



1. Academic Calendar (Dates in black are tentative)

| | Fall Semester 2022 | Spring Semester 2023 |
|-----------------------------|---|--|
| Nomination Deadline | May 15, 2022 | November 15, 2022 |
| Application Deadline | May 25, 2022 | November 25, 2022 |
| Recommended Arrival Date | TBA | TBA |
| Orientation Dates | Middle to end of September | End of March to Early April |
| Classes Start | October 1 | Around April 10 |
| Classes End | February 10 | July 31 |
| Vacation During Semester | <u>Winter Vacation:</u> December 25~January 5 <u>Spring Vacation:</u> February 11~March 31 | <u>Summer Vacation:</u> August 1~September 30 |
| Transcript Issue | After April | After October |

*Semester schedule is subject to change without notice

*Part of the orientation could be held online before arrival.

2. Exchange Program Information

There are 2 programs to choose from, depending on the applicant's Japanese language proficiency.

*Students are allowed to take the same program for 2 semesters consecutively.

SWU Academic Program (Advanced Level)

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| Language requirement | N2 level on the Japanese-Language Proficiency Test (JPT525 level, J-CAT250 level or JLCAT B1 level) or Above *Students should submit the JLPT certificate or the other when applying. |
| Courses / Credits | -Students choose from a list of courses open to international students. (Japanese language and liberal arts courses *2021 list of courses). -Students should take at least 7 courses to maintain the student visa status. -Students can take up to 10 courses. -Language courses are worth 1 credit, and liberal arts courses are worth 2 credits per course (most of the courses are 90 min. classes once a week) -Students register for classes during orientation period. -Course syllabus search website: (in Japanese) https://up.swu.ac.jp/unipa/faces/login/Com00504A.jsp *Not all courses are open to international students. |

Intensive Japanese Language Program (Intermediate Level)

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| Language requirement | Must have studied basic Japanese (JLPT N3 level, CEFR A2 level, JPT430 level or J-CAT200 level recommended) before arrival. |
| Courses / Credits | -Program offers 5 Japanese language courses, worth a total of 8 credits, specially designed for non-degree students. Students will be advised to take all or part of the courses depending on the result of the placement test. *Course details are on the CIE website: https://cie.swu.ac.jp/english/prospective/exchange/#b -Students should take at least 7 courses to maintain the student visa status. -Students may also take liberal arts courses (Taught in English or in |

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| | <p>Japanese *depending on students' Japanese level) open to participants within the course registration limit of 10 courses (including Japanese language courses).</p> <p>-Language courses are worth 1 credit per class, and liberal arts courses are worth 2 credits. (most of the courses are 90 min. classes once a week)</p> <p>-Students register for classes during orientation period.</p> <p>-Students who have sufficient Japanese proficiency by the end of the Intensive Japanese Language Program are eligible to register for the "SWU Academic Program" in the following semester.</p> |
| Program Fee | JPY 300,000 /Semester |
| <u>Exchange students</u> : Program fee will be waived | |
| <u>Non-exchange students from Partner Institutions</u> : JPY 150,000/Semester (50% discount) | |

3. Program offering during Covid-19

Results of 2020-2021 and Plan for 2022

While many Japanese universities decided to cancel their semester programs, SWU quickly adjusted all of its programs to be offered online, and was able to welcome many international students even during this Covid-19 pandemic.

2020 Fall: 4 students... started online and traveled to Japan in December, 2020.

2021 Spring: 19 students.... 4 students remained from fall, 2020.

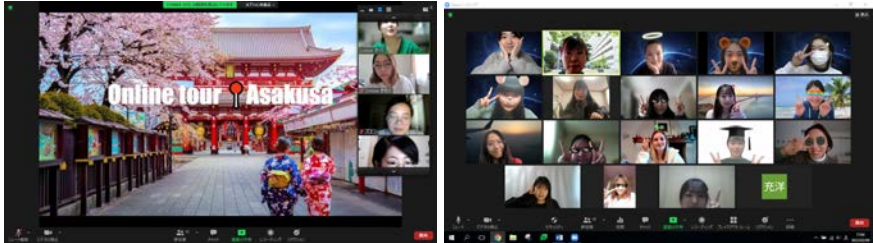
15 new students completed the program online.



