



**GRADUATE SCHOOL OF INTERNATIONAL MANAGEMENT  
INTERNATIONAL UNIVERSITY OF JAPAN**

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**1. ACADEMIC CALENDAR FOR THE YEAR 2019/20:**

Fall 2019: Sep. 30-Dec. 13, Winter 2020: Jan. 6- Mar. 20, Spring 2020: Apr. 6-June 18

\*Including exam week.

**2. APPLICATIONS DOCUMENTS SHOULD BE RECEIVED BY:**

For Fall exchange program – June 10

For Winter exchange program – September 20

For Spring exchange program – November 20

For Summer exchange program – March 20

**3. REQUIRED DOCUMENTS FOR EXCHANGE PROGRAM APPLICATION**

Please submit the following documents by the above mentioned deadlines by post (We do not accept the documents sent by E-mail.):

- 1) Completed Exchange Application Form (type or print)
- 2) Latest resume (must be typed)
- 3) Latest official academic record (transcript)
- 4) A copy of applicant's passport clearly showing his/her name, birth date, passport number, etc.

*In addition to above, you will need to submit documents for your Student Visa. Please prepare Application Form for Certificate of Eligibility, Copy of your passport, Your photo (3cm x 4cm), Sponsorship statement, Scholarship award, and Extra documentation on financial backing.*

*\*Please carefully check more detailed information from P6.*

#### 4. Orientation Dates

A week-long orientation for new students takes place before the Fall term begins. Also, a shorter orientation for new students takes place before the Winter and Spring terms begin. We strongly recommend that you attend the orientation.

#### 5. WORKLOAD OF EXCHANGE STUDENTS

An incoming exchange student must take a minimum of 2 credits per term, but normally must not exceed 12 credits per term. If you need to take more than 12 credits in order to fulfil the degree requirements at your home institution, you may exceed this ceiling. As for the summer exchange, we offer three 1 credit courses in July-August (class schedule for this summer is available at <http://www.iuj.ac.jp/im-info/time-table/>)

Each summer course is 5-day intensive course and only one course is offered per week. You can choose which course(s) you will attend. You are, of course, welcomed to attend all four courses if you want.

#### 6. Credit System

One classroom session lasts 90 minutes at IUJ.

➤ **Content Courses (Non-language Courses):**

One credit is given to a content course where 12 hours of classroom studies are conducted. (Eight 90-minute sessions in total).

➤ **Japanese Language Courses :**

One credit is given to a Japanese language course where AT LEAST 45 hours of classroom studies are conducted. However, classroom study hours designated for each one-credit Japanese language course vary according to the desired language ability level to which students are expected to reach within the designated period of time. For example, an Advanced-level course requires 45 hours of classroom studies while an Elementary course requires 65 classroom hours.

A half credit (0.5) is given to a Japanese course that requires less than 45 classroom hours. For example, Basic 1, 2 and 3 require 38 classroom hours. Basic 4, 5, 6, 7, 8 and 9 require 26 classroom hours.

#### 7. COMPULSORY COURSES FOR EXCHANGE STUDENTS: None

#### 8. ELECTIVE COURSES FOR EXCHANGE STUDENTS:

You can register for elective courses offered by the Graduate School of International Management (For course info please refer to: <http://www.iuj.ac.jp/im-info/>) plus courses offered by the Graduate School of International Relations (for course info please refer to: <http://www.iuj.ac.jp/ir-info/>)

Some of the core required courses offered in GSIM are not opened to exchange students. If you are interested in taking them, you may have to get an instructor's approval to do so.

<b>9. GRADING SYSTEM:</b>	A	(4.00)	=	Distinguished
	A-	(3.75)	=	Very Good
	B+	(3.50)	=	Good
	B	(3.00)	=	Satisfactory
	B-	(2.50)	=	Satisfactory Low
	C	(2.00)	=	Poor
	F	(0.00)	=	Failure
	W	(--)	=	Withdrawal
	I	(--)	=	Incomplete
	P	(--)	=	Pass
	NP	(--)	=	Non-Pass
	AU	(--)	=	Audit

**10. AREAS OF SPECIALIZATION:** Finance, Marketing, Management,  
IT/Operations Mgt./Supply Chain Mgt./Project Mgt./Social Enterprise

**11. LANGUAGE REQUIREMENT:** Proficiency in English

## 12. HOUSING AND INTERNET CONNECTION FROM THE DORM ROOM:

### <Dormitory Information>

On-Campus Housing is available. An exchange student who comes here alone will be assigned a room in one of the Student Dormitories. We have a limited number of on-campus accommodations for married students. If you will bring your spouse, please let us know as soon as possible. If you will bring more than two family members to IUJ, you may have to look for accommodation outside the IUJ campus. Usually, it is quite difficult to find an accommodation for a short period near the school and it is very costly.

