

Tokyo University of Foreign Studies

Information Sheet for AY2023-2024



東京外国語大学
Tokyo University of Foreign Studies

GENERAL INFORMATION	
University Name	Tokyo University of Foreign Studies
Office in charge of international academic exchange	Student Exchange Division
Postal address	3-11-1, Asahi-cho, Fuchu-shi, Tokyo, Japan, 183-8534
Contact Information for exchange program	E-mail: inbound@tufs.ac.jp Tel: +81-42-330-5182 Fax: +81-42-330-5189

ACADEMIC CALENDAR 2023/2024	
Fall quarter (Third quarter)	October 1, 2023 to Late January, 2024
Winter quarter (Fourth quarter)	Late January, 2024 to Middle February, 2024 (Intensive)
Spring quarter (First quarter)	April 1, 2024 to Middle July, 2024
Summer quarter (Second quarter)	Middle July, 2024 to September 30, 2024 (Intensive)
Academic calendar	http://www.tufs.ac.jp/student/calendar/ (Japanese) http://www.tufs.ac.jp/english/student/calendar/ (English)
* Students whose period of study ends in the mid July 2023 are not able to take any subjects during Summer quarter in principle.	
* We only intake students either from Spring (1st) quarter or Fall (3rd) quarter.	
* This schedule is subject to change.	

APPLICATION	Fall Entry 2023	Spring Entry 2024
Online-Application Open	From late January, 2023	From late September, 2023
Application Documents Deadlines	March 15, 2023	November 15, 2023
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)	
Application Process		
<ol style="list-style-type: none"> We will send an e-mail with the instruction for the application procedure to the exchange coordinator of Partner universities. The coordinators forward the e-mail to their nominated students. The nominated students complete and submit our online application form and prepare other necessary documents. The students submit their documents to the exchange coordinator at their home university. The exchange coordinator sends us the application package by email or by post. <p>* The exchange coordinators do not have to send an e-mail to nominate their students. Just forward the e-mail to the nominated students and send the students' application documents by email or by post to TUFS.</p> <p>*From Spring 2023 entry, we accept the application documents either by email or by post.</p>		
Application Documents	http://www.tufs.ac.jp/admission/international_applicant/application.html (Japanese) http://www.tufs.ac.jp/english/admission/non-degree/exchange/application.html (English)	
Language of Instruction and Requirements	<p>Since students take classes conducted in English or Japanese, they need to have the appropriate English or Japanese ability. It isn't necessary to submit an exam score report as long as their language ability meets the necessary language requirements.</p> <p>English Language proficiency requirements for courses conducted in English: CEFR (Common European Framework of Reference for Languages) B2</p> <p>Japanese If students wish to take classes delivered in Japanese, the following language proficiency is required: Level N2 (Level N1 preferred) of Japanese Language Proficiency Test</p>	
Qualifications for incoming exchange students:	Undergraduate and Graduate *Doctorate courses are not open for exchange students.	
Length of the exchange period	Full year or one quarter (either Spring (1st) or Fall (3rd) quarter.) *Students cannot extend the period of their study in principle after they arrive in Japan.	
Schedules from Application to Arrival	http://www.tufs.ac.jp/documents/english/admission/international_applicant/schedules.pdf	

ADMISSION and VISA

Admission Process

Once application documents have been reviewed by the Student Exchange Division and his or her acceptance is approved, Letter of Acceptance will be sent to Partner universities in July or August for Fall entry. (February or March for Spring entry)

VISA

Exchange students must obtain 'Student' Visa authorized by Japanese Embassy or Consulate.

1. The Student Exchange Division will apply for Certificate of Eligibility (CoE) at the Immigration Bureau on behalf of exchange students.
2. Once the Student Exchange Division receive students' CoE, those will be sent to Partner universities with Letter of Acceptance.
3. Students apply at the local Japanese Embassy or Consulate in their home country. They will be asked to submit their passport, Letter of Acceptance, and CoE there.

Detailed information is instructed in the following website.

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

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

SCHOLARSHIP

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)

Grade

In order to apply for JASSO scholarship, GPA (previous academic year at the home university) must be 2.3 (on a scale of 3.0) or higher.

* If home 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)

INSURANCE and HEALTH CARE SERVICES

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.

University Insurance*

Exchange students must join the University Insurance after coming to Japan regardless of whether 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

Health Care Services Center /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 at the time when they apply.

If necessary, exchange students should bring necessary medicines from their home country.

COURSES

Course Information

Exchange Students must take at least 7 classes per week for the Student VISA requirement. Information about courses offered can be found in Guidebook of Class Registration on the following websites.

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

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

They can search syllabi from the following website:

<https://gakumu-web1.tufs.ac.jp/portal/Public/Syllabus/SylSearchMain.aspx>

Japanese Language Program (JLPTUFS)

Fundamental Japanese courses are available for exchange students. Detailed information is instructed in the following website.

http://www.tufs.ac.jp/student/international_student/Japanese_Program.html (Japanese)

http://www.tufs.ac.jp/english/student/international_student/Japanese_Program.html (English)

ACCOMMODATION

On-campus dormitory information

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, they may have to reside in off-campus dormitory or find a private apartment on their own. TUFS will assist the students to find accommodation.

<http://www.tufs.ac.jp/english/student/dorm/housing.html>

Available period for accommodation

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

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

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 ¥12,000 (Purchasing the Bedding Set is mandatory for all residents.)

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

* **Students cannot choose which residence they will live in.**

How to Apply

In our online application, you will be asked whether you wish to stay in our on-campus dormitory. If you wish, please check the box in the application form and online application.

OTHERS

Work

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

Estimated Living Costs

Textbooks/Stationery	20,000yen/ quarter
Food	30,000yen/ month
University Insurance	7,340 yen for 4 months or 12,020 yen for 10 months
National Health Insurance	About 1,100yen/ month
Accommodation	Dormitory on campus ¥31,000-¥46,000/ month
Utilities	About 10,000yen/ month

OTHER INFORMATION

(TUFS 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 Promotion Movie: TUFS in One Phrase

<https://www.youtube.com/watch?v=RYSN8NBXIMs>

Brochure for Exchange Program

http://www.tufs.ac.jp/documents/admission/international_applicant/isep_180402brochure.pdf

TUFS PR Movies

<http://www.tufs.ac.jp/english/abouttufs/pr/movies.html>

(Other Organization)

JASSO Study in Japan (Scholarship)

<https://www.studyinjapan.go.jp/en/>

Ministry of Education, Culture, Sports, Science and Technology- Japan (Educational affairs in Japan)

<http://www.mext.go.jp/en/>

Tokyo Fire Department (Disaster prevention)

<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 (Disaster prevention)

<http://www.kokuminhogo.go.jp/en/about/means.html#siren>

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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				
Pattern 1		Excellent	Good	Sufficient	Fail
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

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

Total Credits earned in the previous academic year