



Seikei Institute for International Studies

Seikei University

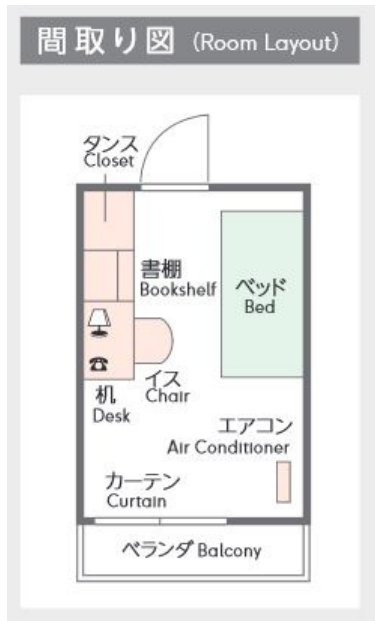
3-3-1 Kichijoji Kitamachi, Musashino-shi, Tokyo 180-8633

Tel : +81-422-37-3536 / Fax : +81-422-37-3865

Seikei University Exchange Program Information Sheet 2019-2020

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)
Website	https://www.seikei.ac.jp/university/
Information website for exchange students	https://www.seikei.ac.jp/gakuen/siis/intl/incoming.html
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	siis@jim.seikei.ac.jp
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) : Kaori Orikasa
2. Academic Term Dates for 2018-2019	
Semester 1: (Spring 2019) ➤ Academic term dates ➤ Dormitory check-in/Orientation dates for incoming exchange students	Orientation for the exchange students : Mid-March Academic term dates 2020: 1 st April 2020 – 22 nd July 2020 (including examination period) Exchange students are asked to check-in at the dormitory from 12 th to 18 th March 2020 for the orientation (check-in dates are subject to change)

Semester 2: (Fall 2019) ➤ Academic term dates ➤ Dormitory check-in/Orientation dates for incoming exchange students	Orientation for the exchange students : Late-September *TBD Exchange students are expected to check-in at the dormitory in early September 2020 for the orientation.
Academic Calendar	https://www.seikei.ac.jp/university/pdf/koyomi.pdf
3. Admission requirements	
Minimum GPA (or academic result in other scales)	No official requirement, but preferably equivalent to 2.5 or higher.
Japanese language requirements	Minimum of one year of Japanese language study (aiming for N4 level) 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).
Degree level (undergraduate/postgraduate):	Undergraduate or Postgraduate
Available exchange period (one semester/one year):	One semester or One year
4. Application Deadlines and Procedures	
Application deadline	Semester 1 (Spring) : End of September Semester 2 (Fall) : First Friday of March
Application procedure	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.
Required documents	1. Application Documents for the Exchange Program ➤ 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

	2. Application Documents for Certificate of Eligibility <ul style="list-style-type: none"> ➤ Application forms for a Certificate of Eligibility (3 pages) ➤ 3 identical photos (4 x 3 cm) *strictly observe the assigned photo size due to use on official documents. ➤ A copy of a valid passport (photograph page). ➤ A copy of documents that verify the annual income of your supporter.
5. Course information	
Areas of study open to exchange students	In general, exchange students are allowed to take many of undergraduate courses in each faculty except for the Law School. Approval of the teacher of each course is necessary, but in general it is granted.
Courses <u>NOT</u> open to exchange students:	*Courses of Seikei University Law School *Courses of Physical Education
Language of instruction	Japanese
Language classes other than Japanese available as a part of exchange (if applicable)	Other language classes are an option depending on space availability and level of ability. (German, French, Spanish, Chinese, Korean, Thai)
Syllabus website	
6. Accommodation, Cost of Living Expenses	
Accommodation : 	“Dormy Inokashira-Koen” (ドーミー井の頭公園) Address : 4-2-34 Mure, Mitaka-shi, Tokyo, 1810002, Japan <Access> 12-minute walk from Inokashira-Koen station / 15-minute walk from Kichijoji station / 12-minute bicycle ride from Seikei University (2.9Km) <Descriptions> <ul style="list-style-type: none"> ➤ All single rooms (13.44m², Furnished) ➤ Capacity for the exchange students : 30 rooms [scheduled] ➤ Meals included (breakfast & dinner : Monday-Saturday except holidays) ➤ Wi-Fi available ➤ Curfew : 00:00 – 06:30AM <Facilities> Dining room, Public bath, Shower room (24-hour availability), Laundry room, Powder room, Bicycle parking etc <Fees> <ul style="list-style-type: none"> ➤ Rent : ¥1,600/day (including meals, internet, heat, light and water) ➤ Deposit : ¥40,000 (Refundable) ➤ Bedding & linen lease fee : ¥25,000~/year, ¥17,820~/semester *In case applications exceed the dormitory's capacity, we will select the residents by lottery and accommodate the remainder in a different dormitory.

Website	https://seikei.gakuseikaikan.com/senyo_kokusai.html
Health insurance	National Health Insurance Approx. ¥10,000 -¥ 30,000/year http://www.g-studyinjapan.jasso.go.jp/en/modules/pico/index.php?content_id=28 http://www.city.mitaka.tokyo.jp/foreign/english/003/006.html
Other personal expenses (including laundry, sundries, books etc.)	Approximately ¥20,000 -¥ 50,000/month.
Telecommunication expenses (if any)	Mobile phone: ¥3,000- ¥5,000/month Internet: Free Wi-Fi available on campus and the dormitory.
7. Scholarships	
Available scholarship for exchange students	¥40,000/ month. Up to 10 months. Guaranteed.
Application deadline	Same as exchange application deadline.
8. Notes	
Overseas Partner Institutions (As of February 2019)	U.S.A. : American University, The University of Memphis, Western Washington University U.K. : The University of Edinburgh Canada : University of Victoria, Memorial University of Newfoundland Australia : Murdoch University, Griffith University, Monash University France : Jean Moulin University Lyon 3 Germany : University of Bonn, Heidelberg University Iceland : University of Iceland Italy : Ca' Foscari University of Venice Norway : University of Bergen Spain : University of Santiago de Compostela Malaysia : Asia Pacific University Thailand : Chiang Mai University South Korea : Korea University, Ewha Womans University China : Peking University, Fudan University, Tongji University, Shanghai Jiao Tong University, Guangdong University of Foreign Studies, East China University of Political Science and Law etc.