On our campus, we have three student dormitories, called Student Dormitory 1, 2 and 3 (SD1, 2 and 3). SD 1 is the oldest, and SD 3 is the newest. All exchange students are accommodated in one of these.



The dorm buildings are situated close together. They are all within a 2 minute walk of each other. The dorm room fee is the same for all the buildings (39,000/month) .

Both cable LAN connection and wireless LAN connection services are available for free in the dormitories.

If you would like to know about computing services at IUJ, please refer to the following URL:

<http://www.iuj.ac.jp/cs/>

## 13. APPROX. COSTS at IUJ

Housing:	JPY 39,000/month (Rent for a single student dormitory room) JPY 53,000/month (Rent for married student accommodation)
Dormitory maintenance fee	JPY 10,000/once when check in
GSO* membership fee	JPY 1,500/term *Graduate Student Organization
Meals:	JPY 30,000 ~ 40,000/month per person
Books/cases:	JPY 10,000 ~ 30,000/term
National Health Insurance	JPY 4,000~5,500/term
Miscellaneous:	JPY 25,000/month (for utilities and other personal expenses)

## 14. VISAS

A student must obtain a student visa. We will apply for your certificate of eligibility (CE) at the immigration office and send it to you once it is issued. You will apply for your visa with the CE at the nearest Japanese Embassy or Consulate in your country. Detailed information about visa application and application form for CE is provided at <http://www.iuj.ac.jp/admis/visa/>

## 15. MEDICAL/TRAVEL INSURANCE

It is compulsory for IUJ exchange students to join National Health Insurance (NHI) upon entrance to IUJ (unless you are covered by another Japanese insurance plan, such as through your company). Without signing up for this insurance, medical expense can be costly. It becomes especially important if you become seriously ill or need to be hospitalized. By becoming a member of NHI, you need to bear only 30 percent of the claimable medical treatment costs at the clinic or hospital (not include car accident injury). The premium for NHI is about 5,000 yen per term (approximate 4,000 yen for a winter or a spring term, approximate 5,500 yen for a fall term).

NHI does not cover medical treatment for injuries incurred from car accidents, medical treatment for injuries to other people and compensation for property damage. Therefore, we strongly suggest that you will enter travel insurance before you leave your countries which will cover unforeseeable expenses during your stay.

## 16. GENERAL INFORMATION:

The University is 300 km away from Tokyo, which can be reached by Shinkansen (bullet train) in about an hour and a half.

Students find themselves in an atmosphere which is both typically Japanese and strongly international; this makes the experience particularly interesting.

### Facilities:

- Library
- Computing rooms (Windows 10/8/7 environment)
- Cafeteria & Snack Lounge
- Indoor and Outdoor Sports facilities
- School shop



## CALENDAR OF THE ACADEMIC YEAR 2019-2020

### FALL 2019

September 1 (Sun)	Academic year begins
around September 16 (Mon) – September 27 (Fri)	Programs and guidance for new enrollees (Intensive Japanese Program, Campus Life Orientation, Career Workshop, Academic Orientation, etc.)
September 16 (Mon)	National Holiday
September 23 (Mon)	National Holiday
September 27 (Fri)	New Students Welcome Day
September 30 (Mon)	Fall term (1 <sup>st</sup> module) courses begin
September 30 (Mon) – October 7 (Mon)	Completion/Change of Registration for fall term courses
October 14 (Mon)	National Holiday
October 22 (Tue)	National Holiday
October 25 (Fri)	Last day for withdrawal from fall term courses
November 3 (Sun)	National Holiday
November 18 (Mon) – 25 (Mon)	Registration for winter term courses
November 23 (Sat)	National Holiday
November 23 (Sat)	Last day for fall term (1 <sup>st</sup> module) courses
November 25 (Mon)	Fall term (2 <sup>nd</sup> module) teaching begins
December 7 (Sat)	Last day for fall term (2 <sup>nd</sup> module) teaching
December 9 (Mon) – 13 (Fri)	Final examinations for fall term courses

### WINTER 2020

January 6 (Mon)	Winter term (1 <sup>st</sup> module) courses begin
January 6 (Mon) – 14 (Tue)	Completion/Change of Registration for winter term courses
January 13 (Mon)	National Holiday
January 31 (Fri)	Last day for withdrawal from winter term courses
February 11 (Tue)	National Holiday
February 17 (Mon) – 24 (Mon)	Registration for spring term courses
February 29 (Sat)	Last day for winter term (1 <sup>st</sup> module) courses
March 2 (Mon)	Winter term (2 <sup>nd</sup> module) teaching begins
March 14 (Sat)	Last day for winter term (2 <sup>nd</sup> module) teaching
March 16 (Mon) – 20 (Fri)	Final examinations for winter term courses
March 20 (Fri)	National Holiday

