



Seikei Institute for International Studies

Seikei University

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## Seikei University Exchange Program Information Sheet 2017-2018

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	<a href="http://www.seikei.ac.jp/university/">http://www.seikei.ac.jp/university/</a>
Information website for exchange students	<a href="http://siis.seikei.ac.jp/incoming/">http://siis.seikei.ac.jp/incoming/</a>
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	<a href="mailto:siis@jim.seikei.ac.jp">siis@jim.seikei.ac.jp</a>
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) : Aya Shibata
2. Academic Term Dates for 2016-2017	
Semester 1: (Spring 2017) ➤ Academic term dates  ➤ I-House check-in/Orientation dates for incoming exchange students	Academic term dates 2017: 10 April 2017 – 2 August 2017 (including examination period)  Exchange students are asked to check-in at the I-House between 15 and 22 March 2017 for orientation (check-in dates are subject to change)

<b>Semester 2:</b> <b>(Fall 2017)</b> ➤ <b>Academic term dates</b> ➤ <b>I-House check-in/Orientation dates for incoming exchange students</b>	18 September 2017 – 1 February 2018 (including examination period).  Exchange students are expected to check-in at the I-House between 4 and 6 September 2017 for orientation.
<b>Academic Calendar</b>	<a href="http://www.seikei.ac.jp/university/gakumu/koyomi.pdf">http://www.seikei.ac.jp/university/gakumu/koyomi.pdf</a>
<b>3. Admission requirements</b>	
<b>Minimum GPA (or academic result in other scales)</b>	No official requirement, but preferably equivalent to 2.5 or higher.
<b>Japanese language requirements</b>	Minimum of one year of Japanese language study and proof of N4 proficiency 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).
<b>Degree level (undergraduate/postgraduate):</b>	Undergraduate or Postgraduate
<b>Available exchange period (one semester/one year):</b>	One semester or One year
<b>4. Application Deadlines and Procedures</b>	
<b>Application deadline</b>	Semester 1 (Spring): End of September Semester 2 (Fall) : First Friday of March
<b>Application procedure</b>	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.
<b>Required documents</b>	<b>1. Application Documents for the Exchange Program</b> ➤ 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><b>2. Application Documents for Certificate of Eligibility</b></p> <ul style="list-style-type: none"> <li>➤ Application forms for a Certificate of Eligibility (3 pages)</li> <li>➤ 3 identical photos (4 x 3 cm)</li> </ul> <p>*Strictly observe the assigned photo size due to use on official documents.</p> <ul style="list-style-type: none"> <li>➤ A copy of a valid passport (photograph page).</li> <li>➤ A copy of documents that verify the annual income of your supporter.</li> </ul>
<b>5. Course information</b>	
<b>Areas of study open to exchange students</b>	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.
<b>Courses <u>NOT</u> open to exchange students:</b>	*Law School
<b>Language of instruction</b>	Japanese
<b>Language classes other than Japanese available as a part of exchange (if applicable)</b>	Other language classes are an option depending on space availability and level of ability. (German, French, Spanish, Chinese, Korean, Thai)
<b>Syllabus website</b>	<a href="https://portal.seikei.ac.jp/up/faces/login/Com00501B.jsp">https://portal.seikei.ac.jp/up/faces/login/Com00501B.jsp</a>
<b>6. Cost of Living Expenses</b>	
<b>On-campus accommodation</b>	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)
<b>International House Website</b>	<a href="http://siis.seikei.ac.jp/incoming/#tab5">http://siis.seikei.ac.jp/incoming/#tab5</a>
<b>Food / meals</b>	Not provided but individual costs are about ¥40,000/ month.
<b>Health insurance</b>	National Health Insurance <a href="http://www.city.musashino.lg.jp.e.ad.hp.transer.com/kurashi_guide/kokuho_nenkin/kokuminkenkouhoken/index.html">http://www.city.musashino.lg.jp.e.ad.hp.transer.com/kurashi_guide/kokuho_nenkin/kokuminkenkouhoken/index.html</a>
<b>Other personal expenses (including laundry, sundries, books etc.)</b>	Approximately ¥20,000 -¥ 50,000/month.
<b>Telecommunication expenses (if any)</b>	Mobile phone: ¥3,000- ¥5,000/month Internet: Free Wi-Fi available on campus and in the I-House.
<b>7. Scholarships</b>	
<b>Available scholarship for exchange students</b>	¥40,000/ month. Up to 10 months. Guaranteed.
<b>Application deadline</b>	Same as exchange application deadline.