



Seikei Institute for International Studies

Seikei University

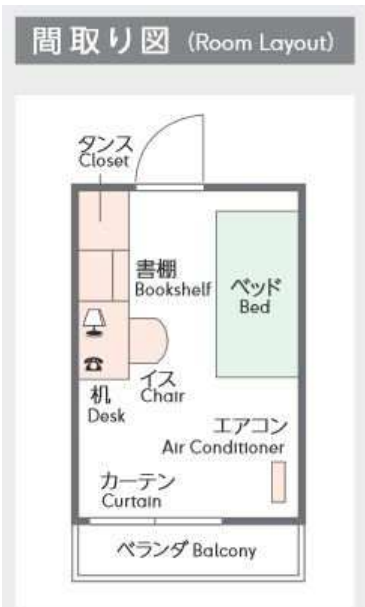
3-3-1 Kichijoji Kitamachi, Musashino-shi, Tokyo 180-8633

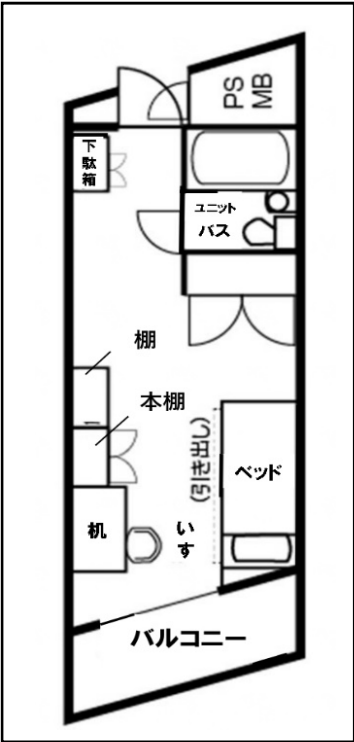
Tel: +81-422-37-3536 / Fax: +81-422-37-3865

## Seikei University Exchange Program Information Sheet 2024-2025

1. General Information	
Name of Institution	Seikei University
President	Yuichi Mori
Address	Seikei University 3-3-1 Kichijoji-Kitamachi, Musashino-shi, Tokyo 180-8633 Japan
Faculties	Economics, Business Administration, Science and Technology, Humanities, Law (Undergraduate and graduate school)
Website	<a href="https://www.seikei.ac.jp/university/">https://www.seikei.ac.jp/university/</a>
Information website for exchange students	<a href="https://www.seikei.ac.jp/gakuen/siis/intl/incoming.html">https://www.seikei.ac.jp/gakuen/siis/intl/incoming.html</a>
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	<a href="mailto:siis@jim.seikei.ac.jp">siis@jim.seikei.ac.jp</a>
Phone	+81-422-37-3536
Fax	+81-422-37-3865
SIIS Director	Megumi Kobayashi
Contact person for incoming exchange students (students coming to Seikei)	Semester 1 (Spring): Akira Thomas (Ms.), Kaori Oriksa (Ms.) Semester 2 (Fall) : Risa Kitaguchi (Ms.), Daisuke Kuribayashi (Mr.)
2. Academic Term Dates for 2024-2025	
Semester 1: (Spring 2024) ➤ Academic term dates ➤ Dormitory check-in/Orientation dates for incoming exchange students	TBD  Early April 2024 – Late July 2024 (including examination period) Exchange students are supposed to check in at the dormitory in late March 2024 for orientation. (check-in dates are subject to change)

<b>Semester 2: (Fall 2024)</b> ➤ <b>Academic term dates</b> ➤ <b>Dormitory check-in/Orientation dates for incoming exchange students</b>	TBD  Late September 2024 – Late January 2025 (including examination period). Exchange students are supposed to check-in at the dormitory in mid September 2024 for orientation. (check-in dates are subject to change)
<b>Academic Calendar (*2023)</b>	<a href="https://www.seikei.ac.jp/university/pdf/koyomi.pdf">https://www.seikei.ac.jp/university/pdf/koyomi.pdf</a>
<b>3. Admission requirements</b>	
<b>Minimum GPA (or academic result in other scales)</b>	Equivalent to 2.5/4.0 or higher.
<b>Japanese language requirements</b>	Minimum of one year of Japanese language study or approximately 300 hours of study (i.e. students have Japanese language skills equivalent to JLPT N5 and aiming for JLPT N4).
<b>Degree level (undergraduate/postgraduate):</b>	Undergraduate or Postgraduate
<b>Available exchange period (one semester/one year):</b>	One semester or One year
<b>4. Application Deadlines and Procedures</b>	
<b>Nomination deadline</b>	Semester 1 (Spring) : 1st October Semester 2 (Fall) : 1st March
<b>Application deadline</b>	Semester 1 (Spring) : 15th October Semester 2 (Fall) : 15th March
<b>Application procedure</b>	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 by email attachment.
<b>Required documents</b>	<b>1. Application Documents for the Exchange Program</b> <ul style="list-style-type: none"> <li>➤ Exchange Student Application (4 pages)</li> <li>➤ Japanese Language Study Background</li> <li>➤ Health Certificate</li> <li>➤ Statement of financial situation</li> <li>➤ Declaration of intention for scholarships</li> <li>➤ Medical declaration form</li> <li>➤ Full Transcript in English including grade(s) of Japanese language course(s)</li> <li>➤ A copy of a valid passport (photograph page)</li> <li>➤ An identical photo data (4 x 3 cm)</li> </ul> <p>*Strictly observe the assigned photo size due to use on official documents (i.e. resident card and student ID card).</p>