### SPRING 2020

April 6 (Mon)	Spring term (1 <sup>st</sup> module) courses begin
April 6 (Mon) – 13 (Mon)	Completion/Change of Registration for spring term courses
April 29 (Wed)	National Holiday
May 1 (Fri)	Last day for withdrawal from spring term courses
May 3 (Sun) – 6 (Wed)	National Holidays
May 14 (Thu)	IUJ's Foundation day
May 30 (Sat)	International Festival
May 30 (Sat)	Last day for spring term (1 <sup>st</sup> module) courses
June 1 (Mon)	Spring term (2 <sup>nd</sup> module) teaching begins
June 13 (Sat)	Last day for spring term (2 <sup>nd</sup> module) teaching
June 15 (Mon) – 18 (Thu)	Final examinations for spring term courses
June 27 (Sat)	Graduation Ceremony
Late June – Mid August	Summer study period for 1-year Program students
July 23 (Thu) – 24 (Fri)	National Holidays
August 10 (Mon)	National Holiday
August 17 (Mon) – 24 (Mon)	Registration for fall term courses
August 28 (Fri)	Graduation Day for 1-year Program students
August 31 (Mon)	Academic year ends

Note: Faculty members can decide to have classes and exams on holidays.

To Successful International Applicants Residing Outside Japan

**Re: Acquisition of Student Visa**

Congratulations on the successful results of your admissions into IUJ! This document is to guide you through the procedures you must take to arrive at IUJ with the proper immigration status.

In order to attend IUJ from overseas, you are required to have a **valid passport** and a **student visa**. You must obtain a passport on your own, and your passport must be valid for a minimum of 6 months after your arrival in Japan. If that is not the case, please have it renewed or apply for a new one.

You also need to obtain a “Student Visa” stamped in your passport before arriving in Japan in accordance with Immigration Laws.

There are two ways to obtain the Student Visa:

Method A: “Individual Application” – **NOT** recommended

You go to the Japanese Embassy or Consulate near you and apply for the Student Visa on your own and without IUJ’s support. This method is not recommended.

Method B: “Proxy Application” – **Highly recommended**

Applicants may approach a guarantor living in Japan to act as your agent to obtain a Certificate of Eligibility (CE) which is needed to apply for a Student Visa. IUJ can be your guarantor. IUJ has a very good record of obtaining the CE for those who have been accepted into our degree programs. This method is highly recommended.

*If you choose Method A, your visa application could be rejected. Even if it is accepted, it can take about three months to actually get the visa. Method B requires you to prepare more complicated documents. However, IUJ can support you, and the success rate is higher, and usually much faster.*

## **PROCEDURES FOR METHOD B**

Method B takes the following steps:

1. You submit the required documents to IUJ by the deadline instructed by IUJ.
2. IUJ applies for your CE.
3. Once the Immigration Office approves/issues your CE and sends it to IUJ, IUJ will express mail it to you.
4. You take the CE to the nearest Japanese Embassy or Consulate to apply for a Student Visa.

We recommend Method B. Please fill out the application form and send them back to Shino Kiryu of the Office of Academic Affairs, with other required documents mentioned in the next page by the following deadline:

- June 10 for the Fall term exchange students
- September 20 for the Winter term exchange students
- November 20 for the Spring term exchange students
- March 20 for the Summer courses

**Basic Schedule:**

- (1) Submission of Required Documents  
All documents should be completed in typewriting or readable handwriting and returned to Shino Kiryu by the DEADLINE provided above. If there is no specific problem with your application, it will normally take about one month after submission to have it assessed by the Immigration Office.
- (2) Receiving your CE – about 6 weeks before each term starts  
We will finish submitting all applications to the Immigration Office after the each submission deadline. We will send your CE to you via EMS (Special Express Delivery Mail) as soon as we obtain it from the Immigration Office.
- (3) Applying for a Student Visa  
After you obtain your CE, you must go to the nearest Japanese Embassy/Consulate to apply for a Student Visa. We strongly recommend that you contact them in advance to find out what other documents they require. The requirements and schedule for issuance are different from country to country, and IUJ cannot give you advice on this.
- (4) Entering Japan with a Student Visa  
Please note that you must enter Japan **within 3 months from the issue date of your CE.** Otherwise your CE will become invalid.

**Required Documents:**

Documents required for getting a CE differ depending on your financial condition. The Immigration Office will strictly examine the financial status.

In order to avoid any suspicion on the part of the Ministry of Justice, please carefully check all your certificates before sending them to IUJ to be sure that all lettering, seals and stamps in your certificates are clear.

