



Application Guidelines for Shinshu University Japan Studies Intensive Program

Spring semester/ 2018 (April - September, 2018)

1. Requirements

Eligibility	<ul style="list-style-type: none"> ■ For your entire study period at Shinshu University, you must be enrolled as a degree seeking undergraduate or postgraduate student at a university that has a Shinshu University Japan Studies Intensive Program (*1) Agreement with Shinshu University. Students whose main purpose is to conduct research are not eligible for this program. (*1 hereinafter referred to as "Intensive Program")
Grade	<ul style="list-style-type: none"> ■ NR
Japanese Language Ability & Other Requirements	<ul style="list-style-type: none"> ■ If you wish to study mainly Japanese/ NR ■ If you wish to study major subjects/ You may be required to prove your Japanese language skills to understand a lecture of major subjects you wish to take. ■ Other Requirements: You are requested to respond to our requests. (e.g. filling out of questionnaire we ask you to do so, participating international exchange activities/programs in/out of the campus willingly.) ■ If you wish to pursue postgraduate study at Shinshu University, you cannot apply this program. However, you can prepare for it as a research student without tuition fees for up to one year before you enter postgraduate school. Please contact us for further information.

2. Classroom Language

■ Japanese Most of the classes are taught in Japanese.

3. Course Registration Limitation

■ You can take classes up to 12 *Koma* per week. (1 *Koma* = 90-minute class)

4. Requirements for Completion

■ The number of credits required to complete the Intensive Program is at least 5 credits. You are also requested to

5. Visa

■ Student Visa You have to apply for your visa on your own at Japanese Embassy/Consulate. You are required to bring "Certificate of Eligibility (COE)" and "Letter of Acceptance". We will send those documents to you/your home university in February.

6. Program Fee · University Dormitory

■ JPY 200,000/ per student Each partner university shall transfer the program fees of all the participants to our bank account after you receive the bill. Be aware that whole the wire transfer fees/charges would be borne by a partner university.

■ University Dormitory Our dormitories are not available for Intensive Program Students. We will provide you apartments' information to you, but each partner university needs to arrange apartments for their students.

7. Scheduled Academic Calendar for 2018/ Spring semester

Arrival Date	April 2	Study Tour	June
Guidance	April 2 - 6	Final Examination Period	late July – early August
Placement Test & Interview	April 2 - 6	End-of-Program Presentation	early August
Registration at City Hall	April 2 - 6	Summer Break	early August – late September
Placement Test Results Announcement	April 2 - 6	Sending of Academic Transcript	late September
Registration for Classes	April 20		
Spring Semester Period	April 9 – July 27		



8. Application Deadline & Procedures ▪ Screening & Results ▪ University Dormitory

(1)	Application Deadline <u>November 30, 2017</u>	Please complete the "List of Applicants" form and send it along with all other documents and specified items on the following list to Shinshu University Global Education Center (hereinafter referred to as "GEC") * Please note that applications submitted directly by an individual applicant will not be accepted.
	Mailing Address:	3-1-1 Asahi, Matsumoto, Nagano 390-8621 JAPAN Phone +81-263-37-3402 / Fax +81-263-37-2181
(2)	Screening	GEC will conduct screening the forms and other documents listed below, and will inform the results by the end of December, 2017 . Acceptance letters will be mailed to partner universities at the same time. Attention! We may have to place a limitation to the number of the students to be accepted.

