

INFORMATION AND INSTRUCTIONS ON THE STUDENT EXCHANGE AT GRADUATE SCHOOL OF HUMANITIES AND STUDIES ON PUBLIC AFFAIRS

For 2024 Academic Year

This brochure contains information and instructions that graduate students in sister universities of Chiba University should know if they wish to apply for the student exchange at the Graduate School of Humanities and Studies on Public Affairs (abbreviated as GSHSPA), Chiba University. Here, sister universities means those that have effective agreements for student exchange with Chiba University.

I. An Introduction of Graduate Student Exchange

1. What is an Exchange Student?

An exchange student (in a broad sense) is a student who is registered as a full-time student in the sister university to which he/she belongs but studies at Chiba University for a non-degree purpose.

Chiba University offers two kinds of exchange student status at the graduate level, an exchange research student and an exchange student (in a specific sense). An exchange research student engages in his/her research under a supervision of a professor at Chiba University. An exchange student (in a specific sense) takes classes in a graduate program at Chiba University for credits. The credits obtained can be transferred to the graduate program at his/her home university, according to the agreement for student exchange between Chiba University and its sister university.

Please note that an applicant cannot change his/her exchange student status after the application in any case.

2. Exemption

By the agreement for student exchange, all exchange students are exempt from paying the application fee, the enrollment fee, and the tuition.

3. Eligibility

To be eligible for graduate student exchange, students must be enrolled in a graduate school master's program at a university that has a student exchange agreement with Chiba University or the Graduate School of Humanities and Studies on Public Affairs. It is also required that each applicant must be formally recommended to GSHSPA by the graduate school at his/her home university to which he/she belongs.

After completing the study abroad period at Chiba University, return to your home university to continue your studies. It is not possible to graduate or obtain a degree from the university in your home country while you are enrolled (studying

abroad) at Chiba University.

4. Period of Study

You can choose one of the following for the period of study abroad.

- 1 semester (6 months from October 1, 2024 to March 31, 2025)
- 2 semesters (11 months from October 1, 2024 to August 31, 2025)

All exchange students enter to GSHSPA in October, in each academic year.

5. Proficiency in Languages

Chiba University requires for all exchange students to have a proficiency in a language or languages that is sufficient to communicate with professors and students on their studies and researches. At GSHSPA, a proficiency in a language other than Japanese may be required. There may be a case that a proficiency in Japanese is not required, while that in English is. If an exchange student takes only classes taught in English and/or communicates with professors and students only in English, then only a proficiency in English, not in Japanese, is required. Besides English and Japanese, a proficiency in other language may be required in addition. This requirement will depend on the area of studies and/or researches that an exchange student chooses. For example, the area of French Literature requires a proficiency in French, that of Regional Economies in Brazil requires a proficiency in Portuguese, etc.

II. Outline of the Process to Become an Exchange Student

The whole process begins at obtaining information on the student exchange at GSHSPA. For a graduate student who enters Chiba University as an exchange student, it ends with the registration to GSHSPA. The flow of the procedures is outlined as follows.

(1) Obtain information on the student exchange at GSHSPA from a responsible office at your home university and/or the adviser of your research.

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(2) Obtain materials for application (this brochure and document forms for application) from a responsible office at your home university and/or the adviser of your research.

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(3) Ask the adviser of your research to arrange an academic staff at GSHSPA who would meet you for an interview either directly or indirectly with a video call.

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(4) Take an interview by an academic staff at GSHSPA and obtain his/her informal consent of acceptance. This academic staff, if he/she issues an informal consent of acceptance, is your prospective academic supervisor at GSHSPA.

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(5) Ask the dean of the graduate school to which you belong to recommend you formally to GSHSPA. Ask the adviser of your research to recommend you to GSHSPA.

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(6) Receive the letters of recommendation from both the graduate school and the

adviser. Prepare other documents, mostly by properly filling out the forms provided by GSHSPA. Obtain a certificate of student status from your home university and a transcript from the graduate school.

