

## Toyo Exchange Program Fact Sheet for 2017(Fall Enrollment)

Classes																										
Eligibility	Students whose G.P.A. is 【Partner U/UMAP】2.0/4.0 or higher, 【ISEP】3.0/4.0 or higher. Students who have studied a Japanese-language course for at least one semester at the university level. Students who have mastered hiragana and katakana characters completely before arriving in Japan.																									
Academic calendar (provisional)  * As of July 14.	The academic year of Toyo University is divided into two semesters: the spring semester and the autumn semester or four quarters. <table><tr><td>Semester</td><td colspan="2">Spring semester</td><td colspan="2">Autumn semester</td></tr><tr><td>Quarter</td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>Term of classes</td><td>Apr.10-Jun.9</td><td>Jun.10-Aug.5</td><td>Sep.22-Nov.20</td><td>Nov.21-Jan.29</td></tr><tr><td>Vacation period</td><td colspan="2">Aug.7-Sept.21</td><td colspan="2">Jan.30-Mar.31</td></tr></table> Examinations will be held during the term of classes.				Semester	Spring semester		Autumn semester		Quarter	1	2	3	4	Term of classes	Apr.10-Jun.9	Jun.10-Aug.5	Sep.22-Nov.20	Nov.21-Jan.29	Vacation period	Aug.7-Sept.21		Jan.30-Mar.31			
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Credit system	One credit is awarded for 45 hours of coursework including classes and self-learning. Of these 45 hours, classes account for 15 hours for lectures/seminars, 30 hours for foreign language courses, and 45 hours for experiments/exercises/practices. * 1 hour is calculated as 45 minutes. <table><tr><td rowspan="2">Class, course, etc.</td><td rowspan="2">Number of credits</td><td rowspan="2">Number of class sessions (per semester)</td><td colspan="2">Learning hours</td></tr><tr><td>Class hours</td><td>Preparation and review</td></tr><tr><td>Lecture, seminar</td><td>1</td><td>15</td><td>15 hours</td><td>30 hours</td></tr><tr><td>Foreign language</td><td>1</td><td>15</td><td>30 hours</td><td>15 hours</td></tr><tr><td>Experiment/exercise /practice</td><td>1</td><td>15</td><td>45 hours</td><td>0 hour</td></tr></table>				Class, course, etc.	Number of credits	Number of class sessions (per semester)	Learning hours		Class hours	Preparation and review	Lecture, seminar	1	15	15 hours	30 hours	Foreign language	1	15	30 hours	15 hours	Experiment/exercise /practice	1	15	45 hours	0 hour
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Number of courses to be taken	To maintain visa status as college student in Japan, exchange students are required to take at least 10 hours of coursework per week. There is no upper limit to the number of courses students can take.																									
Consultation for courses	Consultation regarding courses is conducted by academic advisors twice a year (April and September).																									
Courses available for exchange students	<table><tr><td rowspan="3">Japanese Proficiency</td><td colspan="4">Courses available for exchange students</td></tr><tr><td>General education course (in Japanese)</td><td>General education course (in English)</td><td>Regular Japanese/Japanese culture course (in Japanese)</td><td>NEST (in Japanese /English)</td></tr><tr><td>JLPT level: N2 or higher</td><td>○</td><td>○</td><td>○</td><td>-</td></tr><tr><td>JLPT level: Below N2 J-CAT score: Below 250</td><td>-</td><td>○</td><td>-</td><td>○ *Compulsory</td></tr></table> *JLPT: Japanese Language Proficiency Test; J-CAT: Japanese Computerized Adaptive Test *All courses in the NEST Program are compulsory for the following students: students who have not passed N1 or N2, and students whose J-CAT score is lower than 250. General education courses offered during the same class periods as the NEST				Japanese Proficiency	Courses available for exchange students				General education course (in Japanese)	General education course (in English)	Regular Japanese/Japanese culture course (in Japanese)	NEST (in Japanese /English)	JLPT level: N2 or higher	○	○	○	-	JLPT level: Below N2 J-CAT score: Below 250	-	○	-	○ *Compulsory			
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	Program are not available for exchange students.	
Courses	Outline	URL
General education courses (provisional)	General education courses offered by the Faculty of Letters, Economics, Business Administration, Law, Sociology, Regional Development Studies, Global and Regional Studies and International Tourism Management.	https://g-sys.toyo.ac.jp/syllabus /
Regular Japanese language /Japanese culture courses (provisional)	<p>Japanese language and Japanese culture courses for regular international students</p> <p>Japanese I AA/I AB                      Japanese Affairs I A/ B (Nature/Environment/Life)</p> <p>Japanese I BA/I BB                      Japanese Affairs II A/II B (History/Culture)</p> <p>Japanese Language and Society A/B      Japanese Affairs III A/III B (Modern/Society)</p> <p>Japanese Language and Society A/B</p> <p>*Other courses vary according to faculty</p>	
NEST Program	<p>NEST (Nihongo for Exchange students at Toyo) is a Japanese language and culture program designed only for exchange students.</p> <p>- This program is divided into four levels from beginner to advanced level.</p> <p>- Open 9 periods per week: Mon: period 1 &amp; 2; Tue: period 1, 2 and 3; Wed: period 1 &amp; 2; Thu: period 1&amp; 2    Number of credits: 10 credits per semester</p> <p>-Courses to be offered: Integrated Japanese (4 credits)</p> <p>                                 Japanese Listening Comprehension (1credit)</p> <p>                                 Japanese Reading and Composition (1 credit)</p> <p>                                 Project Work (1 credit)</p> <p>                                 Kanji Literacy (1credit)</p> <p>                                 Japanese Culture and Society A/B (2 credits) * Select A or B for the culture subject                      Introduction to Japanology A/B (2 credits)</p>	<a href="http://www.toyo.ac.jp/site/english-ep/english.html">http://www.toyo.ac.jp/site/english-ep/english.html</a>
Accreditation/Performance Appraisal		
Awarding of Credits	<p>The awarding of credits is based on class attendance, examination results, and essay/report submissions.</p> <p>A credit is awarded for grade points of 60 or higher. Please be advised that if your class attendance rate is less than 70% of the class hours offered in a semester, you will be not eligible for a credit for that class. (*In this case, your performance record for the class will be stamped with “Not sufficient for appraisal.”)</p> <p>Credits can be awarded only performed for your courses for which you are registered.</p> <p>If you drop the program, registration will be deleted.</p>	

