



# Application Guidelines for Shinshu University Japan Studies Intensive Program

## Spring semester/ 2020 (April - September, 2020)

### 1. Requirements

Eligibility	<ul style="list-style-type: none"> <li>■ For your entire study period at Shinshu University, you must be enrolled as a degree seeking undergraduate or postgraduate student at a university that has a Shinshu University Japan Studies Intensive Program (*1) Agreement with Shinshu University. Students whose main purpose is to conduct research are not eligible for this program. (*1 hereinafter referred to as "Intensive Program")</li> </ul>
Grade	<ul style="list-style-type: none"> <li>■ NR</li> </ul>
Japanese Language Ability & Other Requirements	<ul style="list-style-type: none"> <li>■ If you wish to study mainly Japanese/ NR</li> <li>■ If you wish to study major subjects/ You are required to prove your Japanese language skills to understand a lecture of major subjects you wish to take.</li> <li>■ Other Requirements: You are requested to respond to our requests. (e.g. filling out of questionnaire we ask you to do so, participating international exchange activities/programs in/out of the campus willingly.)</li> <li>■ If you wish to pursue postgraduate study at Shinshu University, you cannot apply this program. However, you can prepare for it as a research student without tuition fees for up to one year before you enter postgraduate school. Please contact us for further information.</li> </ul>

2. Classroom Language	<ul style="list-style-type: none"> <li>■ Japanese Most of the classes are taught in Japanese.</li> </ul>
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3. Course Registration Limitation	<ul style="list-style-type: none"> <li>■ You can take classes up to 12 <i>Koma</i> per week. (1 <i>Koma</i> = 90-minute class)</li> </ul>
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4. Requirements for Completion	<ul style="list-style-type: none"> <li>■ The number of credits required to complete the Intensive Program is at least 5 credits. You are also requested to make a presentation at the end-of-the program presentation.</li> </ul>
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5. Visa	<ul style="list-style-type: none"> <li>■ Student Visa You have to apply for your visa on you own at Japanese Embassy/Consulate. You are required to bring "Certificate of Eligibility (COE)" and "Letter of Acceptance". We will send those documents to you/your home university in February.</li> </ul>
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6. Program Fee · University Dormitory	<ul style="list-style-type: none"> <li>■ JPY 200,000/ per student Each partner university shall transfer the program fees of all the participants to our bank account after you receive the bill. Be aware that whole the wire transfer fees/charges would be borne by a partner university.</li> <li>■ University Dormitory Our dormitories are not available for Intensive Program students. We will provide you apartments' information to you, but each partner university needs to arrange apartments for their students.</li> </ul>
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### 7. Scheduled Academic Calendar for 2020/ Spring semester

Arrival Date	March 30	Study Tour	June
Guidance	March 31 – April 3	Final Examination Period	late July – early August
Placement Test & Interview	March 31 – April 3	End-of-Program Presentation	early August
Registration at City Hall	March 31 – April 3	Summer Break	early August – late September
Placement Test Results Announcement	March 31 – April 3	Academic Transcript	late September
Registration for Classes	April 17		
Spring Semester Period	April 6 – July 31		



## 8. Application Deadline & Procedures ▪ Screening & Results ▪ University Dormitory

(1)	<b>Application Deadline</b> <u>December 6, 2019</u>	Please complete the "List of Applicants" form and send it along with all other documents and specified items on the following list to the Center for Global Education and Collaboration (hereinafter referred to as "GEC") * Please note that applications submitted directly by an individual applicant will not be accepted.
	<b>Mailing Address:</b>	3-1-1 Asahi, Matsumoto, Nagano 390-8621 JAPAN Phone +81-263-37-3402 / Fax +81-263-37-2181
(2)	<b>Screening</b>	GEC will conduct screening the forms and other documents listed below, and will inform the results <b>by the end of December, 2019.</b> Acceptance letters will be mailed to partner universities at the same time. <b>Attention! We may have to place a limitation to the number of the students to be accepted.</b>

## 9. Application Forms/Documents/Items

Forms ▪ Documents ▪ Other Necessary Items		Created/Prepared by
Attachment 1	Applicants List *Please make sure to send this list to us.	Coordinator
Attachment 2	Application Form	Applicant
Attachment 3	Certificate of Health	
Attachment 4	Check List	
	3 passport-size photos 40mm (H) ×30mm (W) (taken within the last 3 months, upper body, no covered head, full face)	
	Latest Transcript	
	Certificate of bank deposit balance (must be equivalent of JPY 500,000) or a certificate of scholarship recipient. *Bank account holder's name shall be the same as the person who covers the expenses.	
	Copies of passport (photo page and landing permission stamp page if you have ever come to Japan)	
	Copy of certificate of Japanese language proficiency if any	
	University CO-OP Insurance Application	

