



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

	Fall Semester 2022	Spring Semester 2023
Nomination Deadline	<b>May 15, 2022</b>	<b>November 15, 2022</b>
Application Deadline	<b>May 25, 2022</b>	<b>November 25, 2022</b>
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.

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 *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 <a href="#">*2022 list of courses</a> ). -Students should take at least 7 courses to maintain their 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 the orientation period. -Course syllabus search website: (in Japanese) <a href="https://up.swu.ac.jp/uprx/up/pk/pky001/Pky00101.xhtml">https://up.swu.ac.jp/uprx/up/pk/pky001/Pky00101.xhtml</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, or CEFR A2 level, or JPT430 level or J-CAT200 level recommended) before arrival.

<b>Courses / Credits</b>	<p>-The 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.</p> <p>*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></p> <p>-Students should take at least 7 courses to maintain their student visa status.</p> <p>-Students may also take liberal arts courses (Taught in English or in 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 the 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>
<b>Program Fee</b>	<b>JPY 300,000 /Semester</b>
<p><b>Exchange students:</b> Program fee will be waived</p> <p><b>Non-exchange students from Partner Institutions:</b> JPY 150,000/Semester (50% discount)</p>	

### 3. Events and Supports

<b>Seasonal Events</b>	<p>SWU offers events planned by a student group called "CHAWA" almost every month. Students can visit sites at a discount and experience Japanese culture and customs.</p> <p>2022 event examples</p> <ul style="list-style-type: none"> <li>- Disaster- Prevention Center Tour</li> <li>- International Students' Welcome Party</li> <li>- Asakusa Trip</li> <li>-Kamakura Trip</li> <li>-Fireworks</li> </ul> <div style="display: flex; justify-content: space-around;">   </div> <p>Activity reports are available on our blog  <a href="https://content.swu.ac.jp/cie-blog/category/chawa/">https://content.swu.ac.jp/cie-blog/category/chawa/</a></p>
<b>Host Sister</b>	<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. Host Sister will support students upon arrival and including assisting with necessary registration procedures at the local ward offices and opening a bank account, etc.</p>

	
<p><b>Host Family</b></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. Host Family will welcome each student to their home and go out on weekends occasionally.</p> 
<p><b>Language Exchange and Conversation Partners</b></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 4 types of housing choices. Some walking distance and some off-campus.

	SWU International House	SWU Gakusei-Kaikan	First House Mizonokuchi	Green Share Miyazakidai
Access	3 min walk from Main Gate	3 min walk from West Gate	30 min commute: 15 min walk from Mizonokuchi Station	30 min commute: 6 min walk from Miyazakidai Station
Type	Single apartment style room	2-3 bedroom apartment style, shared with 1 or 2 other students.	Share House: Single room with shared facilities <b>*These facilities are co-ed. There will be male residents.</b>	
Room Facility	Bed, desk & chair, A/C, Wi-fi, Closet, Unit Bathroom & Shower, Kitchen, Fridge, Microwave oven, Vacuum cleaner, Laundry	Bed, desk & chair, A/C, Closet, Wi-fi <u>Shared facilities:</u> Bathroom, Shower-room (with bathtub), Kitchen, Fridge, Microwave oven, Vacuum cleaner, Laundry	Bed, desk & chair, A/C, Wi-fi, Closet, Fridge <u>Shared facilities:</u> Bathroom(separate by gender), Shower-room (separate by gender), Washstand, Kitchen, Living & Dining, Microwave oven, Vacuum cleaner, Coin Laundry, Delivery Locker	

Monthly Rent	60,000 JPY/person * Full monthly rent will be billed starting from September. No daily or weekly rate is available even for a partial month stay.		50,000 JPY/person +Approx. 8,000JPY train expense per month *Rent is prorated by the number of days for September and for the month of departure.	
Features	Oldest dormitory, 4-story walk-up building, No RA, Curfew at 0 am, No visitors in the building	Possibility of having an SWU student roommate, EV, curfew at 11 pm	2 stops from Sangenjaya on express train	Newly opened in April 2022. Fitness room on the premise.

#### 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/](https://cie.swu.ac.jp/english/prospective/support_fornon/)

## 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.

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

## 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-ldkjog-cd7a161529f54377a53f581e39ca5e1b>

## ② Nominated by Home Institution:

Please nominate your students using the designated excel format.

## ③ Submit Application online:

Students should proceed to “STEP1: Application” by logging in to the below web application “My page”, inputting necessary information, and uploading mandatory documents for the 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.

## 8. VISA Application and Resident Registration


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

<b>Visa Application</b>  <b>*Mandatory</b>	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 student's home institution. Students should receive these documents and apply for their visa at the nearest Japanese Embassy or Consulate of their home country.
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<b>Residence Card &amp; National Health Insurance</b>  <b>*Mandatory</b>	<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 student's stay in Japan, and students pay only 30% of the medical fee (except for some services and special operations) by paying the monthly insurance premium.</p>
<b>Part-Time Work Permission</b>	<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 permit.</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>

## 9. Contact Information

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

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