

# Guidelines for Hokkaido University Short-Term Exchange Program (HUSTEP) 2018-2019 Applicants

## 1 Overview

The Hokkaido University Short-Term Exchange Program (HUSTEP) is an undergraduate program designed for students to take a wide variety of classes offered in English in the fields of Culture and Society, Environment, Science and Technology.

### **Length of Study**

1) Research Course  
Late September, 2018 – Mid-August, 2019  
(11 months: equivalent to one Japanese academic year)

2) Semester Abroad Course (Fall)  
Late September, 2018 – Mid-February, 2019

3) Semester Abroad Course (Spring)  
Early April, 2019 – Mid-August, 2019

The accepted students are required to arrive in Sapporo by late September or first week of April (see HUSTEP Calendar on pages 6-7 of HUSTEP brochure).

### **Program Completion Requirements**

(Both Courses)

All students are required to take a certain number of classes pertaining to their visa.

\*Students must take a minimum of 10 hours (around 7 classes) of classes per week to meet visa requirement.

(Research Course Only)

- 1) Participants are required to obtain at least 20 credits during their year in the program.
- 2) Participants are required to obtain at least 10 credits in each semester, and at least 8 of these credits should be from HUSTEP classes not including Independent Study.
- 3) Participants who complete the above requirements will receive a certificate of completion.

### **Number of Students Accepted**

Approximately 50 students for each course

## 2 Information for Potential Applicants

### **Eligibility Requirements**

To be eligible to apply for HUSTEP, students must:

1. be enrolled in full-time undergraduate degree programs at overseas universities that have concluded a student exchange agreement with Hokkaido University.
2. be enrolled and pay tuition fees at their home universities as full-time students during the entire period of study in Japan.
3. have completed at least two years of undergraduate study at their own university prior to arrival in Japan.
4. have a cumulative grade point average (GPA) of 3.0 or better on a 4.0 scale or equivalent.
5. be proficient in English. Non-native English speakers must have a score of at least TOEFL iBT 79 or IELTS 6.5.\*
6. be able to arrive by late September or first week of April.

\* In exceptional cases, a different internationally-recognized English test result may be accepted.

Notes:

There is a screening process and NOT all students who apply will be accepted.

**\*Japanese language ability is not required to participate in HUSTEP.**  
**Those students whose main focus is studying Japanese language and are majoring in Japanese Studies should consider applying to the Japanese Language and Cultural Studies Program (JLCS) instead of HUSTEP.**

Students who graduate from their home university before August 31, 2019 (Fall Semester course: February 28, 2019), are not eligible to apply.

There are a limited number of scholarships available so most students will have to cover their own costs. Although it varies by individual, the cost of living in Japan is about 100,000 yen (approximately \$900 US) per month. Thus students should have enough money saved up to pay for the period of living costs or make other financial arrangements before coming to Japan. Students should be clear that HUSTEP is strictly a study program.

Even if students receive a scholarship, the first payment will be made one month after the arrival. Students must bring money to pay for both the first month dormitory fee and living costs.

### **3 Admission Process**

Step 1 Consult with an academic advisor at their home institution and receive approval.

Step 2 Obtain the necessary forms from the office of international studies (or its equivalent) at their home institution.

Step 3 Complete the forms, and submit them to Hokkaido University through the home institution's office of international studies (do not send applications directly to Hokkaido University).

### **Application Deadline**

Research Course	February 16, 2018
Semester Abroad Course (Fall)	February 16, 2018
Semester Abroad Course (Spring)	October 31, 2018

\*Semester Abroad Course (Spring) applicants should submit their applications in October, not February

### **Required Documents**

The application package should include the following documents:

- 1) Completed HUSTEP application form (with Cover Page)
- 2) Completed Certificate of Enrollment Form
- 3) Recommendation Letter from an academic supervisor
- 4) Official Transcript of academic record
- 5) Certificate of Health
- 6) 3 photographs
- 7) TOEFL or IELTS score record (non-native English speakers only)
- 8) Photocopy of your passport

### **JASSO Scholarship**

To assist international exchange students, the Japan Student Services Organization (JASSO) offers the following scholarship to a limited number of students. The Student Exchange Support Program (Scholarship for Short-Term Study in Japan) includes a monthly stipend as follows:

¥80,000 (approximately \$ 700 US) per month for five or eleven months.

### **NOTES:**

In addition to the HUSTEP Eligibility Requirements, students who meet the following requirements are eligible to apply for this scholarship:

- 1) Applicants must, upon completion of the term of exchange, return to their home institutions to resume their studies or to be awarded their degrees. Students who graduate from their

home university before August 31, 2019 (February 28, 2019 for Fall semester course) are not eligible to apply.

2) Applicants must not be recipients of scholarship awards from other organizations, if the combined value of these additional scholarships exceeds ¥80,000 per month.

3) Applicants who may have difficulty covering the costs of their studies in Japan on their own.

## **Results**

Applications will be carefully reviewed by the HUSTEP Selection Committee and applicants will be informed of the selection results through their home institution in early April, 2018 (in December, 2018 for Spring course).

### **NOTE:**

Further details about admission procedures will be provided to accepted students. Those students who do not complete the admission procedures by the required deadlines will not be eligible to participate in HUSTEP.

## **4 Information for Accepted Applicants**

### **Immigration Procedures**

Before coming to Japan, accepted students will need to obtain a student visa issued from the Japanese Embassy or Consulate in their country of residence. A certificate of eligibility and a letter of acceptance will be sent by Hokkaido University to the home university of students who are officially admitted to HUSTEP at least one month before the program starts.

This document will serve as proof of student status when applying at a Japanese Embassy or Consulate for a student visa. Applicants should follow the advice of the Japanese diplomatic office in their home country concerning the procedure for obtaining the visa.

### **NOTE:**

Due to visa requirements, students are required to take at least 10 hours of classes (equivalent to 7 classes) per week. Further information about class registration will be provided at the arrival orientation.

### **Housing**

HUSTEP students are required to stay in one of the university's dormitories. Most of the student dormitories are located on or near the university campus in the center of Sapporo. Furnished rooms in the university accommodations are provided for HUSTEP students. For further details, please visit the website below.

<https://www.global.hokudai.ac.jp/current-students/accommodation/>

### **NOTE:**

For HUSTEP students, the housing application process is different from other international students. Detailed information will be provided to accepted students.