## 10. Section You Belong to ▪ Your Adviser & Contact Person

Students under the Intensive Program will belong to GEC, and GEC professors will be their advisers. If you have any questions, please contact:

Adviser : Naho Shimodaira (Ms.), Specially-appointed Professor, Shinshu University Center for Global Education and Collaboration

E-Mail	shimo@shinshu-u.ac.jp
TEL / FAX	Tel: +81-263-37-3069 / FAX : +81-263-37-2181
Address	3-1-1 Asahi, Matsumoto City, Nagano, Japan 390-8621
Contact Person: Yukiko Kouno (Ms.), Shinshu University Division of International Planning	
E-Mail	Kouno_Yukiko@gm.shinshu-u.ac.jp
TEL / FAX	Tel : +81-263-37-3402 / Fax : +81-263-37-2181
Address	Same as above



## 11. Available Classes

- Intensive Program students can take courses from the following list **【1】~【3】**.
- Please note that almost all the subjects except language subjects are taught in Japanese. And you cannot take the language subjects.
- If your Japanese language skill is not sufficient or if the class capacity has already been reached, you may not be accepted into the class (es) you wish to take.

All syllabi for 2019 can be found at the following website. (Japanese only)  
<https://campus-3.shinshu-u.ac.jp/syllabusj/Top>

The following is a list of classes offered by GEC in the academic year of 2019.

### 【1】Japanese-related Subjects

#### Intensive Japanese Language Subjects Offered by GEC / Matsumoto Campus

Classes	Contents	Number of Koma (per week)
Class A	For the students who wish to learn from Japanese character; Hiragana & Katakana	9 Koma
Class B	For the students who have studied basic Japanese	9 Koma
Class C	For the students who can communicate in Japanese language but not enough	9 Koma
Class D	For the students who can communicate in Japanese language but not enough	

You can find GEC 2019 syllabus at: <https://campus-3.shinshu-u.ac.jp/syllabusj/Search?Code=R2> 1 koma = 90-minute class

#### Class A (For Beginners) / Matsumoto Campus

Spring Semester (Apr. - Sep.)			Fall Semester (Oct. - Mar.)	
Course Title	Class Hours	Credits	Course Title	
Japanese; Grammar (A)	(3 koma/wk) × 15 wks	3	Japanese; Grammar (A)	Class hours and credits are the same as the Spring semester
Japanese; Conversation (A)	(3 koma/wk) × 15 wks	3	Japanese; Conversation (A)	
Japanese; Reading/Writing (A)	(1 koma/wk) × 15 wks	1	Japanese; Reading/Writing (A)	
Japanese; Practical Conversation (A)	(1 koma/wk) × 15 wks	1	Japanese; Practical Conversation (A)	
Japanese; characters (A)	(1 koma/wk) × 15 wks	1	Japanese; characters (A)	
Credit Total		9		

#### Class B (For Pre-Intermediate Students) / Matsumoto Campus

Spring Semester (Apr. - Sep.)			Fall Semester (Oct. - Mar.)	
Course Title	Class Hours	Credits	Course Title	
Japanese; Grammar (B)	(3 koma/wk) × 15 wks	3	Japanese; Grammar (B)	Class hours and credits are the same as the Spring semester.
Japanese; Conversation (B)	(3 koma/wk) × 15 wks	3	Japanese; Conversation (B)	
Japanese; Kanji (B)	(1 koma/wk) × 15 wks	1	Japanese; Kanji (B)	
Japanese; Reading/Writing (B)	(1 koma/wk) × 15 wks	1	Japanese; Reading/Writing (B)	
Japanese; Practical Lesson (B)	(1 koma/wk) × 15 wks	1	Japanese; Practical Lesson (B)	
Credit Total		9		



## Class C (For Pre-Intermediate Students) / Matsumoto Campus

Spring Semester (Apr. – Sep.)			Fall Semester (Oct. – Mar.)	
Course Title	Class Hours	Credits	Course Title	
Japanese; Grammar (C)	(3 koma/wk) × 15 wks	3	Japanese; Grammar (C)	Class hours and credits are the same as the Spring semester
Japanese; Conversation (C)	(3 koma/wk) × 15 wks	3	Japanese; Conversation (C)	
Japanese; Practical Lesson (C)	(2 koma/wk) × 15 wks	2	Japanese; Practical Lesson (C)	
Japanese; Kanji (C)	(1 koma/wk) × 15 wks	1	Japanese; Kanji (C)	
Credit Total		9		