	<p><b>2. Application Documents for Certificate of Eligibility</b></p> <ul style="list-style-type: none"> <li>➤ A copy of documents that verify the annual income of your supporter.</li> <li>➤ Application forms for a Certificate of Eligibility</li> </ul>
<b>5. Course information</b>	
<b>Areas of study open to exchange students</b>	In general, exchange students are allowed to take any courses in any faculty. Approval of the teacher of each course is necessary, but in general it is granted.
<b>Courses <u>NOT</u> open to exchange students:</b>	Courses of Physical Education and Teacher Training, and some of the courses with limited enrollment are not open to the exchange students.
<b>Language of instruction</b>	Japanese
<b>Language classes other than Japanese available as a part of exchange (if applicable)</b>	Other language classes are an option depending on space availability and level of ability. (German, French, Spanish, Chinese, Korean, Thai)
<b>Japanese Courses Description</b>	<a href="https://www.seikei.ac.jp/gakuen/siis/intl/1.%20SeikeiUniversityJapaneseCourseDescription%28Mar012021%29.pdf">https://www.seikei.ac.jp/gakuen/siis/intl/1.%20SeikeiUniversityJapaneseCourseDescription%28Mar012021%29.pdf</a> *Level 1 is not offered.
<b>Syllabus (Japanese Course)</b>	<a href="https://www.seikei.ac.jp/gakuen/siis/intl/incoming.html#1">https://www.seikei.ac.jp/gakuen/siis/intl/incoming.html#1</a>
<b>Syllabus (Undergraduate)</b>	<a href="https://www.seikei.ac.jp/university/eng/education/courses.html">https://www.seikei.ac.jp/university/eng/education/courses.html</a> <a href="https://portal.seikei.ac.jp/campusweb/slbsrch.do?clearAccessData=true&amp;contentnam=slbsrch&amp;kjinmnNo=3">https://portal.seikei.ac.jp/campusweb/slbsrch.do?clearAccessData=true&amp;contentnam=slbsrch&amp;kjinmnNo=3</a> * JLPT N1 level equivalent is required to take undergraduate classes.
<b>6. Cost of Living Expenses</b>	
<b>Accommodation :</b>	2type : The off-campus or the on-campus accommodation, Raffle *Exchange students are given priority for off-campus housing. (off-campus: meal included; breakfast & dinner : Monday-Saturday except Sunday and holidays, shared bathroom/ on-campus: no meals, kitchen available, private room with bathroom) *Dormitory fees may increase.
<p><b>The off-campus Accommodation :</b></p>  <p>The diagram is a floor plan of a single room. It includes a closet (ダンス), a bookshelf (書棚), a bed (ベッド), a desk (机), a chair (イス), an air conditioner (エアコン), a curtain (カーテン), and a balcony (ベランダ).</p>	<p><b>“Dormy Inokashira-Koen” (ドーミー井の頭公園)</b> Address : 4-2-34 Mure, Mitaka-shi, Tokyo, 1810002, Japan</p> <p><b>&lt;Access&gt;</b> 12-minute walk from Inokashira-Koen station / 15-minute walk from Kichijoji station / 12-minute bicycle ride from Seikei University (2.9km)</p> <p><b>&lt;Descriptions&gt;</b></p> <ul style="list-style-type: none"> <li>➤ All single rooms (13.44 m<sup>2</sup>, Furnished)</li> <li>➤ Capacity 60 rooms: 30 for exchange students, 30 for Japanese students</li> <li>➤ Meals included (breakfast &amp; dinner : Monday-Saturday except holidays)</li> <li>➤ Wi-Fi and Laundry available</li> <li>➤ Curfew : 00:00 – 06:30AM</li> <li>➤ Bicycle rental *Option</li> </ul> <p><b>&lt;Facilities&gt;</b> Dining room, Public bath, Private shower room (24-hour availability), Laundry room, Powder room, Bicycle parking, etc</p>

