

# Tokyo University of Foreign Studies

## Information Sheet for AY2024-2025



| GENERAL INFORMATION                                 |                                                                                                                 |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| University Name                                     | Tokyo University of Foreign Studies                                                                             |
| Office in charge of international academic exchange | Student Exchange Division                                                                                       |
| Postal address                                      | 3-11-1, Asahi-cho, Fuchu-shi, Tokyo, Japan, 183-8534                                                            |
| Contact Information for exchange program            | E-mail: <a href="mailto:inbound@tufs.ac.jp">inbound@tufs.ac.jp</a><br>Tel: +81-42-330-5182 Fax: +81-42-330-5189 |

| ACADEMIC CALENDAR 2024/2025                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Spring quarter (First quarter)                                                                                                                                                                                                                                                | April 1, 2024 to Middle July, 2024                                                                                                                                                                                                  |
| Summer quarter (Second quarter)                                                                                                                                                                                                                                               | Middle July, 2024 to September 30, 2024 (Intensive)                                                                                                                                                                                 |
| Fall quarter (Third quarter)                                                                                                                                                                                                                                                  | October 1, 2024 to Late January, 2025                                                                                                                                                                                               |
| Winter quarter (Fourth quarter)                                                                                                                                                                                                                                               | Late January, 2025 to Middle February, 2025 (Intensive)                                                                                                                                                                             |
| Academic calendar                                                                                                                                                                                                                                                             | <a href="http://www.tufs.ac.jp/student/calendar/">http://www.tufs.ac.jp/student/calendar/</a> (Japanese)<br><a href="http://www.tufs.ac.jp/english/student/calendar/">http://www.tufs.ac.jp/english/student/calendar/</a> (English) |
| <p>* Students whose period of study ends in the mid July 2024 are not able to take any subjects during Summer quarter in principle.</p> <p>* We only intake students either from Spring (1st) quarter or Fall (3rd) quarter.</p> <p>* This schedule is subject to change.</p> |                                                                                                                                                                                                                                     |

| APPLICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Spring Entry 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Fall Entry 2024         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Online-Application Open                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | From early October, 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | From late January, 2024 |
| Application Documents Deadlines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | November 15, 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | March 15, 2024          |
| Application Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <a href="http://www.tufs.ac.jp/admission/international_applicant/application.html">http://www.tufs.ac.jp/admission/international_applicant/application.html</a> (Japanese)<br><a href="http://www.tufs.ac.jp/english/admission/non-degree/exchange/application.html">http://www.tufs.ac.jp/english/admission/non-degree/exchange/application.html</a> (English)                                                                                                                                                                                                                                                               |                         |
| <b>Application Process</b><br>1. We will send an e-mail with the instruction for the application procedure to the exchange coordinators of Partner universities.<br>2. The coordinators forward the e-mail to their nominated students.<br>3. The nominated students complete and submit our online application form and prepare other necessary documents.<br>4. The students submit their documents to the exchange coordinator at their home university.<br>5. The exchange coordinators sends us the application documents <b>by email</b> .<br>* The exchange coordinators do not have to send an e-mail to nominate their students. Just forward the e-mail to the nominated students and send the students' application documents <b>by email</b> to TUFFS. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                         |
| Application Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <a href="http://www.tufs.ac.jp/admission/international_applicant/application.html">http://www.tufs.ac.jp/admission/international_applicant/application.html</a> (Japanese)<br><a href="http://www.tufs.ac.jp/english/admission/non-degree/exchange/application.html">http://www.tufs.ac.jp/english/admission/non-degree/exchange/application.html</a> (English)                                                                                                                                                                                                                                                               |                         |
| Language of Instruction and Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Since students take classes conducted in English or Japanese, they need to have the appropriate English or Japanese ability. <u>It is not necessary to submit an exam score report as long as their language ability meets the language requirements and are approved by their home university.</u><br><b>English</b><br>Language proficiency requirements for courses conducted in English:<br>CEFR (Common European Framework of Reference for Languages) B2<br><b>Japanese</b><br>Language proficiency requirements for courses conducted in Japanese: Level N2 (Level N1 preferred) of Japanese Language Proficiency Test |                         |
| Qualifications for incoming exchange students:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Undergraduate and Graduate<br>*Doctorate courses are not open for exchange students.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                         |
| Length of the exchange period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Full year or one quarter (either Spring (1st) or Fall (3rd) quarter.)<br><b>*Students cannot extend the period of their study in principle after they arrive in Japan.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                         |
| Schedules from Application to Arrival                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <a href="http://www.tufs.ac.jp/documents/english/admission/international_applicant/schedules.pdf">http://www.tufs.ac.jp/documents/english/admission/international_applicant/schedules.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |

## ADMISSION and VISA

### Admission Process

Once application documents have been reviewed by the Student Exchange Division and their acceptance is approved, Acceptance email will be sent to the students in December or January for Spring entry. (May or June for Fall entry) Letter of Acceptance will be sent to them with electronic Certificate of Eligibility by email.