## Class D (For Intermediate Students) / Matsumoto Campus

Spring Semester (Apr. – Sep.)			Fall Semester (Oct. – Mar.)	
Course Title	Class Hours	Credits	Course Title	
Japanese; Grammar (D)	(3 koma/wk) × 15 wks	3	Japanese; Grammar (D)	Class hours and credits are the same as the Spring semester
Japanese; Conversation (D)	(3 koma/wk) × 15 wks	3	Japanese; Conversation (D)	
Japanese; Practical Lesson (D)	(2 koma/wk) × 15 wks	2	Japanese; Practical Lesson (D)	
Japanese; Kanji (D)	(1 koma/wk) × 15 wks	1	Japanese; Kanji (D)	
Credit Total		9		

## Japanese Language & Japanese Culture Subjects (For Pre-Advanced Students) / Matsumoto Campus

Spring Semester (Apr. – Sep.)			Fall Semester (Oct. – Mar.)	
Course Title	Class Hours	Credits	Course Title	
Reading(Japanese Language) A- I	(1 koma/wk) × 15 wks	1	Reading(Japanese Language) A- II	Class hours and credits are the same as the Spring semester.
Reading(Japanese Language) B- I	(1 koma/wk) × 15 wks	1	Reading(Japanese Language) B- II	
Writing(Japanese Language) A- I	(1 koma/wk) × 15 wks	1	Writing(Japanese Language) A- II	
Writing (Japanese Language) B- I	(1 koma/wk) × 15 wks	1	Writing (Japanese Language) B- II	
Listening(Japanese Language) A- I	(1 koma/wk) × 15 wks	1	Listening(Japanese Language) A- II	
Listening (Japanese Language) B- I	(1 koma/wk) × 15 wks	1	Listening (Japanese Language) B- II	
Conversation (Japanese Language) I	(1 koma/wk) × 15 wks	1	Conversation (Japanese Language) II	
Scientific and Technical Japanese I	(1 koma/wk) × 15 wks	1	Scientific and Technical Japanese II	
Business Japanese I	(1 koma/wk) × 15 wks	1	Business Japanese II	
Japanese; Upper Intermediate (Grammar) I	(1 koma/wk) × 15 wks	1	Japanese; Upper Intermediate (Grammar) II	
Japanese Society and People I	(1 koma/wk) × 15 wks	2	Japanese Society and People II	
Japanese Martial Arts and Traditional Culture I	(1 koma/wk) × 15 wks	1	Japanese Martial Arts and Traditional Culture II	
Credit Total		13		

\*The above subjects might be changed in 2020.



## 【2】Subjects Offered by the SGE\* / Matsumoto Campus

General Education Subjects, Core Subjects for Science, Health Science Subjects, Freshmen Seminars, and Teaching Profession subjects

\*SGE is for the school of General Education. The SGE mission is to develop and manage the general education curriculum for the whole University in accordance with the educational principles of Shinshu University.

## 【3】Major Subjects & Introductory Major Subjects Offered by the Faculty of Arts, Faculty of Economics and Law, and Faculty of Science / Matsumoto Campus

