New qualifications applied to exchange programs at Kindai University
Date: Updated on July 8, 2021

Kindai University is pleased to announce that our nomination/application materials for the Spring 2022 exchange program are now available.
For the details, please refer to our comments and attachments below.

Please note this announcement does not yet guarantee the operation of the program and there is a possibility of its schedule change or cancellation at the last minute, depending on our future situation with the COVID-19.
Your understanding is much appreciated.

(Requirements)
From this application, please be informed that only undergraduates are eligible to apply for our programs as we consider reorganizing our graduate courses for exchange students. We apologize for the inconvenience this may cause you.

When conducting your selection, please be aware that nominees also need to meet all the following requirements.

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* GPA 2.5 on 4.0 scale, calculating by Kindai calculation system.
* N1 or N2 on JLPT and/or TOEFL iBT 61 is required at the time of submission of their application.
* Those who have never studied in Japan before.
* Students who do not currently take a leave of absence from their home institution.
* Students who do not need credits to graduate or who will be in the last semester before graduation while on exchange are not eligible.
* Students have to be the ones who need credit transfer from at least 7 of our courses while on exchange.
* The number of credits earned from our exchange program has to be counted as a part of the total number of credits that students need for graduation.
* Study period is one semester only.

Your understanding and cooperation is much appreciated.

(Attachments)

Please find the following documents attached hereto. We would appreciate it if you could share the information below with your nominees as well.

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* Nomination List Credit Conversions - Kindai Spring 2022

This file consists of the following **two** spreadsheets.

1) Nomination list:

All partner universities which have nominees for the Spring 2022 are required to submit.

2) Credits/Units Converting Calculation Formula:

This is for the partner university to fill in.

Those of you who have already submitted this formula in applying for our previous semesters are exempt, unless otherwise changed.

In order for us to check nominees' qualifications correctly, we appreciate your cooperation to fill out **BOTH** the nomination list and "Credit/units converting calculation formula". Thank you.

* Required Documents for Student Exchange Program at Kindai University

All the required documents can be checked at a glance!

* Documents Preparation Instructions

Students **MUST follow** all the instructions mentioned in this document when preparing their application. Failure to do this will result in the disapproval of their application.

* Process Schedule

This is designed for our partner universities and their students to have the whole image of our application procedures. We hope this is useful for you.

You can download all application documents in the Kindai format and references from

https://jumpshare.com/b/HeziSQQLTOeTN79Xza40

(Deadlines)

* Nomination Form and Credit/units converting calculation formula:

September 24, 2021

If this schedule is not suitable for your selection timeline, the deadline extension is negotiable. In this case, please send us your request by September 10.

*Application Documents:
October 29, 2021 (Not extendable)
Recently, we have had some cases that we unfortunately needed to decline applications because of their ineligibilities.
If you are not sure whether your students are fully eligible or not, and want to minimize the risk of paying non-refundable cost, **please send us first all the application documents except the health certificate at an early stage of the application period.** We should be able to check your student's eligibility in a few days.
As the health certificate still has to be submitted by the deadline, please make sure to secure enough time for completing the health exam/certificate.

Should you have any questions about the nomination/application materials, please feel free to contact us anytime.
We look forward to your nominations!

Best Regards,

Makiko
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Required Documents for Student Exchange Program at Kindai University

Required Application Documents for <u>Partner Universities</u>	
1. Nomination List (Kindai original format)	**Nomination deadline for Spring 2022** **September 24, 2021**
2. Credits/Units Converting Calculation Formula **(Kindai original format)** *Please fill in the sections highlighted in blue.* *Those who have already submitted this formula in applying for previous semesters are exempt, unless otherwise changed.*	**Please send soft copies to** **makiko.usutani@itp.kindai.ac.jp**

Required Application Documents for <u>Nominees</u> 1-4, 9 and 11 are Kindai original forms. Please prepare 5-8, 10 at your end.	
1. Application for Student Exchange Program at Kindai University **(Form A)**	**Application Deadline for** **Spring 2022** **October 29, 2021** **All the required documents should be emailed together to** **makiko.usutani@itp.kindai.ac.jp** ***<u>A separate material, "Documents Preparation Instructions" must be followed. Failure to follow these instructions will result in the disapproval of your application.</u>*** ***Please do not send them by postal mail.***
2. Study Plan at Kindai University (Form B)	
3. Plan for Study Abroad (Form C) <u>in the Word file</u>	
4. Letter of Recommendation <u>by professor</u> (Form D)	
5. The most updated official transcript at home institution in English	
6. Official certificate of enrollment at home institution in English	

7. Certificate of Language Level issued by an official test organization
   (For Japanese, JLPT N2 For English, TOEFL: ITP500/iBT61/IELTS: 6/CEFR: B2)
    Any substitutions for these tests are NOT acceptable.	