### VISA

Exchange students must obtain 'Student' Visa authorized by Embassy or Consulate-General of Japan.

1. The Student Exchange Division will apply for electronic Certificate of Eligibility (CoE) at the Immigration Bureau on behalf of exchange students.
2. Once the Student Exchange Division receive students' electronic CoE, it will be sent to the student with Letter of Acceptance by email.
3. Students apply at the Embassy or Consulate-General of Japan in their home country. They will be asked to submit their passport, Letter of Acceptance, and electronic CoE and other necessary documents there.

Detailed information is instructed in the following website.

[http://www.tufs.ac.jp/admission/international\\_applicant/immigration.html](http://www.tufs.ac.jp/admission/international_applicant/immigration.html) (Japanese)

<http://www.tufs.ac.jp/english/admission/non-degree/exchange/immigration.html> (English)

## SCHOLARSHIP

### Scholarship information

[http://www.tufs.ac.jp/admission/international\\_applicant/scholarship.html](http://www.tufs.ac.jp/admission/international_applicant/scholarship.html) (Japanese)

[http://www.tufs.ac.jp/english/intlaffairs/exchange\\_in/program/scholarship.html](http://www.tufs.ac.jp/english/intlaffairs/exchange_in/program/scholarship.html) (English)

### Grade

In order to apply for JASSO scholarship, GPA (previous academic year at the home university) must be 2.3 (on a scale of 3.0) or higher.

\* If your home institution or university does not use the 3-point scale GPA system or does not use the GPA system, use the table in the last page to calculate the equivalent GPA. (Round to two decimal places)

## INSURANCE and HEALTH CARE SERVICES

### National Health Insurance

Exchange Students need to join the National Health Insurance Program. With this insurance, you will pay only 30% of the total medical expenses.

### University Insurances\*

Exchange students must join the University Insurances after coming to Japan regardless of whether they have already joined in other insurance in their countries. It covers Personal liability, Death, Residual disability and Rescuer expenses.

\*Personal Accident Insurance for Students Pursuing Education and Research "Gakkensai"

\*Comprehensive Insurance for Students Lives Coupled with "Gakkensai" For International Students

### Inbound Medical Assistance Service

Exchange students must enroll this service. They can receive a 24/7 service for international students that provides medical consultations by telephone. (e.g. referrals to appropriate hospitals, telephone interpretation services for hospital visits (available in a total of 18 languages including Japanese, English, and Chinese), and etc.)

This service is not a medical insurance, so please be sure to enroll in the National Health Insurance and the above two insurances designated by the university.

### Health Care Center/Student Counseling Room on campus

Health Care Center and Student Counseling Room on campus are available for exchange students.

Health Care Center: <https://www.tufs.ac.jp/institutions/facility/hoken/> (Japanese)

<http://www.tufs.ac.jp/english/institutions/facility/hoken/> (English)

Student Counseling Room: <https://www.tufs.ac.jp/institutions/facility/scs/> (Japanese)

<http://www.tufs.ac.jp/english/institutions/facility/scs/> (English)

\*Note:

Exchange students must be in good physical and mental health at the time when they apply.

If necessary, exchange students should bring necessary medicines from their home country.

[http://www.tufs.ac.jp/common/is/ryugakusei/www/TUFS\\_medical\\_information.pdf](http://www.tufs.ac.jp/common/is/ryugakusei/www/TUFS_medical_information.pdf)

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### COURSES

#### Course Information

Exchange Students must take at least 7 classes per week for the Student Visa requirement. Information about courses offered can be found in Guidebook of Class Registration on the following websites.

[https://www.tufs.ac.jp/admission/international\\_applicant/program01.html](https://www.tufs.ac.jp/admission/international_applicant/program01.html) (Japanese)

<https://www.tufs.ac.jp/english/admission/non-degree/exchange/overview.html> (English)

They can search syllabi from the following website:

<https://gakumu-web1.tufs.ac.jp/portal/Public/Syllabus/SylSearchMain.aspx>

#### Japanese Language Program (JLPTUFS)

Fundamental Japanese courses are available for exchange students. Detailed information is instructed in the following website.

