three different levels (elementary, intermediate, and advanced). Students will be required to take a placement test at the beginning of each semester to determine their level of Japanese language proficiency. KUINEP students can take maximum of 7 courses; each of them deserves two official credits, each semester. Evaluations for such courses will be included in official transcript Kyoto University issues at the end of each semester. Students will be evaluated on the basis of attendance, participation in the classes, and the results of examinations.

3. General Exchange Program (Special Auditor, Special Research Student)

- 3-1. Academic Calendar
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 - 3-3. Eligibility
 - 3-4. Language requirements
 - 3-5. Student Status
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3-1. Academic Calendar

Fall Semester (2nd Semester): October 1 to March 31

Spring Semester (1st Semester): April 1 to September 30

Note: Some courses start in April and end in September or March while others start in October and end in March. No course starts in October and end in September. Therefore it is preferable to start the General Exchange Program from April along with the Japanese academic calendar. However, it is also possible to study from October. Maximum study period is one year.

3-2. Enrollment

Each faculty/graduate school on the following list will screen the applicants for admission, and will enroll students.

3-3. Eligibility

An applicant must

- (1) be enrolled, until completion of the exchange program, at a non-Japanese academic institution with which Kyoto University has a student exchange agreement.
- (2) return to her/his Home University on the completion of the exchange program.
- (3) have an excellent academic and personal record.
- (4) have a concrete purpose for studying in Japan.

3-4. Language requirements

Undergraduate level:

Special Auditor: In order to enroll in regular classes with Kyoto Univ. Japanese students, 1st level (N1) Japanese Language Proficiency Test (JLPT) or the equivalent is required.

Graduate level:

Special Auditor*: In order to enroll in regular classes with Kyoto Univ. Japanese students, 1st level (N1) of Japanese Language Proficiency Test (JLPT) or the equivalent is required.

Special Research Student*: Depends on the academic advisor in Kyoto University accepting the applicant. In principle, TOEFL iBT 79, IELTS 6.0 or JLPT N1 is required.

*See the flowchart on following page for further information.

3-5. Student Status

	Status at Kyoto Univ.	Possible Faculty / Graduate School to be affiliated
Undergraduate level	Special Auditor	Any of 9 faculties on the following list
Graduate level* ¹	Special Auditor* ²	Any of 17 graduate schools on the following list (*with exceptions)
	Special Research Student* ³	

*1 Students in graduate level are to choose their student status at Kyoto University based on their intention concerning university credits.

*2 "Special Auditor" of Graduate level enrolls in classes at her/his graduate school to pursue university credits for them.

*3 "Special Research Student" of Graduate level does research under her/his academic advisor's supervision without taking classes/seeking credits.

<List of faculties/graduate schools at Kyoto University to which General Exchange students could be affiliated>

NOTE: It is policy in principle of Kyoto U not to make exchange students enroll in the faculty/graduate school without having its background in Home U.

Faculties (for undergraduate students)	Graduate Schools (for graduate students)
<ul style="list-style-type: none"> Faculty of Integrated Human Studies http://www.h.kyoto-u.ac.jp/en/ug Faculty of Letters http://www.bun.kyoto-u.ac.jp/en/ Faculty of Education http://www.educ.kyoto-u.ac.jp/en/faculty-of-education Faculty of Law http://law.kyoto-u.ac.jp/english/e_top.html Faculty of Economics http://www.econ.kyoto-u.ac.jp/en/ Faculty of Science http://www.sci.kyoto-u.ac.jp/en/ Faculty of Pharmaceutical Science http://www.pharm.kyoto-u.ac.jp/en/ Faculty of Engineering http://www.t.kyoto-u.ac.jp/en Faculty of Agriculture http://www.kais.kyoto-u.ac.jp/english/ 	<ul style="list-style-type: none"> Graduate School of Letters http://www.bun.kyoto-u.ac.jp/en/ Graduate School of Education http://www.educ.kyoto-u.ac.jp/en/graduate-school-of-education Graduate School of Law http://law.kyoto-u.ac.jp/english/e_top.html Graduate School of Economics http://www.econ.kyoto-u.ac.jp/en/ Graduate School of Science http://www.sci.kyoto-u.ac.jp/en/ Graduate School of Pharmaceutical Science http://www.pharm.kyoto-u.ac.jp/en/ Graduate School of Engineering http://www.t.kyoto-u.ac.jp/en Graduate School of Agriculture http://www.kais.kyoto-u.ac.jp/english/ Graduate School of Human and Environmental Studies http://www.h.kyoto-u.ac.jp/en/ Graduate School of Energy Science http://www.energy.kyoto-u.ac.jp/english/ Graduate School of Asian and African Area Studies http://www.asafas.kyoto-u.ac.jp/en/ Graduate School of Informatics http://www.i.kyoto-u.ac.jp/en/ Graduate School of Biostudies *Special research student only http://www.lif.kyoto-u.ac.jp/e/ Graduate School of Advanced Integrated Studies in Human Survivability http://www.gsais.kyoto-u.ac.jp/en-top/ Graduate School of Global Environmental Studies http://www2.ges.kyoto-u.ac.jp/en/?ml_lang=ja/en/ School of Government *Special auditor only http://www.sg.kyoto-u.ac.jp/en/index.html Graduate School of Management *Special auditor only http://www.gsm.kyoto-u.ac.jp/en

4. Flowchart of Application Procedures

Read the **Outline of Exchange Programs** and decide which exchange program you wish to apply.

