

# University of Nagasaki International Students' Procedure Guide

Center for Global Education and Research



# Contents

|                                                              |   |
|--------------------------------------------------------------|---|
| 1. The Exchange Study System at University of Nagasaki ..... | 1 |
| 2. Academic Calendar of a Quarter System.....                | 2 |
| 3. Student Dormitories .....                                 | 3 |
| 4. Campus Life.....                                          | 4 |
| 5. Application Procedures .....                              | 5 |
| 6. Schedule.....                                             | 6 |

## 1. The Exchange Study System at University of Nagasaki

### (1) Enrollment Status

International students studying at University of Nagasaki are enrolled as 'Special Auditing Students'. In principle, they will be assigned to the courses of their choice from among three faculties (Business Administration, Regional Design and Development, and Global and Media Studies) and five Departments (Business Administration, International Management, Public Policy, Business Economics, and Global and Media Studies) across the university's two campuses. As members of their academic advisor's class(ゼミ), the international students will participate in the class's curriculum and extracurricular activities.

### (2) Course Registration

International students can choose courses from the subjects offered by their affiliated faculty and general education courses across the university. Please decide on the number of credits to take based on the number of credits you wish to transfer.

As a general rule, international students are required to register for at least 10 hours (7 classes) of courses per week. Additionally, you must take at least one Japanese language course.

### (3) Credit System

At University of Nagasaki, academic performance for enrolled courses is evaluated, and a transcript will be issued. Please check with the relevant person at your home university regarding the transfer of credits.

As for the learning hours required per credit at University of Nagasaki, according to the regulations set by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), 1 credit is equivalent to 45 hours of study.

### (4) Grading

Academic performance is evaluated based on a comprehensive assessment, which includes written exams, regular attendance, study progress, research reports, and other factors. The grading criteria are as follows:

| Level | Points   | Credit Awarding |
|-------|----------|-----------------|
| A     | 90~100   | Pass            |
| B     | 80~89    | Pass            |
| C     | 70~79    | Pass            |
| D     | 60~69    | Pass            |
| F     | Under 59 | Fail            |

|   |   |      |
|---|---|------|
| N | — | Pass |
| G | — | Pass |
| H | — | Fail |
| Y | — | Fail |

#### (5) Grades announcement

Grades of the 1st and the 2nd Quarter will be revealed in mid-September, and grades of the 3rd and the 4th Quarter will be revealed in mid-March. Grades of the courses that end in the 1st or 3rd Quarter will be revealed separately. The grade announcement date cannot be changed for any reason.

#### (6) Issuance of Certificate of Academic Record

The Certificate of Academic Record (in English and Japanese) will be sent to the person responsible at the student's home university. The schedule for sending this is as follows: 1st and 2nd Quarter – planned to send at the end of September, 3rd and 4th Quarter – planned to send at the end of March.

## 2. Academic Calendar of a Quarter System

|                  |                                  |                              |
|------------------|----------------------------------|------------------------------|
| 1st Quarter (1Q) | Early April                      | Start of 1st Quarter         |
|                  | Early April                      | Start of 1st Quarter classes |
|                  | Early June                       | End of 1st Quarter classes   |
|                  | Early June                       | Exam                         |
| 2nd Quarter (2Q) | Mid-June                         | Start of 2nd Quarter classes |
|                  | Early August                     | End of 2nd Quarter classes   |
|                  | Early August                     | Exam                         |
| 3rd Quarter (3Q) | Early October                    | Start of 3rd Quarter classes |
|                  | Late November                    | End of 3rd Quarter classes   |
|                  | Late November~<br>Early December | Exam                         |
|                  |                                  |                              |
| 4th Quarter (4Q) | Late December                    | Start of 4th Quarter classes |
|                  | Late December~<br>Early January  | Winter Break                 |
|                  | Early February                   | End of 4th Quarter classes   |
|                  | Early February                   | Exam                         |

\*The academic calendar is subject to change depending on the academic year. Please refer to the academic calendar distributed after you arrive in Japan for more details.

### **3. Student Dormitories**

University of Nagasaki Off-campus Dormitories.

Every dormitory has light fixtures, air conditioning, a shower with an attached bathtub, a toilet with an attached washlet, a television, a water heater, a kitchen (IH heater), a refrigerator, a microwave oven, a rice cooker, a washing machine, a bed, a futon set, a table, a chair, a closet, etc. For more information about the dormitories, please click [here](#).

#### **(1) Sasebo Campus / Ogata-cho Dormitory (all rooms private / studio)**

Cost: 19,200 Yen

(water, electricity, internet, and NHK broadcasting fees included)

Meals: Prepare your own (all rooms are equipped with a kitchen).

Access to Sasebo Campus: 7 minutes on foot

#### **(2) Siebold Campus / Ogi-machi Dormitory (shared)**

Cost: 18,300 Yen

(water, electricity, internet, and NHK broadcasting fees included)

Meals: Prepare your own (kitchen available)

Access to Siebold Campus: up to 15 minutes by bus

#### **(3) Siebold Campus / Miyoshi-machi Dormitory (shared)**

Cost: 15,000 Yen

(water, electricity, internet, and NHK broadcasting fees included)

Meals: Prepare your own (kitchen available)

Access to Siebold Campus: up to 30 minutes by bus

\*Dormitory fees and other matters are reviewed each academic year.

Also, dormitory fees and other matters described are for one student.

