

# Tokyo University of Foreign Studies

## Information Sheet for AY2024-2025



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

ACADEMIC CALENDAR 2024/2025	
<b>Fall quarter (Third quarter)</b>	October 1, 2024 to February 3, 2025
<b>Winter quarter (Fourth quarter)</b>	February 4, 2025 to March 31, 2025 (Intensive)
<b>Spring quarter (First quarter)</b>	April 1, 2025 to Middle July, 2025
<b>Summer quarter (Second quarter)</b>	Middle July 2025 to September 30, 2025 (Intensive)
<b>Academic Calendar</b>	<a href="https://www.tufs.ac.jp/student/calendar/">https://www.tufs.ac.jp/student/calendar/</a> (Japanese) <a href="https://www.tufs.ac.jp/english/student/calendar/">https://www.tufs.ac.jp/english/student/calendar/</a> (English)
<p>* Students whose period of study ends in the mid July 2025 are not able to take any subjects during Summer quarter in principle.            * TUFS only intake students either from Spring (1st) quarter or Fall (3rd) quarter.            * This schedule is subject to change.</p>	

APPLICATION	Fall Entry 2024	Spring Entry 2025
<b>Online-Application Open</b>	From middle January 2024	From middle September 2024
<b>Application Deadlines</b>	March 15, 2024	November 15, 2024
<b>Application Information</b>	<a href="https://www.tufs.ac.jp/admission/international_applicant/application.html">https://www.tufs.ac.jp/admission/international_applicant/application.html</a> (Japanese) <a href="https://www.tufs.ac.jp/english/admission/non-degree/exchange/application.html">https://www.tufs.ac.jp/english/admission/non-degree/exchange/application.html</a> (English)	

<b>Application Process</b>	
<p>TUFS will send an e-mail with the instruction for the application procedure to the exchange coordinators of Partner universities.</p> <ol style="list-style-type: none"> <li>University coordinator forwards the email to the nominated students to share the necessary links and the log-in passwords.</li> <li>Nominated students fill out and prepare for the necessary documents.</li> <li>University coordinator will collect the necessary application documents from the nominated students and send them to TUFS from the designated URL one by one.</li> <li>Nominated students complete online application form for the exchange program from the designated URL.</li> <li>Nominated students who need to apply for student visa complete online application for the Certificate of Eligibility (CoE) from the designated URL.</li> </ol> <p>* University 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>through the website</b>.</p>	

<b>Application Documents</b>	<ol style="list-style-type: none"> <li>ISEPTUFS CHECKLIST</li> <li>Participation Agreement (Signed by the nominated student and the coordinator)</li> <li>Study Plan</li> <li>Certificate of Health</li> <li>Application Form for the JASSO Scholarship (the JASSO scholarship applicants only)</li> <li>Latest official academic record at home university written in English or Japanese</li> <li>Certificate of Japanese/English language proficiency (<b>Added from Fall 2024 entry</b>)</li> <li>Consent Form about Disclosure of Personal Information</li> <li>A copy of Passport</li> </ol> <p>Please download the latest formats from the links below:  <a href="https://www.tufs.ac.jp/admission/international_applicant/application.html">https://www.tufs.ac.jp/admission/international_applicant/application.html</a> (Japanese)  <a href="https://www.tufs.ac.jp/english/admission/non-degree/exchange/application.html">https://www.tufs.ac.jp/english/admission/non-degree/exchange/application.html</a> (English)</p>
<b>Qualifications for Incoming Exchange Students:</b>	Undergraduate and Graduate *Doctorate courses are not open for exchange students.
<b>Length of the Exchange Period</b>	Full year or one quarter (either Spring (1st) or Fall (3rd) quarter.) <b>*Students cannot extend the period of their study in principle after they arrive in Japan.</b>
<b>Schedules before Arrival</b>	<a href="https://www.tufs.ac.jp/common/is/ryugakusei/www/schedules.pdf">https://www.tufs.ac.jp/common/is/ryugakusei/www/schedules.pdf</a>

**ELIGIBILITY REQUIREMENTS**

<b>The Minimum Number of Semesters</b>	Students are required to complete <b>at least 1 semester</b> and submit at least 1 semester's transcript at the time of application.
<b>Language Requirements</b>	Since students take classes conducted in English or Japanese, they need to have the appropriate English or Japanese ability. <u>From Fall 2024 entry, the nominated students must submit the language evidence which proves the students' language ability can meet the following requirement:</u> <b>English: CEFR (Common European Framework of Reference for Languages) B2</b> <b>OR</b> <b>Japanese: Level N2 of Japanese Language Proficiency Test (JLPT)</b>
<b>GPA Requirement</b>	2.0/4.0 or higher

**ADMISSION and VISA****Admission Process**

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

**Visa**

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

1. Students make an application form of electronic Certificate of Eligibility (CoE) through COE online application system.
2. The Student Exchange Division will apply for electronic CoE at the Immigration Bureau on behalf of exchange students.
3. Once the Student Exchange Division receive students' electronic CoE, it will be sent to the student by email.
4. 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.

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

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

**SCHOLARSHIP****Scholarship Information**

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

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

**Grade Requirement**

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)

**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)

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

**Global Linkage Initiative Program (GLIP)**

GLIP English Courses (Interactive English [English A] are not open for exchange students) and Lectures in English are available for exchange students.

[https://www.tufs.ac.jp/student/lesson\\_course/program/glip/](https://www.tufs.ac.jp/student/lesson_course/program/glip/) (Japanese)

**ACCOMMODATION****On-campus dormitory (International Residence Halls) information**

NOT all the students who would like to live in the on-campus dormitory can live there though TUFs try to offer them a room in the on-campus dormitory. TUFs will provide the students with the necessary information to find accommodation.

**Due to the capacity, it is not guaranteed that all the ISEP students can reside in on-campus dormitory in Fall 2024 entry even if the students wish.**

<https://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, students will be asked whether they wish to stay in our on-campus dormitory. If they wish, please check the box in the online application.

**INSURANCE and HEALTH CARE SERVICES****National Health Insurance**

Exchange students need to join the National Health Insurance Program. With this insurance, students 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 home 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), 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)

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

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

<https://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.

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

**OTHERS****Part-time Job**

Exchange students 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

50,000 JPY/ month

University Insurance

8,680 JPY for 5 months or 12,020 JPY for 10 months

National Health Insurance

About 1,100 JPY/ month

Inbound Medical Service

2,500 JPY/ exchange period

Accommodation

Dormitory on campus 31,000-46,000 JPY/ month

Utilities

About 12,000 JPY/ month

**OTHER INFORMATION**

**(TUFS INFORMATION)**

**Tokyo University of Foreign Studies**

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

**TUFS Exchange Program**

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

**TUFS PR Movies**

<https://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 (MEXT: Educational affairs in Japan)**

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

**Tokyo Fire Department (Disaster prevention)**

<https://www.tfd.metro.tokyo.lg.jp/eng/index.html>

<https://www.tfd.metro.tokyo.lg.jp/eng/earthquakes.html>

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

<https://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>

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

*Total Credits earned in the previous academic year*