2021 Fall: 15 students.... all students completed the program online.

As for AY 2022, SWU will continue to prepare an environment for students' to take the classes both online and in-person. Even if the students are unable to arrive in time for the start of the semester, SWU will do its utmost best to assist students to travel to Japan and be able to experience at least part of their study abroad in person.

When offering the Japanese language course for the Intensive Japanese Language Program, SWU will take into account the time zone difference of the participants. However, please note that other courses (liberal arts, etc.) open to international students are set by JST time. Depending on the students' interest, there may not be an ideal course offering in the students' time zone.

4. Events and Supports

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| Seasonal Events | <p>SWU offers events almost every month for students to experience Japanese culture and customs.</p> <p>2021 event examples</p> <ul style="list-style-type: none"> - International Students' Welcome Party - Virtual Asaksa Trip - Dinner Party - Halloween Party - Christmas Party |
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| | <p>*Every event in 2021 was held online. Each event's details are available at our blog: https://content.swu.ac.jp/cie-blog/category/chawa/</p> |

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| <p>Host Sister</p> | <p>Each international student studying at SWU for more than a semester is assigned a “Host Sister”. A Host Sister is a student volunteer that helps international students’ school life. If students are able to travel to Japan, they will accompany international students and assist with documentation at the ward office, help them open a bank account, and guide them through the campus.</p>  |
| <p>Host Family</p> | <p>For students who wish, we match them with a “Host Family”. A Host Family will provide students the chance to experience the typical lifestyle of a modern Japanese family. Students will enjoy spending quality time together. If students are able to travel to Japan, the family will welcome each student to their house and go out on weekends occasionally.</p>  |
| <p>Language Exchange and Conversation Partners</p> | <p>For students who wish to improve their Japanese, SWU offers a one-on-one language exchange and/or conversation partner depending on the students’ needs. Japanese students who volunteer to be language exchange and/or conversation partners will help students with typical Japanese phrases useful in everyday life.</p> |

5. Accommodation Information

There are 3 types of housing choices near the university campus and other off-campus dormitories.

| | SWU Gakusei-Kaikan | SWU International House | Other Off-campus Dormitories |
|---------------|--|--|--|
| Access | 3 min walk from campus | 3 min walk from campus | 30~40min commute by train |
| Type | Three-bedroom apartment style room shared with 1 or 2 other students. (approx.72㎡) | -Single apartment style room (approx. 20㎡) | Single room with shared facilities *male residents included |
| Room Facility | Bed, desk & chair, A/C, Closet, Bathroom, Shower-room, Kitchen, Fridge, Microwave oven | Bed, desk & chair, A/C, Closet, Bathroom, Shower-room, Kitchen, Fridge, Microwave oven | Bed, desk & chair, A/C, Closet |
| Monthly Rent | JPY 56,000~60,000/person (Utility costs included) *no daily rate | JPY 53,000/person (Utility costs included) *daily rate available | Approx. JPY 50,000~60,000/person (Utility costs included) *daily rate available |

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| Food | Approx. 25,000 Yen * (Estimated cost for meals) ※There is no cafeteria to serve meals | | |
| Transportation to SWU | JPY 0 | JPY 0 | Approx. JPY 3,000/month (Depend on Accommodation) |
| Note | | | Bathroom, Shower-room, Kitchen, Laundry, and Dining are shared. |

NOTE

* The accommodation placement may not be your first choice, due to the limited number of rooms available for each accommodation.

* Updated information can be found here;

https://cie.swu.ac.jp/english/prospective/support_fornon/#a

6. Scholarship

The Hirao Scholarship Program

The Hirao Scholarship Program was established through a donation from Mr. Koji Hirao, a previous faculty member of SWU who served as its fourth Chancellor. The program aims to provide financial assistance to international students from **the Southeast Asia region** who wish to study at SWU.

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| Application Information (Japanese and English) | https://cie.swu.ac.jp/files/2020/10/Application-Info-Hirao-Scholarship.pdf |
| Application Form | https://cie.swu.ac.jp/files/2022/02/The-Hirao-Scholarship-Program-Application-Form_210921update.pdf *Must be submitted with the rest of the program application documents. |
| Deadline | For spring semester program: November 25th For fall semester program: May 25th |

7. Application Procedure

Starting from Academic Year 2021, Showa Women's University has implemented a new web application system which receives students' application material on-line. Due to this new system, we kindly ask you to follow the following procedure and deadline for applying for our exchange program.