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(7) Hand all documents for application to the adviser of your research. Your adviser must send them directly to your prospective academic supervisor at GSHSPA.

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(8) If you are accepted as an exchange student, you receive a Letter of Acceptance (abbreviated as LOA). Apply for any scholarship in your country available for exchange students with this LOA, if you wish.

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(9) Submit the documents for your financial status before the deadline set by GSHSPA. Along with them, provide other materials asked by Chiba University in order to apply for a Certificate of Eligibility (abbreviated as COE).

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(10) If you are not denied of admission, you receive a COE and a Certificate of Admission. With them, apply for a visa to study in Japan.

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(11) After receiving your studying visa, come to Japan before the period of registration.

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(12) Complete the registration to Chiba University.

III. Deadlines and Materials to be Submitted.

1. Deadlines

The following lists all deadlines set by GSHSPA, which all prospective applicants should remember.

Deadline for Submission of Documents for Application: March 1, 2024 (must arrive).

Deadline for Submission of Documents for Financial Screening and other Materials to Apply for COE: May 15, 2024 (must arrive).

Registration for Enrollment in October 2024: From October 1 to October 10, 2024.

2. Documents for Application

GSHSPA requires for all applicants to submit the following documents.

(1) An application form, properly filled out. A form is provided by GSHSPA.

(2) A research plan, properly filled out. A form is provided by GSHSPA.

(3) A curriculum vitae, properly filled out. A form is provided by GSHSPA.

(4) A letter of recommendation by the applicant's adviser of research, written in either Japanese or English. A form is provided by GSHSPA.

(5) A formal letter of recommendation by the graduate school to which the applicant belongs, written in either Japanese or English.

(6) A certificate of student status issued by the applicant's home university.

(7) A transcript issued by the graduate school to which the applicant belongs.

(8) A certificate for an informal consent of acceptance written by the prospective academic supervisor. A form is provided by GSHSPA.

(9) A certificate of guarantee written by the prospective academic supervisor. A form is provided by GSHSPA.

The documents (1), (2), (3), (4), (5), (6) and (7) must be sent to the prospective academic supervisor by the adviser of his/her research. Then the prospective academic supervisor submits them to GSHSPA with (8) and (9).

The letter of recommendation by the adviser of the applicant's research must be placed in a sealed envelope with his/her signature across the seal. The formal letter of recommendation by the graduate school must be written on its official letterhead and placed in a sealed envelope with the signature of the Dean of the graduate school across the seal.

3. Certificates and Statements for Financial Status

If an applicant is accepted to be an exchange student, this successful candidate must submit valid certificates and statements for his/her financial status. The following is the list of these documents.

* In principle, the following documents are in Japanese or have a Japanese translation. English is acceptable if it is difficult to prepare.

- (1) Statement of financial support (in proper form)
- (2) Documents proving the relationship between the financial supporter and the applicant
- (3) Bank balance certificate (Original)
- (4) Materials clarifying the history of fund formation over the past three years
- (5) Documents proving the occupation of the financial supporter
- (6) Documents proving the income of financial supporter for the past 3 years

4. Materials for COE

To apply for a COE, Chiba University requires for a successful student to provide the following materials.

- (1) Applicant's upper body photo (4cm x 3cm) 1 piece
- (2) Passport identification information (name, nationality and date of birth) page (copy) and passport page with additional information (copy)
- (3) If the applicant has entered Japan in the past, a copy of the page with the immigration record of the passport
- (4) Graduation certificate from final school (original)
- (5) If the applicant can prove Japanese language proficiency with the score of the Japanese Language Proficiency Test, the certificate of the score in the test
- (6) If the applicant has received education in Japan in the past at an educational institution with a history of staying with a status of residence of "Student", a transcript and a document certifying attendance at the time of enrollment at the educational institution at that time (original)

The photo must be taken within 3 months prior to submission, in a way that the student faces squarely to the front without any head coverings (such as hats, caps, veils etc.), and without any posing. It should not have any background. It must not

be shaded either. The student's name should be written at the back of the photo.