8. Copy of applicant's passport biological page	
9. Application for Certificate of Eligibility <u>in the Excel file</u>	
10. ID photo in <u>JPEG file</u>	
11. Certificate of Health Examination in Kindai Format	

ONLY for the Nominees who passed our Screening <u>Please do not prepare any of these until you receive our screening result in December!</u> *12 and 14 are Kindai original forms.	
12. Arrival Schedule to Japan (Form E)	**February, 2022** **(TBA)** *They need to be submitted by email.*
13. International Travel / Study Abroad Insurance Certificate <u>in English</u>	
14. 【Optional】Personal Information Sheet for Home Visit Program *Your JPEG photo needs to be attached in the form. (Same as Form A is fine.)*	

[What is Home Visit Program?]
This is one of Kindai exchange program features.
Students are paired up with either Kindai's teacher or administrative staff and your partner and his/her family provide you a chance to experience Japanese culture together such as shopping and/or dining out on a weekend.

Contact
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Documents Preparation Instructions

*Failure to follow these instructions will result in the disapproval of your application.

Documents	Instructions	Availability
Form A	Your JPEG photo needs to be attached in the form. Please do not forget to fill in the emergency contact information next to the home address. (Cell phone # is fine.)	Please download from https://jumpshare.com/b/Hezi SQQLTOeTN79Xza40
Form B	**English Academic Courses** Please refer to the uploaded course syllabus for the spring 2021. (Reference 1. Regular Courses taught in English Spring 2021) **Japanese Academic Courses** Syllabus is available on https://www.kindai.ac.jp/campus-life/syllabus/index.html Please choose from ONLY academic courses. (専門科目のみ選択可) Please be aware that liberal arts are not available. 　　　　　　　　　　　　　(共通教養・外国語科目は履修不可) **Japanese Language Courses** ☆ For Beginner-Intermediate levels, 　**Japanese Language Course for Exchange Students** 　Please refer to the uploaded course list/syllabus for the spring 2021. (Reference 2. Japanese Language Course (ES)) ☆ For JLPT N1 or N2 holders, 　「外国人留学生特例科目」Intensive Japanese Course 　Please refer to the uploaded course syllabus for the year 2021. (Reference 3. Tokurei Kamoku (for JLPT N1, 2 holders))	
Form C in Word file	The form has to be completed under specific rules mentioned in an introduction on the form.	
Form D	Letter of Recommendation needs to be prepared/signed by professor that you have taken courses from. Please submit a scanned copy.	
Official Certificate of Enrollment in English	The certificate has to prove either **your enrollment at your home university during the exchange program period OR your estimated graduation time.**	
Application for Certificate of Eligibility in Excel file	Please refer to " 9. SAMPLE - Application for Certificate of Eligibility" and fill in the documents accordingly. **Please do not forget to read comments on the sample!** ***Sections with sample answers in blue ink**: These are where applicants need to insert their own answers. ***Sections with fixed answers in black ink**: These have already been taken care of by Kindai University. **Please do not change any answers already inserted.** * If you receive scholarship to join our program, please check "Scholars" sheet before filling in "page 2" of the document. *There is no need for you to attach a photo on page 1.	
ID photo in JPEG file	*Has to be different from one on your passport. *4(H)x3(W)cm, in color, in full-face view directly facing camera, in front of a plane background, taken within 3 months. *A hat and glasses are not acceptable in the photo.	
Certificate of Health Examination in Kindai format	X-ray and checkup have to be taken **within two months** before the application deadline.	

Process Schedule

* Schedule is subject to change.

Deadline	Partner Universities	Kindai University
September 24, 2021	Send **Nomination list** and **Credits/Units Converting Calculation Formula** to Kindai.	
October 29, 2021	Send documents **#1-11 on "Required Documents for Student Exchange Program"** to Kindai.	
By the end of December, 2021		Inform the result of screening to partner universities. Send a softcopy of the Letter of Acceptance and Accommodation Guide to partner universities. (The original Letter of Acceptance will be sent later with the Certificate of Eligibility.)
		Apply for the Certificate of Eligibility to the Immigration Bureau.
By the end of January, 2022		Receive the Certificate of Eligibility from the Immigration Bureau. Send it to partner universities along with the original Letter of Acceptance .
ASAP	Students apply for a student visa with the Certificate of Eligibility.	
Housing Request Period TBA	Send Accommodation Request based on Accommodation Guide. *** All exchange students need to stay at an accommodation arranged by Kindai.**	
February, 2022 (TBA)	Send documents **#12-14 on "Required Documents for Student Exchange Program"** to Kindai.	