9. Application Forms/Documents/Items

Forms ▪ Documents ▪ Other Necessary Items		Created/Prepared by
Attachment 1	Applicants List *Please make sure to send this list to us.	Coordinator
Attachment 2	Application Form	Applicant
Attachment 3	Certificate of Health	
Attachment 4	Check List	
	3 passport-size photos 40mm (H) ×30mm (W) (taken within the last 3 months, upper body, no covered head, full face)	
	Latest Transcript	
	Certificate of bank deposit balance (must be equivalent of JPY 500,000) or a certificate of scholarship recipient. *Bank account holder's name shall be the same as the person who covers the expenses.	
	Copies of passport (photo page and landing permission stamp page if you have ever come to Japan)	
	Copy of certificate of Japanese language proficiency if any	

10. Section You Belong to ▪ Your Adviser & Contact Person

Students under the Intensive Program will belong to GEC, and GEC professors will be their advisers. If you have any questions, please contact:

Adviser : Naho Shimodaira (Ms.), Specially-appointed Professor, Shinshu University Global Education Center

E-Mail	shimo@shinshu-u.ac.jp
TEL / FAX	Tel: +81-263-37-3069 / FAX : +81-263-37-2181
Address	3-1-1 Asahi, Matsumoto City, Nagano, Japan 390-8621
Contact Person: Yukiko Kouno (Ms.), Shinshu University International Exchange Division	
E-Mail	Kouno_Yukiko@gm.shinshu-u.ac.jp
TEL / FAX	Tel : +81-263-37-3402 / Fax : +81-263-37-2181
Address	Same as above



11. Available Classes

- Intensive Program students can take courses from the following list **【1】~【3】**.
- Please note that almost all the subjects except language subjects are taught in Japanese. And you cannot take the language subjects.

- If your Japanese language skill is not sufficient or if the class capacity has already been reached, you may not be accepted into the class (es) you wish to take.

All syllabi for 2017 can be found at the following website. (Japanese only)
<http://campus-2.shinshu-u.ac.jp/syllabus/syllabus.dll/Search?CODE=R1>

The following is a list of A, B, and C classes offered by GEC in the academic year of 2017.

【1】Japanese-related Subjects

Intensive Japanese Language Subjects Offered by GEC / Matsumoto Campus

Classes	Contents	Number of Koma (per week)
Class A	For the students who wish to learn from Japanese character; Hiragana & Katakana	9 Koma
Class B	For the students who have studied basic Japanese	9 Koma
Class C	For the students who can communicate in Japanese language but not enough	9 Koma

You can find GEC 2016 syllabus at:

<http://campus-2.shinshu-u.ac.jp/syllabus/syllabus.dll/Search?CODE=R1>

1 koma = 90-minute class

Class A (For Beginners) / Matsumoto Campus

Spring Semester (Apr. - Sep.)			Fall Semester (Oct. - Mar.)	
Course Title	Class Hours	Credits	Course Title	
Japanese; Grammar (A)	(3 koma/wk) × 15 wks	3	Japanese; Grammar (A)	Class hours and credits are the same as the Spring semester
Japanese; Conversation (A)	(3 koma/wk) × 15 wks	3	Japanese; Conversation (A)	
Japanese; Reading/Writing (A)	(1 koma/wk) × 15 wks	1	Japanese; Reading/Writing (A)	
Japanese; Practical Conversation (A)	(1 koma/wk) × 15 wks	1	Japanese; Practical Conversation (A)	
Japanese; characters (A)	(1 koma/wk) × 15 wks	1	Japanese; characters (A)	
Credit Total		9		

Class B (For Pre-Intermediate Students) / Matsumoto Campus

Spring Semester (Apr. - Sep.)			Fall Semester (Oct. - Mar.)	
Course Title	Class Hours	Credits	Course Title	
Japanese; Grammar (B)	(3 koma/wk) × 15 wks	3	Japanese; Grammar (B)	Class hours and credits are the same as the Spring semester.
Japanese; Conversation (B)	(3 koma/wk) × 15 wks	3	Japanese; Conversation (B)	
Japanese; Kanji (B)	(1 koma/wk) × 15 wks	1	Japanese; Kanji (B)	
Japanese; Reading/Writing (B)	(1 koma/wk) × 15 wks	1	Japanese; Reading/Writing (B)	
Japanese; Practical Lesson (B)	(1 koma/wk) × 15 wks	1	Japanese; Practical Lesson (B)	
Credit Total		9		