Criteria for performance appraisal	Pass/Fail	Grade	Range of grade points	Criteria
	Pass	S	100 - 90	Sufficiently reached the attainment target with outstanding results.
		A	89 - 80	Sufficiently reached the attainment target.
		B	79 - 70	Reached the attainment target.
		C	69 - 60	Barely reached the attainment target.
	Fail	D	59 - 40	Some evaluation items have not reached attainment target.
		E	39 or lower	All or most of the evaluation items have not reached attainment target.
		*	Not sufficient for appraisal	Appraisal requirements such as attendance, examination, and report submission are not sufficient for appraisal.

**Academic transcript**

Performance appraisals for the courses you have registered for will be provided on an academic transcript issued by Toyo University, regardless of the results.  
Your academic transcript at Toyo University will be forwarded to your home institute after you complete the exchange program. (About one month after the completion.)

**Campuses**

Campus where exchange program is offered.	Campus	Faculty	Location	URL
○	Hakusan	Letters, Economics, Business Administration, Law, Sociology, Regional Development Studies, Global and Regional Studies and (International Tourism Management)	5-28-20 Hakusan, Bunkyo-ku, Tokyo	<a href="http://www.toyo.ac.jp/site/access/campus-hakusan.html">http://www.toyo.ac.jp/site/access/campus-hakusan.html</a>
×	Akabaned ai	Information Networking for Innovation and Design	New	New
X	Asaka	Human Life Design	48-1 Oka, Asaka City, Saitama	<a href="http://www.toyo.ac.jp/site/access/campus-asaka.html">http://www.toyo.ac.jp/site/access/campus-asaka.html</a>
X	Kawagoe	Science and Engineering/ Information Sciences and Arts	2100 Kujirai, Kawagoe City, Saitama	<a href="http://www.toyo.ac.jp/site/access/campus-kawagoe.html">http://www.toyo.ac.jp/site/access/campus-kawagoe.html</a>
X	Itakura	Life Sciences/ Food and Nutritional Sciences	1-1-1 Izumino, Itakura-machi, Ora-gun, Gunma	<a href="http://www.toyo.ac.jp/site/access/campus-itakura.html">http://www.toyo.ac.jp/site/access/campus-itakura.html</a>
○	General	Sports subject	92-1	<a href="http://www.toyo.ac.jp/site/">http://www.toyo.ac.jp/site/</a>