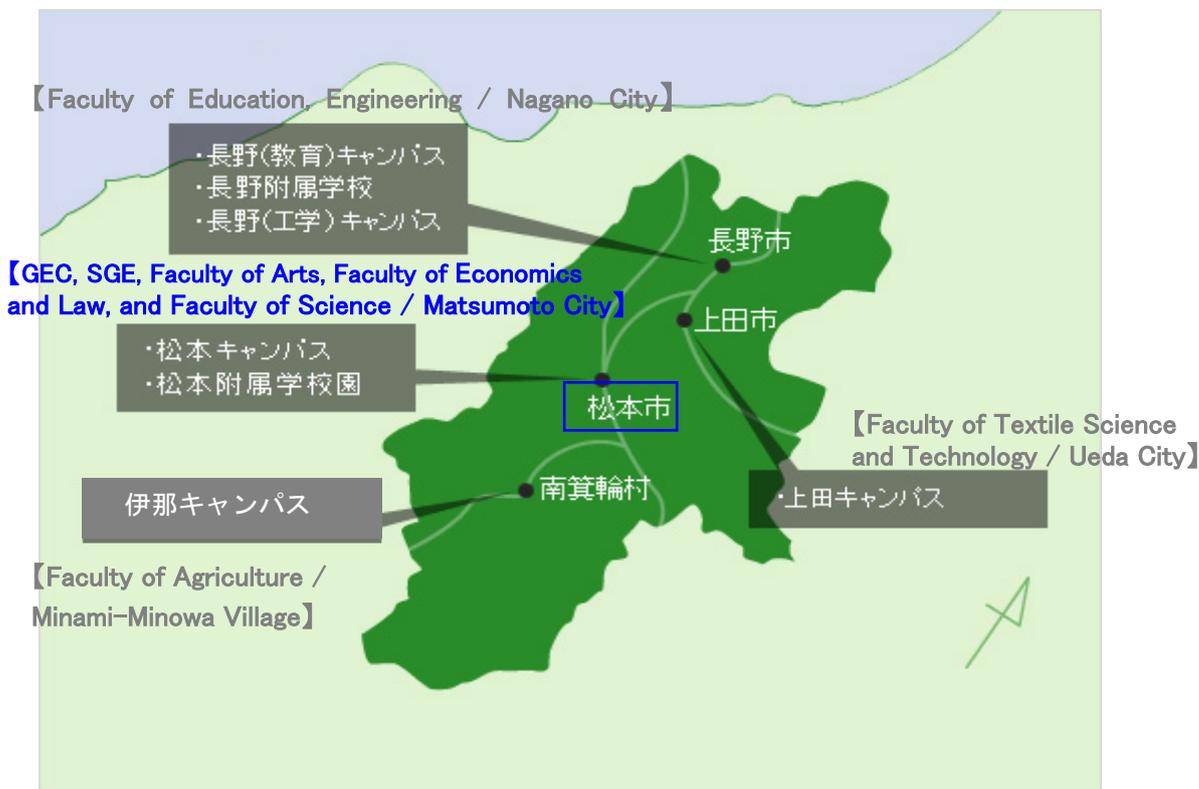
If you are permitted by the teacher of the subject(s) you wish to take, then you can take the subject(s)

### Be Aware ! Class Registration for the Subject(s) of 【2】 & 【3】

In order to take major subjects provided by the faculties (Arts, Economics and Law, and Science), you may be required to prove your Japanese language ability. Also in case that the class you wish to take has a capacity limitation and it already has an excess number of students, you may not be allowed to take the class.

## 【 ATTENTION ! 】

The other four campuses (Faculty of Education, Faculty of Engineering, Faculty of Agriculture, and Faculty of Textile Science and Technology) are located far away from Matsumoto Campus. Therefore, you cannot take the major subjects of those four faculties during participating the Intensive Program.



## 12. Course Registration Limitation

Limitation	Intensive Program students can take classes up to 12 <i>koma</i> per week. (1 <i>koma</i> is a class of 90 minutes)
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13. Course Registration Deadline ▪ Procedure	
When / How	After arriving here, you take a placement test and will be categorized according to the test result ⇒ fill in the registration form ⇒ get your adviser's approval/advice ⇒ submit the form to GEC by the designated day (Mid April, 2020)

14. Evaluation of Academic Results ▪ Academic Transcript ▪ Credit Transfer Policy	
Evaluation of Academic Results	The evaluation of grades of classes will be conducted by each class instructor.
Academic Transcript	Academic Transcript will be provided around late September, 2020. The transcript includes course titles, grades, and the number of credits you earned. Please refer to the academic transcript sample on the page 7.
Credit Transfer Policy	It is the matter of your home university if the subjects, grades, or/and credits earned at Shinshu University are transferable. We advise you to ask the coordinator of your home university about the credit transfer policy in advance.

15. Requirements for Completion ▪ Certificate of Completion	
Requirements for Completion	The number of credits required to complete the Intensive Program is at least 5 credits. All the Intensive Program Students also have to make a speech in Japanese at the end-of-the program presentation. The president of Shinshu University shall determine completion on decision in the Shinshu University International Liaison and Coordination Committee.
Certificate of Completion	The president of Shinshu University shall award a certificate of completion to you if you meet the above requirements.

16. Insurance (Intensive Program Students are required to take out the following insurances)	
National Health Insurance	about ¥1,800 per month <a href="http://www.city.matsumoto.nagano.jp/kenko/kyuhu/matsumotoshinokokuho.html">http://www.city.matsumoto.nagano.jp/kenko/kyuhu/matsumotoshinokokuho.html</a>
Univ. CO-OP Insurance	about ¥10,000 Life & Fire mutual Insurance with Personal Liability Insurance and for death of parent or benefactor <a href="http://kyosai.univcoop.or.jp">http://kyosai.univcoop.or.jp</a> (Japanese and English only)

17. Pick Up Service and Access from Major Airports	
Pick Up Service	N/A
Access from Major Airports	We will send you a booklet "Pre-Arrival Information" that includes access information from major airports to Matsumoto. You can also find how to travel to Matsumoto in the following websites: <a href="https://visitmatsumoto.com/access/">https://visitmatsumoto.com/access/</a>