<Application procedures>

Nomination by home university:

Nominations must be submitted using our Online Nomination by the students' coordinator at the home university.

Online Nomination: We will inform the URL to the coordinator separately.

Nomination

Fall semester (to come in October): by **31st of January** of that year

Dead-line:

Spring semester(to come in April): by **31st of August** in the previous year



A link to the online application site and its password will be sent by email to the students and coordinator at the home university.

Online application

Step 1

Nominated students complete the online application "**Step 1**".

After we review the completed "**Step 1**", we will send the link to "**Step 2**" appropriate to selected exchange program, to students' and coordinators' email address.



Online application

Step 2

KUINEP

Nominated students complete the online application "**Step 2**".

Required documents (to upload and send)

1. Printed pages of Kyoto University exchange program online application pages
2. Recommendation letters (Form 1-1, 1-2)
3. Health certificate (Form 2)
4. Certificate of enrollment in home university (Form 3)
5. Language Proficiency Supporting Documents. "TOEFL or IELTS" required for the applicants whose native language is not English.
6. Academic Transcript (English only)
7. Copy of Passport
8. Portrait Photo
9. Document for JASSO scholarship (required for the applicant who would like to apply)

General Exchange Program
(Special Auditor)

Nominated students complete the online application "**Step 2**".

Required documents (to upload and send)

1. Printed pages of Kyoto University exchange program online application pages
2. Recommendation letters (Form 1-1, 1-2)
3. Health certificate (Form 2)
4. Certificate of enrollment in home university (Form 3)
5. Statement of purpose for General Exchange Program (Form 4)
6. Language Proficiency Supporting Documents. Japanese Language Proficiency Test "JLPT" score sheets, or reference letter from Japanese language instructor required for the applicants of special auditor taking courses in Japanese language. "TOEFL or IELTS" required for the applicant who take lecture taught in English and his/her native language is not English.
7. Academic Transcript (English only)
8. Copy of Passport
9. Portrait Photo
10. Document for JASSO scholarship (required for the applicant who would like to apply)

	General Exchange Program (Special Research student)	Nominated students complete the online application "Step 2".
		Required documents (to upload and send) 1. Printed pages of Kyoto University exchange program online application pages 2. Recommendation letters (Form 1-1, 1-2) 3. Health certificate (Form 2) 4. Certificate of enrollment in home university (Form 3) 5. Statement of purpose for General Exchange Program (Form 4) 6. Research Plan Essay (Free form) 7. Language Proficiency Supporting Documents. Score sheet of Japanese Language Proficiency Test "JLPT" or "TOEFL or IELTS" is required, at least one of them. If you don't have any of them, reference letter from language instructor/professor is also acceptable. 8. Academic Transcript (English only) 9. Copy of Passport 10. Portrait Photo 11. Document for JASSO scholarship (required for the applicant who would like to apply)

Print out the online application pages after completed "Step 2", sign them and submit all the required documents to the coordinator at the home university. If these documents are in a language other than English or Japanese, They must be accompanied by English Translation.



Send all the documents The coordinator signs the documents and mails them along with all the required documents to the following address. **Only the documents mailed through the office of partner university are accepted. Please send the documents to reach us by the Dead-line.**

*TO: International Education and Student Mobility Division, Kyoto University.
 Yoshida Honmachi, Sakyo-ku, Kyoto, 606-8501, Japan.
 Telephone No: +81-(0)75-753-2546*

Application	Fall semester (to come in October): due by the end of February of that year
Dead-line	Spring semester (to come in April): due by the end of September in the previous year



Notification of Result	The results and the following documents will be sent to the coordinator and the student by email in July (Application for October) / January (Application for April). <ul style="list-style-type: none"> • Official Admission Letter to Kyoto University • Instruction on how to apply for the form of "Certificate of Eligibility" (For Visa) • Instruction on how to apply for housing • Things to Do before You Come to Kyoto University • Questionnaire on Your Japanese Language Ability
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Welcome Package	The following documents will be directly sent to the student by post in <u>early September</u> (Application for October)/early March (Application for April). <ul style="list-style-type: none"> • "Certificate of Eligibility" • Important Notes on Procedure of a "Student Visa" • Orientation Schedule • How to Reach Kyoto University and International Houses • Kyoto University International House Permission for Admission
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