## **4. Campus Life**

### **(1) Living expenses**

The estimated living costs for a typical lifestyle in Nagasaki Prefecture are about 80,000 yen per month, including dormitory fees. When coming to Japan, please establish a sufficient funding plan.

### **(2) Insurance**

- **National Health Insurance (paid by the student)**

If you become sick or injured during your stay in Japan, National Health Insurance allows you to receive medical treatment by paying only a portion of the medical expenses. In principle, you can receive medical treatment with a payment of 30% of the total medical care expenses. Enrollment in National Health Insurance is mandatory for all residents of Japan, including international students.

- **Personal Accident Insurance for Students Pursuing Education and Research ('Gakken Sai') (paid by the student)**

The Personal Accident Insurance for Students Pursuing Education and Research provided by JEES (Japan Educational Exchanges and Services) is a personal accident indemnity insurance that provides benefit packages for injuries or accidents sustained by the student during education and research activities in Japan. We suggest international students purchase 'Gakken Sai'.

### **(3) Campus life**

- **International Exchange Supporters**

University of Nagasaki students become global studying assistants for international students, helping them get rid of their worries about Japanese customs, making new friends, and supporting them to adapt to the new life smoothly. Global studying assistants also hold welcome /farewell parties and other activities for international students, to make their stay at University of Nagasaki fruitful.

- **Activities**

At University of Nagasaki, we organize many activities that international students can join, and look forward to your participation. In addition to events that promote student interaction, you can also experience Japanese culture by participating in field trips and traditional festivals. There will be a welcome party for international students at the time of arrival, a completion ceremony, and a farewell party when returning to your home university. We hope you create many wonderful memories at University of Nagasaki.

## 5. Application Procedures

### (1) Application Eligibility

Please contact the person responsible at your home university for nomination details.

### (2) Application method

Please contact the person responsible at your home university for the procedures.

Students who have been nominated by their home university have to submit the following documents by the deadline.

| Documents                                  | Data form   | Notes                                                                                               |
|--------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------|
| International Student Application Form     | Word        |                                                                                                     |
| Academic transcript                        | PDF         | in Japanese or English                                                                              |
| Picture data                               | JPEG or JPG | Please provide the photo data separately.<br>Click <a href="#">here</a> for the photo requirements. |
| Copy of passport photo page                | PDF         |                                                                                                     |
| Application for Certificate of Eligibility | Excel       |                                                                                                     |

### (3) Selection

University of Nagasaki will check if all application forms are sufficient and accurate. We will then review the applicant's eligibility for acceptance.

## 6. Schedule

The schedule from acceptance to arrival in Japan is as follows. Please note that the schedule is subject to change.

| Details                                               | Period<br>(Spring/Fall)   | Notes                                                       |
|-------------------------------------------------------|---------------------------|-------------------------------------------------------------|
| Issuance of the Letter of Acceptance                  | Mid-January/Mid-July      | Forwarded by the person responsible at your home university |
| Application procedures for Certificate of Eligibility | Late February /Mid-August | Forwarded by the person responsible at your home university |
| Sending of the Welcome Pack                           | Late February /Mid-August | Forwarded by the person responsible at your home university |
| Visa application                                      | Late February /Mid-August |                                                             |
| Arrival in Japan                                      | Late March/Late September |                                                             |
| Orientation                                           | Early April/Early October |                                                             |
| Start of classes                                      | Early April/Early October |                                                             |

### (1) Sending of the Welcome Pack

As soon as the CoE(Certificate of Eligibility) is ready, a Welcome Pack will be sent by Email from University of Nagasaki to the responsible contact at your home university.

\*The CoE is issued after screening by the Immigration Bureau. University of Nagasaki cannot guarantee the timing of issuance. The preparation of all other documents may be delayed if the screening for CoE issuance at the Immigration Bureau is prolonged.

The Welcome Pack includes:

1. Information on visa acquisition
2. Arrival information sheet and information on airport pickup service
3. Certificate of Eligibility (CoE) \*via E-mail
4. Application for part-time work permit

International students can work part-time by acquiring a work permit. Please apply for it when entering Japan (i.e., at the airport) if you wish to get the work permit.

5. Dormitory Rules and Regulations
6. Contact information
7. Orientation materials

## **(2) Visa application**

Please print out the Letter of Acceptance and CoE and make an application for a visa at the Japanese consulate overseas after receiving the Letter of Acceptance and CoE. Documents necessary for the application vary depending on the country, so please check with the consulate.

\*A certain amount of time is required from the application to the issuance, so allow plenty of time when making the application.

## **(3) Arrival in Japan**

After purchasing an airline ticket, please fill in the 'Arrival information sheet' and submit it to the person responsible at your home university. If possible, please take the same flight as other international students at your home university. We cannot arrange pick-up services during weekends, holidays, or nighttime.

## **(4) Immigration procedures**

Please click [Visit Japan](#) for details.

## **(5) Others**

After arriving in Japan, we will help you to complete the procedures required at the city hall and local bank.

\*You have to transfer the payment to our university's account for the dormitory fees. After arriving in Japan, international students will need to open a bank account in their own name. To open a bank account, a personal seal (a round seal with just the family name is OK) and cash in Japanese yen are required.

Please prepare Japanese yen in advance, or an international card that can be used at ATMs.

For withdrawing cash from ATMs, please refer to [7 BANK](#).

## **(6) Orientation**

After arriving in Japan, an orientation on life in Japan and course registration will be held.