	Sports Center		Shimizu-cho, Itabashi-ku, Tokyo	access/campus-sc.html
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Housing			
Introduction	<p>Students can choose from 3 options: Toyo International House, student apartments, and general rental properties. Please select your preferred option when you apply for the program. After your application has been submitted, no changes are permitted.</p> <p>*You are also allowed to live with your relatives in Japan.</p> <p><b>【ISEP students】</b>Shared housing in Toyo International House will be provided.</p>		
	Toyo International House	Student apartments	General rental properties
Arrangement	Student applies to Toyo University (via International Affairs Office) for housing. Toyo University assigns the room and roommate (in the case of double rooms).	Student works directly with the company listed below to make arrangements. Various languages are available (e-mail and phone). All arrangements are made independently of Toyo University.	Student contacts real estate agent(s) directly and takes care of all arrangements. All arrangements are made independently of Toyo University.
Address	3-2-4 Sendagi, Bunkyo-ku, Tokyo 113-0022 (a15-minute walk to Hakusan Campus)	It depends on the apartment. Please check the documents from the rental company for details.	It depends on the apartment.
Room	<p>Single room (one-bedroom apartment for single occupant) or double (two bedroom apartment for two occupants (separate bedrooms))</p> <p>*It may not be possible to accommodate requests for room preference.</p> <p>*Requests for roommates will not be accepted.</p>	Basically single room.	There are many types. It depends on the apartment.
Facility/equipment	<ul style="list-style-type: none"> <li>○Bath ○Toilet</li> <li>○Washstand ○Hot-water supply equipment</li> <li>○Refrigerator ○Kitchen</li> <li>○Oven ○Air-conditioner</li> <li>○Washing machine ○TV</li> <li>○Bed ○Bedding ○Desk</li> <li>○Chairs ○Curtains ○Closet</li> <li>○Table (for room type D and M only) ○Internet connection terminal (LAN)</li> </ul>	It depends on the apartment. Some apartments may provide rental furniture and equipment for fees. Please check the documents from the rental company for details.	It depends on the apartment; however, in most cases, apartments are not furnished or equipped.

	○ IH pots, pans		
Managers	There are two resident managers for the management and operation of the building.	Basically there is no resident manager but the call centre is available to 24hs.	Basically there is no resident manager.
Resident Assistant (RA)	Japanese resident assistants provide support to exchange students. They also organize a social event once a month.	There is no resident assistant. Support is available from the call centre.	There is no resident assistant.
Rent	Single room: 80.000 JPY/month (tentative) Double room: 60.000 JPY/month (tentative) <b>※Please note the above rates may be changed.</b> Utilities and internet are included in the housing fee; however, if you make excessive use of utilities, you may have to pay a separate overuse fee.	Single room: Approx. 60.000 JPY/month or more. Utilities and internet not included. ※Deposit and key money might be required. Please check the documents from the rental company for details.	Single room: Approx. 80.000 JPY/month Utilities and internet not included. ※Deposit and Key money might be required.
Payment method	Payment should be made by bank transfer by the designated date (before arrival). Once paid there is no refund.	Payment should be made by bank transfer or at the rental office every month.	Payment should be made by bank transfer every month.
Transportation expenses	15 minutes' walk from campus.	It depends on the location of the apartment. Approx. 4.000 ~8.000 JPY needed per month.	It depends on the location of the apartment. Approx. 10.000 JPY needed per month.
Website	<a href="http://www.toyo.ac.jp/site/english-ep/housing.html">http://www.toyo.ac.jp/site/english-ep/housing.html</a>	Nasic Student Information centre <a href="http://749.jp/">http://749.jp/</a> (Website is only in Japanese)	
Remarks	· Only students who sign the "Agreement on Rules for Use of Toyo University International House" can apply. You are required to submit the signed agreement after receiving the acceptance letter from	· In case your apartment arrangements have not been finalized prior to your arrival, it will be necessary to find a place to stay for a short time. Ex. Hotel Livemax Korakuen	· It will be necessary to find a place to stay for a short time as you will probably want to inspect your housing options after your arrival. Ex. Hotel Livemax Korakuen