IV. Instructions by Steps

1. What to Do before Preparing Documents for Application

If a prospective applicant is seriously interested in applying for student exchange at GSHSPA, the first thing he/she must do is to take an interview by an academic staff at GSHSPA in his/her area of studies, and receive his/her informal consent of acceptance. A candidate for the interviewer must be arranged by his/her current adviser of research at his/her home university, through his/her personal connection on research activities. The interview can be done either directly or indirectly with a communication device such as Skype. In the interview, the academic staff evaluates the applicant's comprehensive ability to study and research in his/her area of studies. Not only an excellence in his/her specific academic field but also a general ability to be a graduate student, such as a proficiency in a language, an ability to cooperate with the academic staff and his students etc., are evaluated. The academic staff who interviews an applicant has a total discretion over the decision to issue an informal consent of acceptance.

If one applies for an exchange research student, he/she should be aware that GSHSPA guides its faculty members strongly that a completion of a graduate program for a master's degree before the interview should be respected significantly in their decision on acceptance, though a master's degree is not officially required.

The academic staff who has issued an informal consent of acceptance becomes the prospective academic supervisor of the prospective applicant if he/she applies. To complete the application, the prospective academic supervisor is required to prove his/her consent to GSHSPA by submitting a certificate of his/her consent with his/her signature. Therefore an applicant must ask him/her to fill out and sign the form of certificate at the end of the interview.

The next thing to do is to ask the graduate school to which an applicant belongs and his/her current adviser of research to recommend him/her to GSHSPA. An applicant must receive a formal letter of recommendation by the graduate school, and a letter of professional recommendation by his/her adviser. The quality of these letters is crucial for his/her acceptance. A chance to be accepted will be doomed by just one slightly bad letter, even if an applicant has already found a prospective academic supervisor at GSHSPA.

2. Preparing and Submitting Documents for Application

An applicant for student exchange must prepare documents as GSHSPA requires, and submit them to his/her prospective academic supervisor at Chiba University, through the current adviser on his/her research. The list of these documents was provided in III.2.

Note that applicants cannot send any documents for application directly to their prospective academic supervisors or the office of GSHSPA. No member of GSHSPA reviews the documents if they are sent from an applicant himself/herself. GSHSPA

has a total discretion to turn down the applicant if it finds a fraud in the documents submitted.

As indicated in III.1, all documents for application must arrive no later than March 1, 2024. They should be sent by registered mail. They are not returned in any circumstances.

3. Conditions for Acceptance

There are two basic conditions that Chiba University requires for an acceptance as a graduate exchange student. First, an applicant must submit a meaningful plan of his/her study and/or research at Chiba University. Secondly, he/she must provide a proof that his/her study and/or research at Chiba University are considered to be valuable at the graduate program of the sister university to which he/she belongs.

The first condition is satisfied by completing the application form and the form for a research plan in a level that GSHSPA regards them as adequate. An applicant for an exchange student (in a specific sense) must list several classes you wish to take. In each term (the 4th and 5th terms in the second (autumn) semester, and the 1st and 2nd terms in the first (spring) semester), you should take at least 7 classes. An applicant for an exchange research student must state clearly a purpose of his/her research, an achievement that he/she expects to have in the period of study he/she has chosen, a description of steps toward the achievement etc. in the form for a research plan. GSHSPA has a total discretion to decide the adequacy of contents in these forms.

If one applies for an exchange research student, the proof in the second condition must be provided extensively in the letter of recommendation by the adviser of his/her research. If one applies for an exchange student (in a specific sense), it is provided partly by the agreement for student exchange between Chiba University and his/her home university, through the agreement on unit exchange. However, GSHSPA recommends strongly that the letter of recommendation by the adviser of his/her research also provides an extensive explanation.

