

Dear Coordinators at partner universities,

Please note the following points in preparing the application documents for UF Exchange Program. We've also included few points for your special attention during their study abroad period.

### 1. Schedule for an officer responsible for exchange program (the schedule is subject to change)

Submission of Nomination Sheet (by email)	<b>February 16 (Fri) – March 8 (Fri) 2024</b> (Submitted by 24:00 Japan time)
Submission of application documents (by online)	<b>March 12 (Tue) - April 5 (Fri) 2024</b> (Submitted by 24:00 Japan time)
Notification of acceptance	Mid-June, 2024
Certificate of Eligibility (COE) sent out	Mid-August, 2024
Application of entry visa (each applicant applies by him/herself)	August - September, 2024
Arrival in Japan (Dormitory move-in day) * <sup>1</sup>	End-September, 2024
Orientation**	End-September, 2024

\*<sup>1</sup> Please check the latest information and adjust your entry date accordingly.

\*<sup>2</sup> Please note that the schedule and the way we give the orientation may be changed.

### 2. Submission of application documents

**Except the nomination sheet, please submit the rest of application documents through the online application system. Once we receive your nomination sheet by email, we will send you the instruction guide for online application system.** If you do not receive any e-mail from us for a week after submission of the data, please check up with us. The application data need to be sent through the coordinator at each university. We do not accept any materials sent by a student. Also, please use the most updated version of the application documents uploaded on our website.

EMAIL : [inbound@ml.u-fukui.ac.jp](mailto:inbound@ml.u-fukui.ac.jp)

### 3. Number of students to be accepted under the exchange agreement

Under the exchange agreement between your University and UF, each institution can accept a limited number of students on an annual basis. This refers to the number of full-year students. If the limited number is 3, UF can accept up to either 3 full-year, or 6 single-semester, or a combination of such students, since one academic year consists of two semesters at UF. Please be advised that the number of students in one semester should not exceed 3.

### 4. Student status at applicant's Home University

All participants must return to their Home University after completing the programs at UF, and continue their studies to get a degree at their Home University. **They are not able to graduate or obtain any degree from their Home University while they are enrolled at UF.**

## **5. Issuance of transcript**

UF normally issues an academic transcript to each Special Auditing Student at the end of October for spring semester and the end of April for fall semester. In case you require your students to hand in a transcript issued by UF earlier than the above time, please inform the students of that in advance and submit an official letter of request to UF. We will take all early transcript requests into consideration. The earliest possible time of issuance however is end of September for spring semester and beginning of April for fall semester.

## **6. JASSO scholarship and report on credit transfer**

UF applied for scholarships under the Japan Student Services Organization (JASSO) Student Exchange Support Program, in which eligible exchange students will receive a monthly scholarship of 80,000 JPY. In the result, Program B has been selected as a recipient program for fiscal year 2024. We will notify the eligible applicants through coordinator at universities.

Please note that to apply for the JASSO scholarship, exchange students must have earned, in principle, a grade point average of at least 2.30 on a 3.0-scale in the previous academic year. (Please refer to the guidebook page. 3.)

## **7. Tutoring System**

We allocate a tutor to all the international students who come to Japan for their first year to help them with their daily life and also in their academics. The matching starts before the student's arrival in Japan to strengthen their connection.