**SHINSHU UNIVERSITY**  
**Center for Global Education and Collaboration**

**SAMPLE**

3-1-1 Asahi, Matsumoto City, Nagano, 390-8621, JAPAN  
Tel:+81-263-37-3360 Fax:+81-263-37-2181

**TRANSCRIPT OF ACADEMIC RECORD**

STUDENT NUMBER :	18REXXXX	ORDER NUMBER :	XXXXXX
NAME :	XXXX XXXXX	DATE OF ISSUE :	March 31, 2019
Date of Birth :	May X, 1998	International Center	
Date of Admission :	October 1, 2018		

Subjects / Course Title	Year	Grade	Credits
SEMINAR : Hospitality for sporting events	2018	S	2
Comparative Arguments Focused on Japanese and Chinese Cultures Seminar	2018	A	2
Japanese Reading II	2018	S	1
Japanese Writing II	2018	S	1
Japanese Language II (Listening & Vocabulary)	2018	B	1
Japanese Condition (Culture and Japanese Language)	2018	S	2
Japanese Society and people II	2018	S	1
Japanese; Upper Intermediate (Grammar)	2018	A	1
Japanese Martial Arts and Traditional Culture II	2018	B	1
Academic Japanese 1- II	2018	B	1
Multi-Cultural Understanding	2018	A	1

I hereby certify that the above transcript is true and correct.

Signature:

Tanaka, Kisyoshi

Director, Center for Global Education and Collaboration,  
Shinshu University, Japan

**GRADING SYSTEM**

S : excellent : 90 - 100  
A : very good : 80 - 89  
B : good : 70 - 79  
C : satisfactory : 60 - 69

**UNITS OF CREDIT**

Credit for academic work in the University is awarded in semester units.  
The academic year is divided into two semesters of 15 weeks each.  
One credit is granted for 45 hours of study, composed of formal teaching and student preparation.

**Information Living Cost**

<p><b>Living Cost</b></p>	<p>Please refer to the website of STUDY in JAPAN (JASSO) URL as follows. But please be aware that their information is not always up to date. The website is available in English, Chinese, and Korean.  <a href="http://www.g-studyinjapan.jasso.go.jp/ja/modules/pico/index.php?content_id=16">http://www.g-studyinjapan.jasso.go.jp/ja/modules/pico/index.php?content_id=16</a></p> <p>&lt;Food Prices&gt;                  For example: The price of the food as of September, 2016 (@ the supermarket near the campus)                  loaf of bread ¥ 200, rice 5Kg ¥ 1,500, milk ¥ 200, 10 eggs ¥ 200, beef 100g ¥ 200~,                  pork 100g ¥ 120~, 3 slices of salmon ¥ 400~, potato ¥ 60, cucumber ¥ 60,                  carrot ¥ 100, cabbage ¥ 150~, Cup Noodle ¥ 150, Toilet paper ¥ 50</p> <p>SEIYU <a href="https://www.seiyu.co.jp/pb/mo/">https://www.seiyu.co.jp/pb/mo/</a>                  DELICIA <a href="https://tokubai.co.jp/%E3%83%87%E3%83%AA%E3%82%B7%E3%82%A2/9302">https://tokubai.co.jp/%E3%83%87%E3%83%AA%E3%82%B7%E3%82%A2/9302</a></p> <p>&lt;Public Utilities Charge&gt;                  Approximately ¥ 10,000~15,000 depends on the contract of the apartment.</p>
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**Information Real-estate Office & Apartment**

<p>Rear-estate Office</p>	<p>YOSHIDA SHOJI <a href="http://www.0263324432.com/">http://www.0263324432.com/</a></p>
<p>Sun Heights Apartment (about 10 minute walk to the campus)</p>	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  </div> <div style="flex: 1; padding-left: 10px;"> <p>(As of October, 2019)</p> <p>Deposit ¥31,000</p> <p>Cleaning expense ¥31,000</p> <p>Rent ¥31,000/month</p> <p>Utility bills every month</p> <p>Free Wi-Fi</p> </div> </div>
<p>Share House YUKIWARISO (about 10 minute walk to the campus)</p>	<p><a href="http://yukiwari.cheap.jp/">http://yukiwari.cheap.jp/</a></p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  </div> <div style="flex: 1; padding-left: 10px;"> <p>(As of October, 2019)</p> <p>No Deposit</p> <p>No Cleaning expense</p> <p>Rent ¥26,000/month (including utility bill for the common space)</p> <p>Free Wi-Fi</p> </div> </div>