	<p>Toyo</p> <ul style="list-style-type: none"> <li>· Visitors, including family members, are not allowed to enter the room.</li> </ul>	<p>Approx. 7.000JPY~/night  <a href="http://www.japanican.com/en/hotel/detail/4019A38">http://www.japanican.com/en/hotel/detail/4019A38</a></p> <ul style="list-style-type: none"> <li>· Guarantee company is available. You are required to pay the 20.000 JPY fee at the signing of the contract.</li> <li>· Students who reside outside of Bunkyo ward may need to register as a resident and join National Health Insurance at the appropriate ward office by themselves.</li> </ul>	<p>Approx. 7.000JPY~/night  <a href="http://www.japanican.com/en/hotel/detail/4019A38">http://www.japanican.com/en/hotel/detail/4019A38</a></p> <ul style="list-style-type: none"> <li>· A Japanese guarantor is necessary when you have a contract, but Toyo University will not serve as a guarantor.</li> <li>· Students who reside outside of Bunkyo ward may need to register as a resident and join National Health Insurance at the appropriate ward office by themselves.</li> </ul>
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Life in Japan	
Meals	<p>Campus cafeteria: Meals are available for between 400 JPY and 500 JPY. Open 10:00 am to 8:00 pm. Monday through Saturday except the university's long vacation periods and holidays.</p> <p>There are many supermarkets, convenience stores, restaurants around Hakusan Campus and the International House.</p> <p>【ISEP Student】</p> <p>A meal allowance is provided after they arrive in Japan. The amount of the allowance is 225,000 JPY for a semester and 450,000 JPY for a full year. (The allowance is paid to their Japanese bank account one month after their arrival.)</p>
Insurance	<p>Exchange students who have obtained College Student Visa are required by Japanese law to enroll in Japanese National Health Insurance. The insurance fee is approximately 1,000 JPY per month. With Japanese National Health Insurance, students only have to pay 30% of the medical costs when they go to see doctors. More details about the insurance are provided during orientation sessions to be held upon your arrival. You can also apply for the insurance during orientation. In addition, we strongly recommend you to make arrangements for voluntary travel insurance in your home country that covers emergencies.</p>
Student ID card	<p>Toyo University issues exchange students a student ID card. With a student ID card, you can use Toyo University's libraries and PC rooms. This card also allows you to obtain discounts for travel fares, museum entrance fees, theater fees, etc.</p>
Bank account	<p>Exchange students are expected to open a bank account with a Japanese bank after they arrive in Japan. It takes about 10days to open a bank account. Remittances from overseas to Japan usually take approximately one week or 10days.</p> <p>Since Japan is still a cash-based society, there are many cases where credit cards are not accepted. Exchange students are recommended to have at least 150,000 to 200,000 JPY in cash for their first two months.</p>