① Create an account (Students only):

Please have your students access the below web application system and create an account by entering their name, e-mail address, etc.

★SWU Web Application System (Account Registration Page)

<https://reg18.smp.ne.jp/regist/is?SMPFORM=pfke-ldkjoq-cd7a161529f54377a53f581e39ca5e1b>

② Nominated by Home Institution:

Please nominate your students using the designated excel format.

③ Submit Application On-line:

Students should proceed to “STEP1: Application” by logging in to the below web application “My page”, input necessary information and upload mandatory documents for application. Students should refer to the “[system manual](#)” on how to answer and input the necessary information.

★SWU Web Application System (My Page)

<https://area18.smp.ne.jp/area/p/pfke4pdnbq6lflhoh7/b1DWGf/login.html>

Though the final application deadline is set to May 25th / November 25th, we strongly advise the students to finish their initial input by May 20th / November 20th, so there will be enough time for SWU to review and ask for any revision or addition if necessary before the deadline.

List of documents and data to be uploaded are:

- a) Personal Information and Consent Form **designated format*
- b) Self-introduction Sheet (Hand written) **designated format*
- c) Transcript of Home Institution in English
- d) Certificate of Enrollment (Student Registration) in English
- e) Letter of Recommendation from Home Institution in English or Japanese (free format)
- f) Application for Certificate of Eligibility (COE)
- g) ID photo data: ratio:4×3 / pixel:354×472 (300dpi) / format: jpg or jpeg
*photo data will be used for COE application, student ID
*photo should be taken facing forward with plain background with no shadows
- h) Passport copy
- i) Hirao Scholarship Program Application For **only for those applicable/designated format*
- j) JLPT score copy **only for those who have them*

*Above designated format marked in red can be downloaded from here:

<https://cie.swu.ac.jp/english/prospective/procedures/#c>

④ Join an zoom interview session:

Students who applied for the Intensive Japanese Language Program without a N3 certificate may be asked to take part in a zoom interview session to have their Japanese level checked.

⑤ Receive official acceptance:

Once the application has been officially approved by SWU, students will receive a notice via email.

8. VISA Application and Resident Registration

These are the important procedures students are required to carry out before and after arriving in Japan.

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| Visa Application <u>*Mandatory</u> | After the student application is officially accepted to SWU for the selected program, SWU will proceed in applying for the Certificate of Eligibility (CoE). Once the CoE is issued, SWU will send both the original copy of the Letter of Acceptance (LOA) and COE to the students' home institution. Students should receive these documents and apply for their visa at the nearest Japan Embassy or Consulate of their home country. |
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| Residence Card & National Health Insurance <u>*Mandatory</u> | <p>When students enter Japan with their student visa, they will receive a “Residence Card.” This card notes students’ visa status, period of stay and other information related to residency.</p> <p>Within 2 weeks after arrival, students must carry out residency registration procedures at the local ward office and also become a member of the “National Health Insurance.”</p> <p>Students are to carry the Residence Card at all times during their stay in Japan. The National Health Insurance will be valid throughout the students’ stay in Japan, and students pay only 30% of the medical fee (except some services and special operations) by paying the monthly insurance premium.</p> |
| Part-Time Work Permission | <p>In order to start a part-time job, international students must apply for work permission <i>Shikakugai katsudo kyoka</i> (“Application for Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted”).</p> <p>This can be done at the airport when entering Japan, and those who plan to work part-time are strongly recommended to apply for permission at the airport. Otherwise, students have to go to the Immigration Bureau later on their own. No fee is charged for the work permission.</p> <p><NOTE></p> <ul style="list-style-type: none"> -International students can only work up to 28 hours per week when the University is in seeing, and up to 8 hours a day during school vacations. -Work in the adult and gambling business is strictly prohibited. |

9. Contact Information

| Center for International Exchange (CIE) | Website for International Students |
|--|---|
| Program Coordinator | http://cie.swu.ac.jp/english/prospective/ |
| Emi Funaki (Ms.) / Natsuki Ishizuka (Ms.) | |
| MAIL: inbound@swu.ac.jp | |
| TEL: +81-3-3411-5249 | |
| FAX: +81-3-3411-6973 | |
| 1-7-57 Taishido, Setagaya-ku | |
| Tokyo 154-8533, JAPAN | |



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