



Information Sheet for AY2019-2020

A. General Information

University Name: Tokyo University of Foreign Studies

Office in charge of international academic exchange: Student Exchange Division

Contact address: 3-11-1, Asahi-cho, Fuchu-shi, Tokyo, Japan, 183-8534

1. Contact information of incoming / outgoing students :

Student Exchange Division

Study Abroad Team

short_exchange@tufs.ac.jp

Tel: +81-42-330-5182 Fax: +81-42-330-5189

2. Term structure and tentative dates of academic year 2019:

Fall quarter (Third quarter): October 1, 2019 to January 28, 2020

Winter quarter (Fourth quarter): January 29, 2020 to February 14, 2020 (Intensive)

Spring quarter (First quarter): April 1, 2020 to Middle of July, 2020

Summer quarter (Second quarter): Middle of July, 2020 to September 30, 2020 (Intensive)

* Students whose period of study expires on Middle of July 2020 are not able to take any subjects during Summer quarter in principle.

* This schedule is subject to change.

B. Application

3. Deadline:

Fall Entry: March 31, 2019

Spring Entry: Middle of November, 2019 (TBA)

4. Qualifications for incoming exchange students:

Undergraduate and Graduate

*Doctorate courses are not open for exchange students.

5. Length of the exchange period:

Full year or one quarter (Students must attend at least either/ both Spring (1st) or/ and Fall (3rd) quarter.

*Students cannot extend the period of their study in principle after they arrive at Japan.

6. Application Information

http://www.tufs.ac.jp/admission/international_applicant/application.html (Japanese)

<http://www.tufs.ac.jp/english/admission/non-degree/exchange/application.html> (English)



C. Scholarships

7. Scholarship Information:

http://www.tufs.ac.jp/admission/international_applicant/scholarship.html (Japanese)

http://www.tufs.ac.jp/english/intlaffairs/exchange_in/program/scholarship.html (English)

<TUFS Scholarship Program>

Exchange students are qualified to apply for this program, but please note that not every student can be a recipient.

D. Courses

8. Course information

Website: http://www.tufs.ac.jp/admission/international_applicant/program01.html (Japanese)

<http://www.tufs.ac.jp/english/admission/non-degree/exchange/overview.html> (English)

E. Accommodations

9. Dormitory

We try to offer all exchange students a room in one of our on-campus International Residence Halls. However, when there are no available rooms to accommodate students, they may have to reside in another international students' dormitory in the Tokyo area or find a private apartment on their own. TUFS will assist the students to find accommodation.

10. Accommodation fee(Campus Dormitory) SINGLE ROOM ONLY

International Residence Hall No.1 ¥32,000 per month (Single room)

International Residence Hall No.2 ¥31,000 per month (Single room)

International Residence Hall No.3 ¥46,000 per month (Single room) plus key money (¥30,000)

* Bedding Set ¥10,000 (All residents are mandatory to purchase this Bedding Set.)

* Students who would like to reside with another person in one room need to find private apartments on their own.

11. Available period for accommodation (Campus Dormitory)

Spring entry: From April 1st to the middle of July or the end of February.

Fall entry: From the latter part of September to the end of February or the middle of July.

*Students cannot extend the period of their stay in principle after they arrive at Japan.

12. The application deadline for housing :

Fall Entry: March 31,2019

Spring Entry: Middle of November, 2019 (TBA)



F. Language/Grade & Visa Requirements

13. Language/Grade requirements

Language

Sufficient language proficiency to follow lectures at TUFS is required.

Such as:

English: TOEFL - iBT71(PBT530, CBT197), IELTS - 6.0, Cambridge CAE - Grade C, and Cambridge CPE - Grade C

*Other English proficiency test is also acceptable as long as the score is equivalent to the scores above.

Japanese: Level N2 (Level N1 preferred) of Japanese Language Proficiency Test

Grade

In order to apply for JASSO scholarship, your GPA (previous school year in your home university) must be 2.3 (on a scale of 3.0) and over.

*If your institution or university does not use the 3-point scale GPA system or does not use the GPA system, use the table in the last page to calculate the equivalent GPA. (Round to two decimal places)

14. Visa requirements

Student Visa

Students need to send required documents when they apply for our exchange program. Detailed information is instructed in the application web-site (See No.6 Application Information).

G. Insurance & Health Care Services

15. National Health Insurance

Exchange Students need to join the National Health Insurance Program. With this insurance, you will pay only 30% of the total medical expenses.

16. University insurance*

Exchange students must join the University insurance for study abroad after coming to Japan although they have already joined in other insurance in their countries.

It covers Personal liability, Death, Residual disability and Rescuer expenses.

*Comprehensive Insurance for Students Lives Coupled with “Gakkensai” For International Students

17. Health Care Services Center and Student Counseling Consult Service on campus

Health Care Services Center on campus and Student Counseling Consult Service are available for exchange students.

*Note: Exchange students must be in good physical and mental health.

: It is necessary for exchange students to prepare medicines they need.



H. Others

18. Work

You may work up to 28 hours a week if you receive permission from the Immigration Bureau before you start working.

19. Tentative Living Costs

Textbooks/ Stationery	20,000yen/ quarter
Food	30,000yen/ month
University Insurance	8,340 yen for 4 months or 13,670 yen for 11 months
National Health Insurance	About 1,100yen/ month
Accommodation	Dormitory on campus ¥31,000-¥46,000/ month
Utilities	10,000yen/ month

20. Other Information

- Tokyo University of Foreign Studies
<http://www.tufs.ac.jp/english/>
- TUFS Exchange Program
<http://www.tufs.ac.jp/english/admission/non-degree/exchange/>
- TUFS Web Syllabus
<https://gakumu-web1.tufs.ac.jp/portal/Public/Syllabus/SearchMain.aspx>
- JASSO Study in Japan
<http://www.g-studyinjapan.jasso.go.jp/>
- Ministry of Education, Culture, Sports, Science and Technology- Japan
<http://www.mext.go.jp/en/>
- Tokyo Fire Department
<http://www.tfd.metro.tokyo.jp/eng/index.html> <http://www.tfd.metro.tokyo.jp/eng/earthquakes.html>
- Means to Communicate Information on Civil Protection
<http://www.kokuminhogo.go.jp/en/about/means.html#siren>

How to calculate JASSO GPA

If your institution or university does not use the 3-point scale GPA system or does not use the GPA system, use the table below to calculate the equivalent JASSO GPA. (Round to two decimal places.

	Grade				
		Excellent	Good	Sufficient	Fail
Pattern 1					
Pattern 2		A	B	C	F
Pattern 3		100-80	79-70	69-60	59~
Pattern 4	100-90	89-80	79-70	69-60	59~
Pattern 5	S	A	B	C	F
Pattern 6	A	B	C	D	F
Grade Point (GP)	3	3	2	1	0

$$\frac{(Total\ Credits\ of\ GP3) \times 3 + (Total\ Credits\ of\ GP2) \times 2 + (Total\ Credits\ of\ GP1) \times 1 + (Total\ Credits\ of\ GP0) \times 0}{Total\ Credits\ earned\ in\ the\ previous\ school\ year}$$