**Please prepare the following documents according to your financial backing.**

		Financial Background & Scholarship Status	
		Sponsored by company/ government	Self-supported or recipient of other scholarship(s)
1.	Application form	◎	◎
2.	Copy of your passport	◎	◎
3.	Your photo (3cmx4cm)	◎	◎
4.	Sponsorship statement	◎	×
5.	Scholarship award	×	◎ (scholarship recipient only)
6.	Extra documentation on financial backing	×	◎

◎=Required, ×=Not required

**Explanation of Each Document noted above****1. Application form**

Please fill out the application form and send it back to Shino Kiryu, with the necessary documents mentioned in this instruction by each DEADLINE. The application form can be downloaded at:

<http://www.iuj.ac.jp/admis/visa/visa-forms/> → click “GSIM Exchange Students”

Samples of how to fill out the application form are also available online:

<http://www.iuj.ac.jp/admis/visa/sample/> → click “Exchange”

- If you make a mistake on the form, please cross the word(s) out using double lines and put your signature near the mistake and add the correction in clear handwriting or typing. **Do NOT use liquid paper** or any other erasing white-out techniques.
- **Note to students whose names include characters other than Roman letters A-Z (also referred to as Classic Latin characters):** Please write down your “Name” using alphabet (Roman) characters exactly as it appears in the machine readable part of your passport in the item 3 (Name) in the application form. Please do not use non-Roman alphabet characters such as ë, ä, ö, ù, ã and etc.

## 2. Copy of your passport

Please submit a clear copy of your identification page(s) with photo, date of birth, place of birth, validity date, and passport number. Be sure this passport will be valid for at least a full 6 months after your arrival at IUJ. If it will expire sooner than 6 months, get a new passport now.

## 3. Your photo

Please be sure the size is accurate (3cm wide x 4cm long), the background is plain white or light blue, and it was taken within the past 3 months. It should be **professionally printed** (not printed on home equipment).

## 4. Sponsorship statement

If you are a company/government employee and your employer sponsors your studies at IUJ, please attach the statement of sponsorship from your sponsor. The statement must include the following contents:

- (1) Proof that you are currently employed by the company/government;
- (2) Proof that you will be financially supported by the company/government; and
- (3) Conditions of the sponsorship (ie, period of sponsorship, amount, etc.)

## 5. Scholarship award

If you are awarded a scholarship, you are required to submit the scholarship award information (scholarship name, period of grant, amount, etc.)

## 6. Extra documentation on financial backing

If you are self-supported or awarded/nominated for a scholarship that does not cover a monthly stipend, you need to show to the Japanese Ministry of Justice that you have sufficient funds to cover the expenses during your stay at IUJ. This documentation can be:

- Copy of a student loan contract;
- Scholarship award; or
- Official statement of your (or your sponsor’s) bank account:

All documents should include the institution’s name and logo, address, tel/fax number, and the institution manager’s name, title, and signature.

If you will have the financial backing of your family member or another “sponsor”, you will also need to present:

- a) Your birth certificate to prove the relationship between you and the family member supporting you;
- b) A signed statement demonstrating that your family member guarantees to support you through your IUJ studies; and
- c) A notarized English translation of a) and b) above, if they are written in a language other than English.

The Immigration Office does not indicate exactly how much money is sufficient. According to our experiences, however, your CE application is arguably accepted if you (or your sponsor) maintain the balance at least 400,000 yen (for one term exchange):



### **Visa Decisions and Timing Issues and Scholarship Issues**

IUJ will represent you as best as it can following the procedures described above. However, IUJ cannot be responsible for decisions made by the Immigration Office concerning the CE, or by the Embassies/Consulates concerning the issuance of the Student Visa even though you are already accepted to enrol in IUJ. Sometimes even those with a CE may be refused to be given a visa by the Embassy. This is because the Immigration Office is controlled by the Ministry of Justice and the visas are controlled by the Ministry of Foreign Affairs. They sometimes have different criteria and eligibility rules.

IUJ will NOT be responsible if you cannot obtain the Student Visa in time and consequently are unable to register for classes by the registration deadline at IUJ. If this happens (you cannot arrive at IUJ with a Student Visa and get registered for IUJ by the IUJ deadlines), the “Letter of Admissions” will be null and void.

***So let’s work carefully together following proper procedures!***

- ❖ Please note that IUJ cannot support a visa application (Dependent’s Visa) for your family member(s). For basic guidelines, see the “IUJ Info Pack” enclosed.

If you have any questions regarding the CE/VISA applications, please address them to [oss@iuj.ac.jp](mailto:oss@iuj.ac.jp).

Thank you.