Class C (For Intermediate Students) / Matsumoto Campus

Spring Semester (Apr. – Sep.)			Fall Semester (Oct. – Mar.)	
Course Title	Class Hours	Credits	Course Title	
Japanese: Grammar (C)	(3 koma/wk) × 15 wks	3	Japanese: Grammar (C)	Class hours and credits are the same as the Spring semester
Japanese: Conversation (C)	(3 koma/wk) × 15 wks	3	Japanese: Conversation (C)	
Japanese: Practical Lesson (C)	(2 koma/wk) × 15 wks	2	Japanese: Practical Lesson (C)	
Japanese: Kanji (C)	(1 koma/wk) × 15 wks	1	Japanese: Kanji (C)	
Credit Total		9		

Japanese Language & Japanese Culture Subjects offered by the School of General Education (*) (For Pre-Advanced Students) / Matsumoto Campus

Spring Semester (Apr. – Sep.)			Fall Semester (Oct. – Mar.)	
Course Title	Class Hours	Credits	Course Title	
Reading(Japanese Language) A- I	(1 koma/wk) × 15 wks	1	Reading(Japanese Language) A- II	Class hours and credits are the same as the Spring semester.
Reading(Japanese Language) B- I	(1 koma/wk) × 15 wks	1	Reading(Japanese Language) B- II	
Writing(Japanese Language) A- I	(1 koma/wk) × 15 wks	1	Writing(Japanese Language) A- II	
Writing (Japanese Language) B- I	(1 koma/wk) × 15 wks	1	Writing (Japanese Language) B- II	
Listening(Japanese Language) A- I	(1 koma/wk) × 15 wks	1	Listening(Japanese Language) A- II	
Listening (Japanese Language) B- I	(1 koma/wk) × 15 wks	1	Listening (Japanese Language) B- II	
Conversation (Japanese Language) A- I	(1 koma/wk) × 15 wks	1	Conversation (Japanese Language) A- II	
Conversation (Japanese Language) B- I	(1 koma/wk) × 15 wks	1	Conversation (Japanese Language) B- II	
Scientific and Technical Japanese I	(1 koma/wk) × 15 wks	1	Scientific and Technical Japanese II	
Business Japanese I	(1 koma/wk) × 15 wks	1	Business Japanese II	
Japanese; Upper Intermediate (Grammar) I	(1 koma/wk) × 15 wks	1	Japanese; Upper Intermediate (Grammar) II	
Japanese Society and People I	(1 koma/wk) × 15 wks	2	Japanese Society and People II	
Japanese Martial Arts and Traditional Culture I	(1 koma/wk) × 15 wks	1	Japanese Martial Arts and Traditional Culture II	
Credit Total		14	Credit Total	14

*The mission of the School of General Education (hereinafter referred to as "SGE") is to develop and manage the general education curriculum for the whole University in accordance with the educational principles of Shinshu University. Each subject of 「Japanese Language」 and 「Japanese Culture」 offered by SGE is also considered to be the subjects under this program.

【2】Subjects Offered by the SGE / Matsumoto Campus

General Education Subjects, Core Subjects for Science, Health Science Subjects, Freshmen Seminars, and Teaching Profession subjects

【3】Major Subjects & Introductory Major Subjects Offered by the Faculty of Arts, Economics, and Science / Matsumoto Campus

If you are permitted by the teacher of the subject you wish to take, then you can take the subject

※ Please refer to the following website for more information of each subject of **【2】** & **【3】**
<http://campus-2.shinshu-u.ac.jp/syllabus/syllabus.dll/top>

