



## 1. Academic Calendar (Dates in black are tentative)

	Spring Semester 2022	Fall Semester 2022
Nomination Deadline	<b>November 15, 2021</b>	<b>May 15, 2022</b>
Application Deadline	<b>November 25, 2021</b>	<b>May 25, 2022</b>
Recommended Arrival Date	TBA	TBA
Orientation Dates	Middle of March	Middle of September
Classes Start	April 8	October 1
Classes End	July 31	February 10
Vacation During Semester	<u>Summer Vacation:</u> August 1~September 30	<u>Winter Vacation:</u> December 25~January 5 <u>Spring Vacation:</u> February 11~March 31
Transcript Issue	After October	After April

\*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 their Japanese language proficiency.

SWU Academic Program (Advanced Level)	
Language requirement	N2 level on the Japanese-Language Proficiency Test (JPT525 level, J-CAT250 level or JLCAT B1 level) or Above *Student should submit the JLPT certificate or the other when applying.
Courses / Credits	-Students should take at least 8 courses (up to 10 courses). (language courses are worth 1 credit, and liberal arts courses are worth 2 credits per course) -Students choose from a list of courses open to international students (Japanese language and liberal arts courses). -Students register for classes during orientation period. -Course syllabus search website: (in Japanese) <a href="https://up.swu.ac.jp/unipa/faces/login/Com00504A.jsp">https://up.swu.ac.jp/unipa/faces/login/Com00504A.jsp</a> *Not all courses are open to international students.
Intensive Japanese Language Program (Intermediate Level)	
Language requirement	Must have studied basic Japanese (JLPT N3 level, CEFR A2 level, JPT430 level or J-CAT200 level recommended) before arrival.
Courses / Credits	-Students take 5 mandatory Japanese language courses. (worth total of 8 credits) *Course details are on the CIE website: <a href="https://cie.swu.ac.jp/english/prospective/exchange/#b">https://cie.swu.ac.jp/english/prospective/exchange/#b</a> -Students may take up to 2 elective liberal arts courses (Taught in English or in Japanese *depending on students' Japanese level) open to participants of this program. -Students register for classes during orientation period.
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. 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 m <sup>2</sup> )	-Single apartment style room (approx. 20 m <sup>2</sup> )	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
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 limited number of rooms available for each accommodation.

\* Updated information can be found here;

[https://cie.swu.ac.jp/english/prospective/support\\_fornon/#a](https://cie.swu.ac.jp/english/prospective/support_fornon/#a)

### 4. Events and Support

There are a variety of events and support for exchange students.

Seasonal Events	<p>SWU offers events, activities and field trips for students to experience Japanese culture and customs.</p> <p>e.g.) - International Students' Welcome Party</p> <ul style="list-style-type: none"> <li>- Hiking at Mt. Takao</li> <li>- Camping with Japanese students</li> <li>- Hatsu-Mode (Visit to shrine during New Year season)</li> <li>- Visit to student club activities (Tea Ceremony, Kimono-fitting, etc...)</li> </ul>
Host Sister	<p>Student volunteers will help international students settle in and start their school life in Japan.</p> <p>&lt;Things Host Sister can help with&gt;</p> <ul style="list-style-type: none"> <li>- Airport Pick-up (dates shall be arranged by CIE)</li> <li>*Students pay their own transportation fee from the airport</li> <li>- Documentation at the ward office</li> <li>- Opening a bank account</li> <li>- Buying daily necessities, etc...</li> </ul>

## 5. 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-ldkjog-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 25<sup>th</sup> / November 25<sup>th</sup>, we strongly advise the students to finish their initial input by May 20<sup>th</sup> / November 20<sup>th</sup>, 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.

## 6. VISA Application and Resident Registration

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

<p>Visa Application</p> <p><u>*Mandatory</u></p>	<p>After the student application is officially accepted to SWU for the selected program, SWU will proceed in applying for the Certificate of Eligibility (CoE).</p> <p>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.</p>
<p>Residence Card &amp; National Health Insurance</p> <p><u>*Mandatory</u></p>	<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>
<p>Part-Time Work Permission</p>	<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>&lt;NOTE&gt;</p> <ul style="list-style-type: none"> <li>-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.</li> <li>-Work in the adult and gambling business is strictly prohibited.</li> </ul>

## 7. Contact Information

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

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