Kyushu University
Instructions of Student Exchange Program Application (For prior to application)
(University-Wide)

Read these instructions carefully **before** applying for Kyushu University Student Exchange Program. Firstly, please contact the international office of your home university regarding internal selection procedure as the deadline for application may differ depending on each university.

You will be asked to complete your application using the web system by the designated deadline*after you will be selected as a nominee by your home university. Therefore, please prepare all the required materials as indicated in the #7 well in advance. (The details of the website will be notified accordingly.)

  *For JTW/JLCC: February 10, 2023.

  *For Undergraduate/ Graduate Program: March 10, 2023

Please note that we DO NOT accept applications directly from individual students. You should be selected as a nominee at your home university firstly.

1. Program *Please select one program you wish to be enrolled.	
Overall Exchange Programs	http://www.isc.kyushu-u.ac.jp/intlweb/en/admission/exchangetop
Japan in Today's World (JTW)	http://www.isc.kyushu-u.ac.jp/jtw/
Japanese Language & Culture Course (JLCC)	https://www.isc.kyushu-u.ac.jp/jlcc/en/ If applying via the Japanese embassy/consulate in your home country, please follow the instruction of the embassy/consulate.
Undergraduate School	https://www.kyushu-u.ac.jp/en/faculty/
Graduate School	https://www.kyushu-u.ac.jp/en/faculty/

2. Educational Background
Applicants must be enrolled in a formal degree program at his/her home university throughout the period of attendance at Kyushu University. (*Please make sure your expected graduation date as you will NOT be accepted as an exchange student after you graduate from your home university.)

3. Language Proficiency
As indicated in the Fact Sheet, applicants are required to have Japanese/ English language proficiency depending on its courses.

4. Financial Support
Please see the followings for possible scholarship information. **JASSO (Japan Student Services Organization)** https://www.jasso.go.jp/en/study_j/scholarships/short_term.html

MEXT Scholarship (Japanese Government Scholarship) *Only JLCC applicants are eligible to apply.*

https://www.mext.go.jp/a_menu/koutou/ryugaku/06032818.htm

You may apply for MEXT scholarship if you wish to join the JLCC program.

Please note that being nominated by Kyushu University does NOT necessarily mean that you will receive the scholarship; the final decision to be granted is made by the scholarship-sponsoring organization. We may not be able to notify you before your arrival to Japan about the result due to the procedure of the organization.
You are requested to show your intention to apply for the scholarship through the web application system.

If you have been granted with another scholarship, please make sure to notify us through the international office of your university in order to avoid the conflict of being a recipient of the JASSO or MEXT scholarship.

5. Credits and Course List

Please refer to the information below well in advance.

(If you are a graduate student and intend to do research only, you do not have to fill out the course list.)

Course List	List up names of courses you wish to take at Kyushu University in order of preference prior to the web application. You must select courses to meet 14 credits or more each semester under Japanese Immigration Law. (More than 20 credits are not recommended.) Please make sure to select courses from the undergraduate/graduate school you are applying for. Please note that your course request is not always accepted.
Course Reference (JTW)	http://isc.kyushu-u.ac.jp/jtw/program
Course Reference (JLCC)	https://isc.kyushu-u.ac.jp/jlcc/courses
Course Reference in English (Schools/Graduate Schools)	https://www.isc.kyushu-u.ac.jp/intlweb/en/student/english
Course Reference in Japanese (Schools/Graduate Schools)	https://www.kyushu-u.ac.jp/ja/education/class/learning/syllabus/department

6. Research

Applicants who wish to do research in a laboratory MUST specify this section. Search instructors: https://hyoka.ofc.kyushu-u.ac.jp/search/index_e.html

Field of Study	Specify your field of study.
Theme of Research	Specify the theme of your research you wish to conduct at Kyushu University. Please note that the detailed descriptions are preferable in order to find a prospective academic supervisor.
Names of Preferred Supervisors at Kyushu University	**Make sure** to list up 3 instructors in order of preference based on your field of study. Please note that requests of supervisors are not always accepted.

	7. Required Documents through Online Submission	
☐	Academic Transcript	**All applicants** must submit.
☐	Letter of Recommendation (signed by handwriting)	*Regarding "Academic Transcript", please be sure to refer to the page 4 in the "Kyushu University Fact Sheet" as you may be requested to submit the supplemental documentation to convert your score to 4.0 scale.
☐	Passport Copy	
☐	Study Plan	Applicants who wish to earn credits must submit. (***Not applicable to JTW applicants.**) You should describe or explain the following 2 themes either in English or Japanese in accordance with the language you will use at Kyushu; 1) Your major and describe briefly what you have studied in class at home university. (200 - 250 words in English/ 400 - 450 characters in Japanese) 2) Your purpose and particular academic goals for Exchange Programs at Kyushu University. (200 - 250 words in English/ 400 - 450 characters in Japanese) **Please note that the description should be minutely and specifically, or you might not be selected.**
☐	Research Plan	**Applicants who wish to conduct research** must submit. You should describe or explain the following 2 themes either in English or Japanese in accordance with the language you will use at Kyushu; 1) Your current research conducted at your home university. (200 - 250 words in English/ 400 - 450 characters in Japanese) 2) Your field of study and describe the theme of your research that you wish to implement at Kyushu. (200 - 250 words in English/ 400 - 450 characters in Japanese) **Please note that the description should be minutely and specifically, or you might not be selected.**
☐	Copy of Diploma	**Post graduate students** must submit. *If you cannot submit the Diploma for some reasons, such as due to the educational system, please submit the certificate which proves you got the bachelor's/ master's degree.
☐	Language Proficiency Certificate	**Non-native English speakers who wish to study in English** must submit a score of TOEFL iBT or IELTS. **Applicants who wish to study in Japanese** must submit Japanese Language Proficiency Test (JLPT).
☐	2nd Letter of Recommendation (signed by handwriting)	**Only JTW applicants** must submit 2 recommendation letters in total from different instructors or academic advisors at home institution.
☐	Essay titled "Why JTW for Me and My Goals"	**Only JTW applicants** must submit. Explain in 800-1000 words why you wish to participate in JTW and what you would like to achieve through the program participation.

☐	Independent Study Project Proposal (optional)	Applicable **JTW applicants** must submit. Describe project focus, objective, methodology, any progress to date. https://www.isc.kyushu-u.ac.jp/jtw/apply
☐	Advanced Laboratory Research Project Proposal (optional)	Applicable **JTW applicants** must submit. Describe project focus, objective, methodology, any progress to date. https://www.isc.kyushu-u.ac.jp/jtw/apply
Please note that all required documents should be written in English or Japanese. Please attach a translated version into English or Japanese if a documents written in a language other than English or Japanese.		

Privacy Policy
Please see the following link to see Kyushu University's privacy policy before completing your application. https://www.kyushu-u.ac.jp/en/website/privacypolicy

End of Instructions