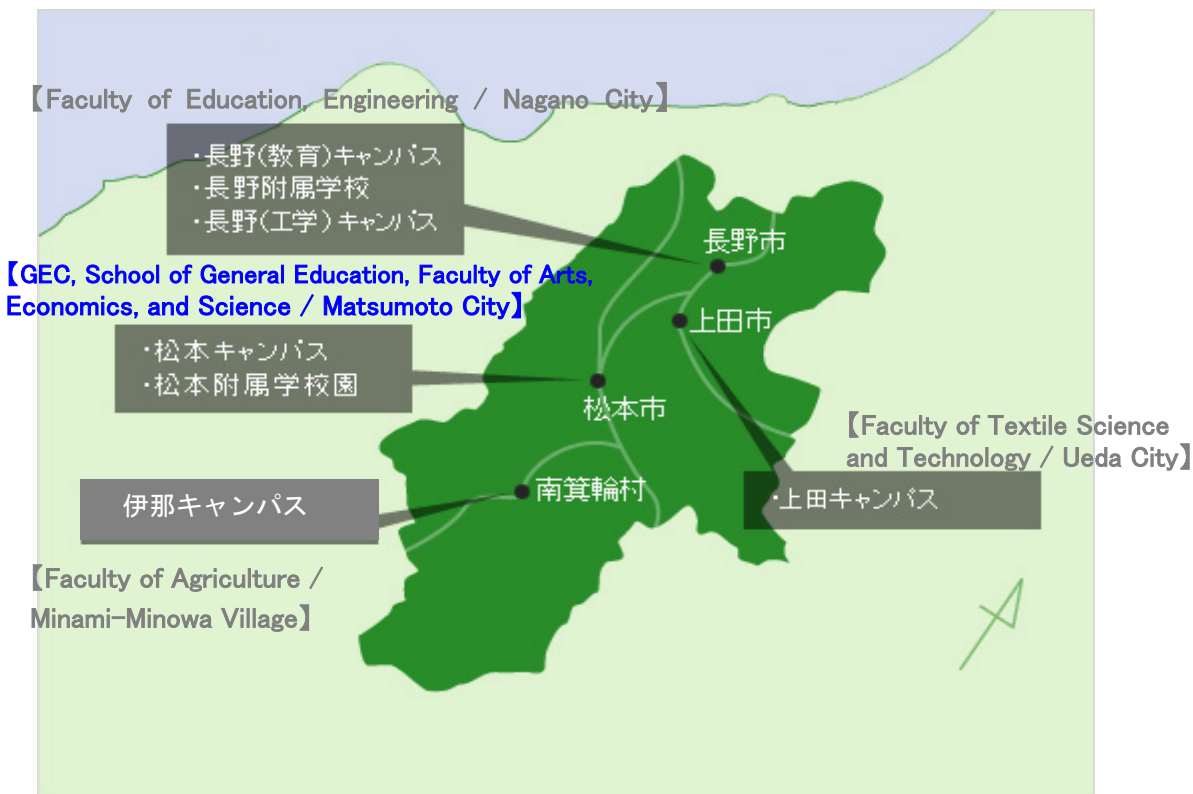


Be Aware ! Class Registration for the Subject(s) of 【2】 & 【3】

In order to take major subjects provided by the faculties (Arts, Economics, and Science), you may be required to prove your Japanese language ability/skill. Also in case that the class you wish to take has a capacity limitation and it already has an excess number of students, you may not be allowed to take the class.

【 ATTENTION ! 】

The other four campuses (Faculty of Education, Engineering, Agriculture, and Textile Science and Technology) are located far away from Matsumoto Campus. Therefore, you cannot take the major subjects of those four faculties during participating the Intensive Program.



12. Course Registration Limitation

Limitation	Intensive Program students can take classes of up to 12 <i>koma</i> per week. (1 <i>koma</i> is a class of 90 minutes)
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13. Course Registration Deadline ▪ Procedure

When / How	After arriving here, you take a placement test and will be categorized according to the test result ⇒ fill in the registration form ⇒ get your adviser's approval/advice ⇒ submit the form to GEC by the designated day (Late April, 2018)
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14. Evaluation of Academic Results ▪ Academic Transcript ▪ Credit Transfer Policy	
Evaluation of Academic Results	The evaluation of grades of classes will be conducted by each class instructor.
Academic Transcript	Academic Transcript will be provided around late September, 2018. The transcript includes course titles, grades, and the number of credits you earned. Please refer to the sample on the page 8.
Credit Transfer Policy	It is the matter of your home university if the subjects, grades, or/and credits earned at Shinshu University are transferable. Please refer to the last page for the academic transcript sample. And we advise you to ask the coordinator of your home university about the credit transfer policy in advance.