	<p><b>&lt;Fees&gt;</b></p> <ul style="list-style-type: none"> <li>➤ Rent : ¥2,100/day (including meals, internet, heat, light and water)</li> <li>➤ Deposit : ¥40,000 (Refundable)</li> <li>➤ Bedding &amp; linen lease fee : ¥30,800/year, ¥18,920/semester * (prices for beddings are subject to change)</li> <li>➤ Bicycle rental *Option : ¥2,000/month, Bicycle insurance: ¥2,000</li> </ul>
<p><b>The on-campus Accommodation :</b></p> <p><b>間取り図 (Room layout)</b></p> 	<p><b>“The international house, Kokusaikouryu-kaikan” (国際交流会館)</b> Address : 3-6-35 Kichijoji-Kitamachi, Musashino-shi Tokyo, 180-0001 Japan</p> <p><b>&lt;Access&gt;</b> 20-minute walk from Kichijoji station / 1-minute walk from Seikei University</p> <p><b>&lt;Descriptions&gt;</b></p> <ul style="list-style-type: none"> <li>➤ All single rooms (20.00 m<sup>2</sup>, Furnished)</li> <li>➤ Capacity 15 rooms: 10 for exchange students, 5 for Japanese students</li> <li>➤ No meals, Kitchen available</li> <li>➤ Wi-Fi available</li> <li>➤ Curfew : 00:00 – 06:30AM</li> </ul> <p><b>&lt;Facilities&gt;</b> Dining room, Kitchen with microwave and refrigerator, Coin Laundries etc</p> <p><b>&lt;Fees&gt;</b></p> <ul style="list-style-type: none"> <li>➤ Rent : ¥1,700/day (Excluding meals, heat, light and water)</li> <li>➤ Deposit : ¥40,000 (Refundable)</li> <li>➤ Bedding &amp; linen lease fee : ¥22,000~/year, ¥13,000~/semester * (prices for beddings are subject to change)</li> <li>➤ Coin Laundries : Washing machine: ¥200/hour, Dryer: ¥200/hour</li> <li>➤ Heat, light and water : Contracting on your own (Reference: Approximately ¥8,000-10,000/month)</li> <li>➤ Meals : Preparing food for yourself (Reference: Approximately ¥25,000-30,000/month)</li> </ul>
<p><b>Website</b></p>	<p><a href="https://www.seikei.ac.jp/gakuen/siis/intl/incoming.html#4">https://www.seikei.ac.jp/gakuen/siis/intl/incoming.html#4</a></p>
<p><b>Health insurance</b></p>	<p>National Health Insurance Approx. ¥10,000 /year</p>
<p><b>Telecommunication expenses (if any)</b></p>	<p>Mobile phone: ¥3,000- ¥5,000/month Internet: Free Wi-Fi available on campus and in the Dormitory.</p>
<p><b>Other personal expenses</b></p>	<p>Approximately ¥20,000 -¥ 50,000/month.</p>
<p><b>7. Scholarships</b></p>	
<p><b>Available scholarship for exchange students</b></p>	<p>Seikei University offers two types of scholarships.</p> <ul style="list-style-type: none"> <li>➤ Seikei University Scholarship ¥40,000/ month for up to 10 months. The annual number of recipients is 40 students.</li> <li>➤ Kumiko Fukaya International Scholarship ¥60,000/ month for up to 10 months. The Outstanding student, 1 applicant per semester.</li> </ul>

	* The monthly total amount of scholarships from other funds you receive (except for loan-based scholarships) must be less than ¥60,000 during the period of receipt of our scholarship.
<b>Application deadline</b>	Same as exchange application deadline.
<b>8. Notes</b>	
<b>Available Services</b>	Airport pickup service, buddy system
<b>Overseas Partner Institutions (As of June 2023)</b>	Canada : Memorial University of Newfoundland U.S.A. : American University, The University of Memphis, Western Washington University France : Jean Moulin University Lyon 3 Belgium : Free University of Brussels Germany : Heidelberg University , University of Bonn Iceland : University of Iceland Italy : Ca' Foscari University of Venice Norway : University of Bergen Spain : University of Santiago de Compostela U.K. : Cardiff University, Oxford Brookes University, The University of Edinburgh Australia : Griffith University, Monash University, Murdoch University China : East China University of Political Science and Law, Fudan University, Guangdong University of Foreign Studies, Tongji University, Peking University, Shanghai Jiao Tong University, Malaysia : Asia Pacific University South Korea : Ewha Womans University, Korea University, Taiwan : Shih Chien University, Tamkang University, Wenzao Ursuline University of Languages Thailand : Chiang Mai University