



Seikei Institute for International Studies

Seikei University

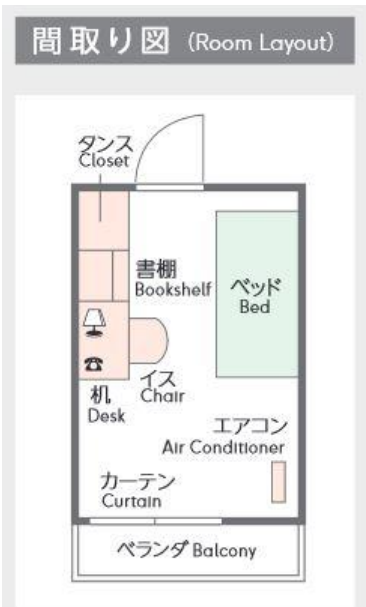
3-3-1 Kichijoji Kitamachi, Musashino-shi, Tokyo 180-8633

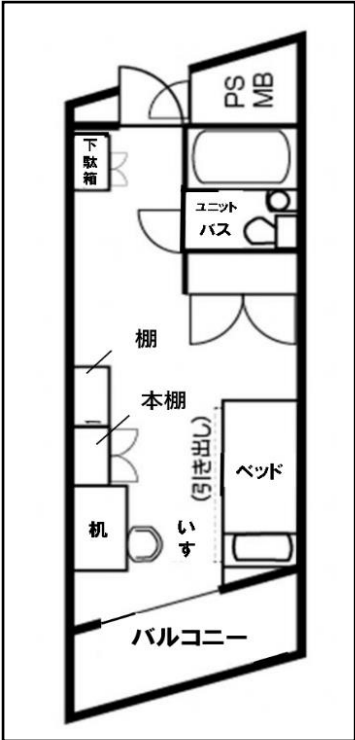
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## Seikei University Exchange Program Information Sheet 2024-2025

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.) 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 –End 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 – End January 2025 (including examination period). Exchange students are supposed to check-in at the dormitory in early September 2024 for orientation. (check-in dates are subject to change)
<b>Academic Calendar (*FYI 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;contenam=slbsrch&amp;kjnmnNo=3">https://portal.seikei.ac.jp/campusweb/slbsrch.do?clearAccessData=true&amp;contenam=slbsrch&amp;kjnmnNo=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). There is also a small table and a chair near the desk.</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 (～Aug. 31, 2024) / ¥2,500/day (Sept.1, 2024～) * (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, Kokuhaikouryu-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 (～Aug. 31, 2024) / ¥2,100/day (Sept.1, 2024～) * (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 60 students.</li> </ul>

	<p>➤ Kumiko Fukaya International Scholarship ¥60,000/ month for up to 10 months. The Outstanding student, 1 applicant per semester.</p> <p>* 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.</p>
<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>	<p>Canada : Memorial University of Newfoundland</p> <p>U.S.A. : American University, The University of Memphis, Western Washington University</p> <p>France : Jean Moulin University Lyon 3</p> <p>Belgium : Free University of Brussels</p> <p>Germany : Heidelberg University , University of Bonn</p> <p>Iceland : University of Iceland</p> <p>Italy : Ca' Foscari University of Venice</p> <p>Norway : University of Bergen</p> <p>Spain : University of Santiago de Compostela</p> <p>U.K. : Cardiff University, Oxford Brookes University, The University of Edinburgh</p> <p>Australia : Griffith University, Monash University, Murdoch University</p> <p>China : East China University of Political Science and Law, Fudan University, Guangdong University of Foreign Studies, Tongji University, Peking University, Shanghai Jiao Tong University,</p> <p>Malaysia : Asia Pacific University</p> <p>South Korea : Ewha Womans University, Korea University,</p> <p>Taiwan : Shih Chien University, Tamkang University, Wenzao Ursuline University of Languages</p> <p>Thailand : Chiang Mai University</p>