15. Requirements for Completion ▪ Certificate of Completion	
Requirements for Completion	The number of credits required to complete the Intensive Program is at least 5 credits. All the Intensive Program Students also have to make a speech in Japanese at the end-of-the program presentation. The president of Shinshu University shall determine completion on decision in the Shinshu University International Liaison and Coordination Committee.
Certificate of Completion	The president of Shinshu University shall award a certificate of completion to you if you meet the above requirements.

16. Insurance (Intensive Program Students are required to take out the following insurances)	
National Health Insurance	about ¥1,500 per month http://www.city.matsumoto.nagano.jp/multilingual/english/life/Insurance/insurace.html
Univ. CO-OP Insurance	about ¥9,000 Life & Fire mutual Insurance with Personal Liability Insurance and for death of parent or benefactor http://kyosai.univcoop.or.jp (Japanese and English only)

17. Pick Up Service and Access from Major Airports	
Pick Up Service	N/A
Access from Major Airports	We will send you a booklet "Pre-Arrival Information" that includes access information from major airports to Matsumoto. You can also find how to travel to Matsumoto in the following websites: http://welcome.city.matsumoto.nagano.jp/contents01+index.id+2.htm

Information Living Cost

Living Cost

Please refer to the website of STUDY in JAPAN (JASSO) URL as follows. But please be aware that their information is not always up to date. The website is available in English, Chinese, and Korean.
http://www.g-studyinjapan.jasso.go.jp/ja/modules/pico/index.php?content_id=16

<Food Prices>
 For example: The price of the food as of September, 2016 (@ the supermarket near the campus)
 loaf of bread ¥200, rice 5Kg ¥1,500, milk ¥200, 10 eggs ¥200, beef 100g ¥200~,
 pork 100g ¥120~, 3 slices of salmon ¥400~, potato ¥60, cucumber ¥60,
 carrot ¥100, cabbage ¥150~, Cup Noodle ¥150, Toilet paper ¥50

<Public Utilities Charge>
 Approximately ¥10,000~15,000 depends on the contract of the apartment.

Information Real-estate Office & Apartment

Rear-estate Office YOSHIDA SHOJI <http://www.0263324432.com/>

Sun Heights Apartment
 (10 minute walk to the campus)

<p>サンハイツ1階 1階 (60) 賃料 29,000円 保証 1K 共益費 3000円 敷金 1ヶ月 礼金 1ヶ月 仲介料 0ヶ月 所在地 長野県松本市旭1丁目1-19 駐車場 敷地内不可 5000円 建物構造 鉄骨造 占有面積 22m² 築年 築年 区分別 LPガス 入居時期 即時 設備 BS・CSアンテナ コンロ付 エアコン 冷蔵庫 洗濯機</p>	 
	

(As of September, 2016)

Deposit ¥29,000
 Cleaning expense ¥29,000
 Rent ¥29,000/month
 Utility bills every month
 Free Wi-Fi

Share House YUKIWARI-SO
 (10 minute walk to the campus)

<p>ゆきわり荘 1階 (599) 賃料 15,000円 保証 1K 共益費 8000円 敷金 0ヶ月 礼金 0ヶ月 仲介料 1ヶ月 所在地 長野県松本市旭2丁目11-66 駐車場 敷地内不可 建物構造 木造 占有面積 m² 築年 1981 区分別 LPガス 入居時期 即時 設備 遠征付風呂 コンロ付 FFR給湯 冷蔵庫</p>	 
	

(As of September, 2016)

No Deposit
 No Cleaning expense
 Rent ¥23,000/month
 (including utility bill for the common space)
 Free Wi-Fi

←These photos are before renovation. The latest ones will be available later.