These are just basic ones that GSHSPA expects for all applicants to satisfy quite easily. Much more important conditions in the decision on acceptance are that an applicant has found a prospective academic supervisor with whom he/she is acquainted closely, and that he/she is highly esteemed for a comprehensive academic ability in the letters of recommendation.

4. Announcement of Acceptance

GSHSPA has a total discretion over decision on acceptance. If GSHSPA decides an applicant to be accepted, his/her prospective academic supervisor issues a Letter of Acceptance (abbreviated as LOA) and sends it to this successful candidate. The LOA states that the candidate has passed the screening on academic ability by GSHSPA so that the prospective academic supervisor accepts the candidate as an exchange (research) student. The LOA will be signed by the prospective academic supervisor and co-signed by the Dean of GSHSPA. The LOA can be used only to apply for a scholarship. A style and a form of LOA can be arranged upon an official request

from the graduate school to which a successful candidate belongs. No individual can negotiate with GSHSPA over the style and the form of LOA personally.

5. Screening on Financial Status and Condition for Admission

GSHSPA screens a financial status of a successful candidate toward its decision on admission. A successful candidate is required to submit certificates and statements for his/her financial status which GSHSPA regards as valid to support his/her study at Chiba University. The list of these documents was provided in III.3.

GSHSPA does not admit a successful candidate to enter Chiba University if he/she fails to submit the certificates and statements that GSHSPA regards as valid. GSHSPA has a total discretion to decide their validity.

For example, if a successful candidate is awarded a scholarship which, combined with his/her private sources of fund, is sufficient to cover the standard cost of studying and living for the period of study he/she has chosen, and he/she proves that successfully by the documents, then GSHSPA regards them as valid.

If the documents do not prove that total fund available to the successful candidate is enough to cover the standard cost of studying and living, then GSHSPA regards them as invalid. GSHSPA also regards them as invalid if it finds a fraud in them, such as a lack of original documents, a fabrication of documents, an improper and/or illegal source of fund etc.

As indicated in III.1, all certificates and statements for his/her financial status must arrive at GSHSPA no later than May 15, 2024. They should be sent by registered mail. They are not returned in any circumstances. GSHSPA notifies to the candidate if his/her documents are judged as invalid by GSHSPA so that he/she is not admitted to Chiba University, as soon as the decision is made.

A successful candidate may estimate individually the standard cost of studying and living in Japan by referring to the website of the Japan Student Services Organization (abbreviated as JASSO). The address of the JASSO's website is:
<https://www.jasso.go.jp/en/index.html>.

6. Obtaining a Visa

If a successful candidate is not denied of his/her admission as a result of screening on financial status, then he/she should obtain a Certificate of Eligibility for Japanese Residency (abbreviated as COE) from the Immigration Bureau of Japan. Chiba University takes care of the application for a successful candidate. A successful candidate is required to provide all related materials as Chiba University asks for, properly and promptly. The list of these materials was provided in III.4. Since parts of these are the documents for his/her financial status, GSHSPA requires for a successful candidate to submit these materials along with the documents for his/her financial status, in order to economize on time for application. Therefore, all materials must arrive at GSHSPA no later than May 15, 2024. They are not returned in any circumstances.

In order to fill out an application form for COE properly, a successful candidate may be required to answer several questions by his/her prospective academic supervisor. Also, he/she may be required to resubmit a part of materials in case that it is not properly prepared. Because of these, a successful student must secure a way (ways) of communication by which his/her prospective academic supervisor can reach him/her for a while.

GSHSPA finally approves the admission of a successful candidate when it receives the COE for him/her issued by the Immigration Bureau. After receiving the COE from the Immigration Bureau, GSHSPA sends it to the successful student, with the Certificate of Admission issued by GSHSPA. With these documents, he/she applies for a studying visa to the Japanese Embassy.