Living Expenses	
Living expenses	You are expected to budget at least 60,000 JPY (excluding rent) per month. We also recommend you have additional 100,000 JPY on hand apart from the regular living expenses in case of emergencies.
Cost incurred during the exchange program (for reference)	
Initial cost upon arriving in Japan	<ul style="list-style-type: none"> <li>Approximately 150,000 JPY to 200,000 JPY (including monthly living expenses)</li> <li>[Reference] Transportation (Airport to the International House): 800 JPY to 3,000 JPY</li> <li>Housing fee (for the first month of residency + the following month): at least 60,000 JPY</li> <li>Textbooks (vary on courses): 15,000 to 25,000 JPY</li> <li>Initial necessities (items for kitchen, bath, toilet, etc.): Up to 5,000 JPY</li> </ul>
Cost incurred during your stay in Japan	<p>(For one month) ... Approximately 100,000 JPY or more</p> <p>[Reference] Housing fee (including utilities and internet): 60,000 JPY~per month</p> <p>Meals: 30,000 JPY to 45,000 JPY</p> <p>National Health Insurance: Approximately 1,000 JPY</p> <p>Mobile phone: Approximately 5,000 JPY or more</p> <p>Personal expenses including social expenses: 20,000 JPY or more</p>

Visa Procedure	
<p>Exchange students are required to obtain a Certificate of Eligibility and a visa for entering Japan.</p> <ul style="list-style-type: none"> <li>[Certificate of Eligibility] Toyo University applies to a relevant immigration bureau for your COE. We then forward the COE to your home institute.</li> <li>[Visa] A visa should be obtained in a Japanese diplomatic office in your home country.</li> </ul>	
Certificate of Eligibility	<p>You need to present your COE when you apply for a visa at a Japanese diplomatic office in your country. The COE also has to be submitted to the immigration officer when you receive landing screening at the port of entry. The certificate becomes invalid unless you apply for landing (entry into Japan) within three months of its issuance.</p> <p>* The Certificate of Eligibility verifies, at the time of landing screening, that the activity in which a foreigner wishes to engage in Japan is not false and that the activity matches landing qualifications such as being an activity stipulated by a relevant status of residence under the immigration law (except the status of residence for short-time [three months] visitors). This document is issued by a regional immigration bureau under the jurisdiction of the Ministry of Justice to foreign nationals in advance of their arrival in Japan.</p>
Visa	<p>A visa is issued at a Japanese diplomatic office in your country. It is usually issued within two days of application. You are expected to enter Japan within three months of the issuance of the visa. The visa you will obtain is valid either for one year or 6 months, allowing you to enter Japan multiple times during your stay.</p> <p>* A visa signifies the judgment that a foreigner wishing to enter Japan has been deemed suitable to enter and stay in Japan. Please be aware that a visa does not guarantee the permission of entry (stay), but is deemed as one of the requirements for landing application at the port of entry (airport/seaport). As in many countries, Japan has a system in which a foreigner wishing to enter Japan is required to have permission from immigration offices, i.e. the said Certificate of Eligibility, in addition to a visa.</p>
<p>Visa application procedure</p> <p>[Necessary items for visa application procedure]</p>	

- Visa application form (available at a Japanese diplomatic office in your home country) • Valid passport
- Two photos (size: 45 x 45 mm, taken within six months of the date of visa application.) • Certificate of Eligibility
- Letter of Acceptance issued by Toyo University (photocopy)

Information regarding visa/residing in Japan Please correct the latest information.

<http://www.mofa.go.jp/mofaj/toko/visa/>

#### Designated Date of Your Arrival in Japan

Exchange students are informed of the designated date of arrival in Japan when they receive their welcome package in principle. It is not permissible to use the International House before the designated date or to be absent from the orientation session due to late arrival in Japan.

[Reference-Last year] Spring Semester: March 28-29, Fall Semester: Sep. 7-8.

#### Orientation Session

All important information on living and studying in Japan will be provided in detail at the orientation session. The orientation will cover student registration, issuance of an academic transcript, procedures to be taken at the immigration office and ward office, National Health Insurance, how to open a bank account in Japan, housing, and student life on and off campus. Exchange students are required to attend the orientation.

#### Point of contact

International Affairs Section, Toyo University: 5-28-20 Hakusan, Bunkyo-ku, Tokyo 112-8606 E-mail: [mlies@toyo.jp](mailto:mlies@toyo.jp)

Toyo University International House: 3-2-4 Sendagi, Bunkyo-ku, Tokyo 113-0022