[https://www.tufs.ac.jp/student/international\\_student/Japanese\\_Program.html](https://www.tufs.ac.jp/student/international_student/Japanese_Program.html) (Japanese)

[http://www.tufs.ac.jp/english/student/international\\_student/Japanese\\_Program.html](http://www.tufs.ac.jp/english/student/international_student/Japanese_Program.html) (English)

### ACCOMMODATION

#### On-campus dormitory information

We try to offer all exchange students a room in one of our on-campus International Residence Halls. However, when there are no available rooms, they may have to find a private apartment on their own. TUFs will provide the students with the necessary information to find accommodation.

<http://www.tufs.ac.jp/english/student/dorm/housing.html>

#### Available period for accommodation

Spring entry: From April 1st to late July or the end of February.

Fall entry: From late September to the end of February or late July.

#### Accommodation fee (Campus Dormitory) SINGLE ROOM ONLY

International Residence Hall No.1 32,000 JPY per month (Single room)

International Residence Hall No.2 31,000 JPY per month (Single room)

International Residence Hall No.3 46,000 JPY per month (Single room) plus key money (¥30,000)

\* Bedding Set ¥12,000 (Purchasing the Bedding Set is mandatory for all residents.)

\* Students who would like to reside with another person in one room need to find private apartments on their own.

\* **Students cannot choose which residence they will live in.**

#### How to Apply

In our online application, you will be asked whether you wish to stay in our on-campus dormitory. If you wish, please check the box in the application form and online application.

### OTHERS

#### Part-time Job

You may work up to 28 hours a week if you receive the permission from the Immigration Bureau before you start working.

#### Estimated Living Costs

|                           |                                                    |
|---------------------------|----------------------------------------------------|
| Textbooks/Stationery      | 20,000 JPY/ quarter                                |
| Food                      | 30,000 JPY/ month                                  |
| University Insurance      | 7,990 JPY for 4 months or 13,320 JPY for 11 months |
| National Health Insurance | About 1,100 JPY/ month                             |
| Inbound Medical Service   | 1,980 JPY/ year                                    |
| Accommodation             | Dormitory on campus 31,000-46,000 JPY/ month       |
| Utilities                 | About 10,000 JPY/ month                            |

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### OTHER INFORMATION

#### (TUFS INFORMATION)

**Tokyo University of Foreign Studies**

<http://www.tufs.ac.jp/english/>

**TUFS Exchange Program**

<http://www.tufs.ac.jp/english/admission/non-degree/exchange/>

**Brochure for Exchange Program**

[http://www.tufs.ac.jp/documents/admission/international\\_applicant/isep\\_180402brochure.pdf](http://www.tufs.ac.jp/documents/admission/international_applicant/isep_180402brochure.pdf)

**TUFS PR Movies**

<http://www.tufs.ac.jp/english/abouttufs/pr/movies.html>

#### (Other Organizations)

**JASSO Study in Japan (Scholarship)**

<https://www.studyinjapan.go.jp/en/>

**Ministry of Education, Culture, Sports, Science and Technology- Japan (Educational affairs in Japan)**

<http://www.mext.go.jp/en/>

**Tokyo Fire Department (Disaster prevention)**

<http://www.tfd.metro.tokyo.jp/eng/index.html> <http://www.tfd.metro.tokyo.jp/eng/earthquakes.html>

**Means to Communicate Information on Civil Protection (Disaster prevention)**

<http://www.kokuminhogo.go.jp/en/about/means.html#siren>

### How to calculate JASSO GPA

If your institution or university does not use the 3-point scale GPA system or does not use the GPA system, use the table below to calculate the equivalent JASSO GPA. (Round to two decimal places.)

|                         | Grade    |           |          |            |          |
|-------------------------|----------|-----------|----------|------------|----------|
| Pattern 1               |          | Excellent | Good     | Sufficient | Fail     |
| Pattern 2               |          | A         | B        | C          | F        |
| Pattern 3               |          | 100-80    | 79-70    | 69-60      | 59~      |
| Pattern 4               | 100-90   | 89-80     | 79-70    | 69-60      | 59~      |
| Pattern 5               | S        | A         | B        | C          | F        |
| Pattern 6               | A        | B         | C        | D          | F        |
| <b>Grade Point (GP)</b> | <b>3</b> | <b>3</b>  | <b>2</b> | <b>1</b>   | <b>0</b> |

$$\frac{(Total\ Credits\ of\ GP3) \times 3 + (Total\ Credits\ of\ GP2) \times 2 + (Total\ Credits\ of\ GP1) \times 1 + (Total\ Credits\ of\ GP0) \times 0}{Total\ Credits\ earned\ in\ the\ previous\ academic\ year}$$