The whole process, from preparing materials to apply for a COE to obtaining a visa, may take up to 3 months. GSHSPA strongly advises for all successful candidates to submit these materials as soon as they are ready for the screening of their financial status.

7. Coming to Japan and Registration

All exchange students (in a broad sense) are required to complete their registration on the period specified by Chiba University. The registration can be completed only at the campus of Chiba University, so that all successfully admitted students should come to Japan before this period. Any delay in the registration is not acceptable to Chiba University. For admission in October 2024, the period is from October 1 to October 10, 2024.

To complete the registration, all exchange students at GSHSPA are required to purchase an insurance policy offered by Chiba University, called as "Personal Accident Insurance for Students" ("Gakkensai", in Japanese). It covers for accidents related to students' school activities. The International Support Desk at Chiba University (abbreviated as ISD) provides a useful information on the net. The website address of ISD is:

<https://www.chiba-u.ac.jp/international/isd/en/index.html>.

The section for Insurance Policies of this website explains this particular insurance policy extensively. If a student has a question on the insurance policy, one should contact the representative at the Student Support Office. His/Her e-mail address is ddc2162@office.chiba-u.jp.

Chiba University advises strongly for a foreign student to carry enough money to cover a set-up cost, much more than that he/she thinks enough. The expense in the first month of his/her stay is likely to be much more than those in other months, and there may be some payments to be made that one has not expected abroad due to the difference in business practice. The website of JASSO and that of ISD will provide some useful information.

<https://www.jasso.go.jp/en/index.html>

<https://www.chiba-u.ac.jp/international/isd/en/index.html>

V. After Entrance

1. Miscellaneous Support to Foreign Students by University

Most of supports to foreign students studying at Chiba University, other than those related to studies and researches, are offered by ISD. Chiba University advises strongly that all exchange students maintain close contacts with ISD. The website of ISD provides comprehensive information about studying and living in Japan.

The issue that a foreign student concerns the most for his/her living is an accommodation during the periods of study that he/she has chosen. Chiba University does have a dormitory facility at the International House, but available rooms are limited in number, so that Chiba University DOES NOT guarantee that rooms at the International House are allocated to all exchange students. In case that a room is not allocated by Chiba University, a student needs to find an apartment by himself/herself. The Housing section of the ISD's website provides useful information on this matter.

2. Working in Japan

Chiba University strictly advises for all exchange students (in a broad sense) not to work outside the university. However there may be some part-time jobs at the campus which are open to exchange students (in a broad sense). To be eligible for these jobs, an exchange student must obtain a Permission to Engage in an Activity Other Than Those Permitted by the Status of Residence, from the Immigration Bureau. To be specific, he/she needs to obtain a "Comprehensive" Permission to Engage in an Unauthorized Activities without Restrictions on (Authorized) Activities. A foreign student with a studying visa can apply for this permission at the airport when he/she arrives, so anyone who wishes to be eligible for part-time jobs at the campus should apply for it on his/her arrival.

Chiba University does not guarantee the availability of part-time jobs at the campus open to exchange students. Chiba University is not held responsible for any trouble caused by exchange students related to working outside the university.

3. Scholarship

There is no scholarship in Japan for which an exchange student (in a broad sense) can apply. If one wishes to receive a scholarship, he/she must apply for that in his/her home country. To apply for a governmental scholarship in a student's home country, it is usually required that LOA to be submitted. Hence one should start the process of application for student exchange very early if he/she needs a financial aid sponsored by the government of his/her home country.

VI. Inquiries on the Student Exchange Program at GSHSPA

If a prospective applicant at a sister university has a question on student exchange at GSHSPA, it is strongly advised that he/she makes the adviser on his/her research ask it to an academic staff at GSHSPA with whom he/she is acquainted closely. GSHSPA advises strongly not to ask a question directly to the representative at

GSHSPA.

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