**INFORMATION AND INSTRUCTIONS ON THE STUDENT EXCHANGE AT THE GRADUATE SCHOOL OF HUMANITIES AND SOCIAL SCIENCES, CHIBA UNIVERSITY**

**For 2014 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 Social Sciences (abbreviated as GSHSS), 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.

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, an applicant must register to a sister university of Chiba University as a full-time graduate student, at the time of enrollment to Chiba University. This means he/she must have not only a bachelor's degree but also an adviser of his/her research at a graduate level before applying for student exchange.

It is also required that each applicant must be formally recommended to GSHSS by the graduate school at his/her home university to which he/she belongs.

4. Period of Study

GSHSS sets a length of the period of graduate exchange study to be either 1 semester (6 months) or 2 semesters (12 months).

All exchange students enter to GSHSS 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 GSHSS, 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 GSHSS. For a graduate student who enters Chiba University as an exchange student, it ends with the registration to GSHSS. The flow of the procedures is outlined as follows.

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

(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.

(3) Ask the adviser of your research to arrange a professor at GSHSS who would meet you for an interview either directly or indirectly with a communication device such as Skype.

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

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

(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 GSHSS. Obtain a certificate of student status from your home university and a transcript from the graduate school.

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

(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.

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

(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.

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

(12) Complete the registration to Chiba University.

III. Deadlines and Materials to be Submitted.

1. Deadlines

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

Deadline for Submission of Documents for Application: March 1st, 2014 (must arrive).

Deadline for Submission of Documents for Financial Screening and other Materials to Apply for COE: May 31st, 2014 (must arrive).

Registration for Enrollment in October 2014: From October 1st To October 15th, 2014.

2. Documents for Application

GSHSS requires for all applicants to submit the following documents.

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

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

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

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

(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 GSHSS.

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

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 GSHSS 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.

(1) A certificate or certificates of deposit for the the current bank account(s) of the candidate and/or his/her domestic financial supporter(s).

(2) A certificate or certificates of current employment for the candidate and/or his/her domestic financial supporter(s).

(3) A certificate or certificates of earnings for at least 1 year in the past for the candidate and/or his/her domestic financial supporter(s).

(4) A statement on the method of support for expenses, properly filled out. A form is provided by GSHSS.

(5) A copy or copies of the deposit book(s) of the candidate and his/her domestic financial supporter(s).

(6) A certificate of the scholarship awarded to the candidate.

A certificate of employment must show the period of tenure for the corresponding person. A copy of the deposit book must show the name of the bank and the bank account number. A certificate of the scholarship must show the name of the institution that has awarded the scholarship and the amount of scholarship. GSHSS may ask for the candidate to provide additional documents in order to clarify the candidate's financial status. In this case, the candidate is expected to do that properly and promptly. The documents (1), (2) and (3) must be originals, no copies are acceptable. GSHSS expects the documents (6) to be an original also. All documents must be in either English or Japanese.

4. Materials for COE

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

(1) A portrait photo showing the upper body of the student, 40mm(h)X30mm(w).

(2) A copy of the page in the student's passport that shows the student's name, nationality, and the birth date.

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.

A successful student should also provide the following materials if he/she falls under the cases specified.

(3) A copy or copies of the page(s) in the student's passport that shows the record of his/her entrance to and departure from Japan in the past, if he/she had come to Japan in the past.

(4) A certificate of Japanese language ability, if he/she can prove his/her Japanese language ability based on a Japanese language test (level2, n2. etc. ).

(5) A transcript issued by the Japanese educational organization in which the student had studied, if he/she had studied in Japan in the past.

These materials must be submitted along with the certificates and statements for the student's financial status.

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 GSHSS, the first thing he/she must to do is to take an interview by a professor at GSHSS 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 professor 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 professor and his students etc., are evaluated. The professor 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 GSHSS 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 professor 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 GSHSS 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 GSHSS. 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 GSHSS.

2. Preparing and Submitting Documents for Application

An applicant for student exchange must prepare documents as GSHSS 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 GSHSS. No member of GSHSS reviews the documents if they are sent from an applicant himself/herself. GSHSS 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 1st, 2014. 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 GSHSS regards them as adequate. An applicant for an exchange student (in a specific sense) must list at lease 7 classes to be completed for credits, for each semester in his /her period of study, in the application form. 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. GSHSS 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, GSHSS 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 GSHSS 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

GSHSS has a total discretion over decision on acceptance. If GSHSS decides an applicant to be accepted, his/her prospective academic supervisor issues a Letter of Acceptance (abbreviated as LOA) and send it to this successful candidate. The LOA states that the candidate has passed the screening on academic ability by GSHSS 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 GSHSS. 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 GSHSS over the style and the form of LOA personally.

5. Screening on Financial Status and Condition for Admission

GSHSS 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 GSHSS regards as valid to support his/her study at Chiba University. The list of these documents was provided in III.3.

GSHSS does not admit a successful candidate to enter Chiba University if he/she fails to submit the certificates and statements that GSHSS regards as valid. GSHSS 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 GSHSS regards them as valid.

If the documents does not prove that total fund available to the successful candidate is enough to cover the standard cost of studying and living, then GSHSS regards them as invalid. GSHSS 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 GSHSS no later than May 31st, 2014. They should be sent by registered mail. They are not returned in any circumstances. GSHSS notifies to the candidate if his/her documents are judged as invalid by GSHSS 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:

http://www.jasso.go.jp/study\_j/index\_e.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 material was provided in III.4. Since parts of these are the documents for his/her financial status, GSHSS 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 GSHSS no later than May 31st, 2014. 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, during the period from June 1st, 2013 to June 30th, 2013.

GSHSS 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, GSHSS sends it to the successful student, with the Certificate of Admission issued by GSHSS. 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. GSHSS 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 2014, the period is from October 1st to October 15th, 2014.

To complete the registration, all exchange students at GSHSS are required to purchase an insurance policy offered by Chiba University, called as "Personal Accident Insurance for Students" ("Gakkennsai", 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:

http://www.chiba-u.ac.jp/international/isd/english/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 advices 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.

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 advices strongly that all exchange students maintain close contacts with ISD. The website of ISD provides a 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 a 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 GSHSS

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

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