



Seikei Institute for International Studies

Seikei University

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Seikei University Exchange Program Information Sheet 2018-2019

1. General Information	
Name of Institution	Seikei University
President	Hiroshi Kitagawa
Address	Seikei University 3-3-1 Kichijoji-Kitamachi, Musashino-shi, Tokyo 180-8633 Japan
Faculties	Economics, Science and Technology, Humanities, Law (Undergraduate and graduate school) Law school
Website	http://www.seikei.ac.jp/university/
Information website for exchange students	http://siis.seikei.ac.jp/incoming/
International Office (Seikei Institute for International Studies)	Seikei Institute for International Studies (SIIS) Seikei University 3-3-1 Kichijoji-Kitamachi, Musashino-shi, Tokyo 180-8633
Email	siis@jim.seikei.ac.jp
Phone	+81-422-37-3536
Fax	+81-422-37-3865
SIIS Director	Fuhito Endo
Contact person for incoming exchange students (students coming to Seikei)	Semester 1 (Spring): Daigo Tomomura Semester 2 (Fall) : Kaori Orikasa
2. Academic Term Dates for 2018-2019	
Semester 1: (Spring 2018) ➤ Academic term dates ➤ I-House check-in/Orientation dates for incoming exchange students	TBD Academic term dates 2018: 9 April 2018 – 2 August 2018 (including examination period) Exchange students are asked to check-in at the I-House between 15 and 20 March 2018 for orientation (check-in dates are subject to change)

Semester 2: (Fall 2018) ➤ Academic term dates ➤ I-House check-in/Orientation dates for incoming exchange students	TBD 18 September 2018 – 31 January 2019 (including examination period). Exchange students are expected to check-in at the I-House between 3 and 5 September 2018 for orientation.
Academic Calendar	http://www.seikei.ac.jp/university/gakumu/koyomi.pdf
3. Admission requirements	
Minimum GPA (or academic result in other scales)	No official requirement, but preferably equivalent to 2.5 or higher.
Japanese language requirements	Minimum of one year of Japanese language study (aiming for N4 level) or approximately 300 hours of study. Exchange students are required to take a placement test for their Japanese proficiency upon arrival (Set in late March for spring students and in early September for fall students). They will be advised by our Japanese lecturers which Japanese courses to take (Therefore, we cannot give any evaluation of the availability of preferred classes by only checking their application forms).
Degree level (undergraduate/postgraduate):	Undergraduate or Postgraduate
Available exchange period (one semester/one year):	One semester or One year
4. Application Deadlines and Procedures	
Application deadline	Semester 1 (Spring): End of September Semester 2 (Fall) : First Friday of March
Application procedure	Applications for exchange must be submitted to your home university's exchange coordinator. Once selected for exchange, the exchange coordinator will forward all documents to Seikei University.
Required documents	1. Application Documents for the Exchange Program ➤ Exchange Student Application (4 pages) ➤ Japanese Language Study Background (Please attach course descriptions) ➤ Health Certificate ➤ Statement of financial situation ➤ Declaration of intention for scholarships ➤ Medical declaration form ➤ Full Transcript in English including grade(s) of Japanese language course(s) ➤ Letter of recommendation from your university

	<p>2. Application Documents for Certificate of Eligibility</p> <ul style="list-style-type: none"> ➤ Application forms for a Certificate of Eligibility (3 pages) ➤ 3 identical photos (4 x 3 cm) *Strictly observe the assigned photo size due to use on official documents. ➤ A copy of a valid passport (photograph page). ➤ A copy of documents that verify the annual income of your supporter.
5. Course information	
Areas of study open to exchange students	In general, exchange students are allowed to take any courses in any faculty except for the Law School. Approval of the teacher of each course is necessary, but in general it is granted.
Courses <u>NOT</u> open to exchange students:	*Law School
Language of instruction	Japanese
Language classes other than Japanese available as a part of exchange (if applicable)	Other language classes are an option depending on space availability and level of ability. (German, French, Spanish, Chinese, Korean, Thai)
Syllabus website	https://portal.seikei.ac.jp/up/faces/login/Com00501B.jsp
6. Cost of Living Expenses	
On-campus accommodation	Available: International House (I-House). Single room with unit bath. Shared Kitchen. A Monthly Rent : ¥37,200 (January, March, May, July, August, October, December) ¥36,000 (April, June, September, November) ¥33,600 (February)/ ¥34,800 (leap year) *Off-campus accommodation might be available.
International House Website	http://siis.seikei.ac.jp/incoming/#tab5
Food / meals	Not provided but individual costs are about ¥40,000/ month.
Health insurance	National Health Insurance Approx. ¥10,000 -¥ 30,000/year http://www.g-studyinJapan.jasso.go.jp/en/modules/pico/index.php?content_id=28 http://www.city.musashino.lg.jp.e.ad.hp.transer.com/kurashi_guide/kokuho_nenkin/kokuminkenkouhoken/index.html
Other personal expenses (including laundry, sundries, books etc.)	Approximately ¥20,000 -¥ 50,000/month.
Telecommunication expenses (if any)	Mobile phone: ¥3,000- ¥5,000/month Internet: Free Wi-Fi available on campus and in the I-House.
7. Scholarships	
Available scholarship for exchange students	¥40,000/ month. Up to 10 months. Guaranteed.
Application deadline	Same as exchange application deadline.