

Application Guidelines for Exchange Program at Chiba Institute of Technology 2023-2024

The Exchange Program of Chiba Institute of Technology is a system for accepting international students for up to one year from our international partner universities that have Academic Exchange Agreements and student exchange memorandums with Chiba Institute of Technology. The exchange students are able to take courses and receive research guidance offered at the Chiba Institute of Technology's faculties and graduate school.

1. Application qualifications

Applicants must meet all of the following conditions.

- (1) Applicants must be enrolled as full-time undergraduate or graduate students at the partner universities of Chiba Institute of Technology (Those who have graduated from the university in their home country at the end of this program are not eligible.)
- (2) Applicants who are recommended by the partner universities.
- (3) Applicants who are physically and mentally healthy and have no problems with this program.
- (4) Applicants who can bear all the necessary expenses for this program.
- (5) Applicants must have the academic ability necessary for study and the following language skills in Japanese or English

	For taking courses	For taking a research guidance
Undergraduate school (Undergrad students)	Must have at least the equivalent level of the JLPT N2.	Must have at least the equivalent level of the JLPT N2.
Graduate school (Graduate students)	Must have at least the equivalent level of the JLPT N2 or must have sufficient English ability to take the courses (equivalent to CEFR B2 level)	Must have at least the equivalent level of the JLPT N2 or must have sufficient English ability to take the courses (equivalent to CEFR B2 level)

Most undergraduate courses are offered in Japanese, so a Japanese language proficiency of at least JLPT N2 level is required. The graduate school also offers courses in English and accepts students with a CEFR B2 level if there are courses offered in English that they wish to take.

<Regarding the regulations and procedures>

Exchange students are required by the Immigration Law to study at least 10 hours per week.

We recommend that you review the syllabus of the courses you wish to take in advance. If you wish to receive a certificate of credit acquisition, you must apply for it during your stay in Japan, but it will be issued only after you return to your home country. The university will only be able to issue a certificate of credit acquisition with the name of the course and the number of credits.

Syllabus (Japanese written only) : <https://portal.it-chiba.ac.jp/uprx/up/pk/pky001/Pky00101.xhtml>

2. Mobility period

For taking a research guidance	a month to no more than a year
For taking courses	1 semester to no more than a year

If you would like to take courses, you can choose to start in April or September. In our university, most courses are on a semester system, so it is possible to study abroad from September or for half a year, but some courses are year-round courses starting in April. As a general rule, you are not allowed to change the period of study after applying, so please kindly decide in advance when applying.

3. Academic Calendar

	Spring Semester, 2024	Fall Semester, 2023
Class Starts	1st week of April, 2024	3rd week of September, 2023
Class Ends	Mid of July, 2024	Mid of January, 2023
Final Exam	End of July, 2024	End of January, 2023
Spring, Summer, and Winter Break	Summer : End of Jul – Mid of Sep	Winter : End of Dec – Beg of Jan Spring : Mid of Jan – End of Mar
Issue of Academic Transcript	Send to home universities at the end of September, 2024	Send to home universities at the end of March, 2024

4. Application process

	Spring Semester, 2024	Fall Semester, 2023
Application periods	From Oct16 – Oct31, 2023	From Apr1 – Apr15, 2023
Sending of Acceptance Letter	End of December, 2023	Beg of June, 2023
Sending of Certificate of Eligibility	End of February, 2024	End of July, 2023
Arrival in Japan	End of March, 2024	End of August, 2023

5. Application documents

For information on how to apply, please check with the department in charge of exchange programs at your home university. Applications from individual students are not accepted, so please make sure to apply through the department in charge of exchange programs at your home university. All application documents must be written in English or Japanese. For documents in other languages, please attach a Japanese or English translation. Once an application has been submitted, it will not be returned regardless of the results.

	Required documents	Notes
1	Recommendation Letter from your home university	
2	Application form for Exchange program	Form A-1
3	Study plan/Research proposal for your mobility period at CIT	Free format
4	Copy of your passport photo page	
5	Certificate that shows your English language proficiency	Not required for applicants whose first language is English
6	Certificate that shows your Japanese language proficiency	Only for applicants who wish to take courses or research guidance in Japanese
7	Certificate of Attendance	
8	Academic transcript	
9	Health report	Form A-2
10	Submission photo (* Photo taken within a month before submission)	<ul style="list-style-type: none">• 4 cm long × 3 cm wide• A photograph of the applicant himself/herself only• Face measurements are from the top of the head(including hair)to the tip of the chin• Front facing without a hat• Without background• One that is vivid
11	Application form for Certificate of Eligibility (C.o.E)	Form A- 3

5. Student Visa (C.o.E)

Chiba Institute of Technology will apply for the C.o.E to the Immigration Services Agency of Japan on behalf of the exchange student. After the C.o.E is issued, it will be sent to the student's home university. Once you receive the C.o.E, please kindly apply for a student visa at the Embassy of Japan or Consulate in your home country.

6. Scholarship

We do not have any CIT scholarship for exchange students.

7. Dormitory

Exchange students may use our dormitory (in the Shin Narashino Campus) when rooms are available. If you wish to use the dormitory, please inform us at the time of application.

Dormitory : <https://www.it-chiba.ac.jp/support/support/dormitory/>

Room type : Single room only

Room furnishings : Bed, Desk, Chair, Closet, Bookshelf, Air conditioner, WiFi
(House slippers, please prepare the other amenities by yourself.)

Meal : 2 meals a day

* No meals are provided during long vacation periods [Spring (February to March), Summer (August to mid-September), and Winter (late December to early January)]. The dining kitchen may be used on a notification basis.

Meal fees : 16,583 JPY per Month

Electric fees : Actual costs

For laundromat : 100 JPY/time for washing machines and 100 JPY/60 minutes for dryers.

* The above meals fees and electric fees must be paid every two months in cash (payment with a certificate stamp) after arrival in Japan.

8. Security Export Control

We manage security export controls based on the Foreign Exchange and Foreign Trade Law to ensure that the contents of education and research for foreign students do not interfere with the maintenance of international peace and security. Please kindly note that we may require you to change the content of your desired education/research accordingly.

9. Important notes during your mobility period

«Health insurance»

Exchange students staying in Japan for more than 3 months are required to enroll in the Japanese National Health Insurance when they register their residence registration at the city hall upon arrival in Japan. By enrolling in the National Health Insurance, you will be responsible for only 30% of your own medical expenses (there are exceptions such as dental and vaccination expenses). At the same time, exchange students are strongly encouraged to purchase insurance in their own countries, such as overseas study insurance or travel insurance, to cover not only medical expenses in Japan but also emergency expenses throughout the entire period of study.

«Part-time job»

We do not permit exchange students to work part-time. Please do not apply for "Permission to Engage in Activity Other than that Permitted by the Status of Residence Previously Granted" at the airport upon arrival in Japan.

«Open a bank account in Japan»

Short-term exchange students are not allowed to open bank accounts in Japan; there are several ATMs with the PLUS mark near the university.

Living expense/Reference

Meal : Eating out 800JPY~1,200JPY

Student cafeteria 400JPY

Contact

International Relations Section

Chiba Institute of Technology

Email: kouryu-stf@p.chibakoudai.jp