



## Information Sheet for AY2018-2019

### A. General Information

**University Name:** Tokyo University of Foreign Studies

**Office in charge of international academic exchange:** Student Exchange Division

**Contact address:** 3-11-1, Asahi-cho, Fuchu-shi, Tokyo, Japan, 183-8534

#### **1. Contact information of incoming students:**

Student Exchange Division

Study Abroad Team

short\_exchange@tufs.ac.jp

Tel: +81-42-330-5182

Fax: +81-42-330-5189

#### **2. Contact person of outgoing students:**

Same as above

#### **3. Term structure and tentative dates of academic year 2018:**

Fall quarter (Third quarter): October 1, 2018 to January 29, 2019

Winter quarter (Fourth quarter): January 30, 2019 to February 15, 2019 (Intensive)

Spring quarter (First quarter): April 1, 2019 to July 12, 2019

Summer quarter (Second quarter): July 16, 2018 to September 27, 2018 (Intensive)

\* Taking subjects during summer quarter is subject to negotiation for exchange students taking spring quarter.

\* This schedule is subject to change.

### B. Application

#### **4. Deadline:**

Fall Entry: March 31, 2018

Spring Entry: November 30, 2018

#### **5. Qualifications for incoming exchange students:**

Undergraduate and Graduate (Other than Doctorate)

#### **6. Length of the exchange period:**

Full year or one quarter (Students must attend at least either/ both Spring (1<sup>st</sup>) or/ and Fall (3<sup>rd</sup>) quarter.

#### **7. Application Information**

[http://www.tufs.ac.jp/english/intlaffairs/exchange\\_in/program/application.html](http://www.tufs.ac.jp/english/intlaffairs/exchange_in/program/application.html)



### C. Scholarships

#### 8. Scholarship Information:

[http://www.tufs.ac.jp/english/intlaffairs/exchange\\_in/program/scholarship.html](http://www.tufs.ac.jp/english/intlaffairs/exchange_in/program/scholarship.html)

<TUFS Scholarship Program>

Exchange students are qualified to apply for this program, but please note that not every student can be a recipient.

### D. Courses

#### 9. Course information

Website: [http://www.tufs.ac.jp/english/intlaffairs/exchange\\_in/program/](http://www.tufs.ac.jp/english/intlaffairs/exchange_in/program/)  
[http://www.tufs.ac.jp/english/intlaffairs/exchange\\_in/program/program01.html](http://www.tufs.ac.jp/english/intlaffairs/exchange_in/program/program01.html)

When students receive 24 credits from TUFS, students receive the completion certificate.

### E. Accommodations

#### 10. Dormitory

We try to offer all exchange students a room in one of our on-campus International Residence Halls. However, in the rare case when there are no open rooms to accommodate students, they may have to reside in another international students' dormitory in the Tokyo area or find a private apartment on their own.

#### 11. Accommodation fee(Campus Dormitory) SINGLE ROOM ONLY

International Residence Hall No.1 ¥22,000 per month (Single room)

International Residence Hall No.2 ¥21,000 per month (Single room)

International Residence Hall No.3 ¥46,000 per month (Single room) plus key money (¥30,000)

\* Students who would like to live with someone need to find private apartments on their own.

#### 12. Available period for accommodation (Campus Dormitory)

Spring entry: From April 1<sup>st</sup> 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.

#### 13. The application deadline for housing is:

Fall Entry: March 31, 2018

Spring Entry: November 30, 2018



## F. Language & Visa Requirements

### **14. Language requirements**

Sufficient language proficiency to follow lectures at TUFS is required.

Such as:

English: TOEFL - iBT71(PBT530, CBT197), IELTS - 6.0, Cambridge CAE - Grade C, and Cambridge CPE - Grade C

\*Other English proficiency test is also acceptable as long as the score is equivalent to the scores above.

Japanese: Level N2 (Level N1 preferred) of Japanese Language Proficiency Test

### **15. Visa requirements**

Student Visa

Students need to send required documents when they apply for our exchange program. Detailed information is instructed in the application web-site.

## G. Insurance & Health Care Services

### **17. 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.

### **16. University insurance\***

Exchange students must join in the University insurance for study abroad after coming to Japan although 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 PAS For International Students

### **18. Health Care Services Center and Student Counseling Consult Service on campus**

Health Care Services Center on campus and Student Counseling Consult Service are available for exchange students.

\*Prospective students with special needs (such as physical disabilities, medical concerns, prescription medication, mental well-being, etc.) are asked to inform the Exchange Student Division of their needs at the same time as they submit their ISEP application, so that we may be best able to accommodate them.



## H. Others

### 19. Work

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

### 20. Tentative Living Costs

Textbooks/ Stationery	20,000yen/ quarter
Food	30,000yen/ month
University Insurance	2,030 yen for 4 months or 2,770 yen for 11 months.
National Health Insurance	1,100yen/ month
Accommodation	Dormitory on campus ¥21,000-¥46,000/ month
Utilities	10,000yen/ month

### 21. Other Information

- Tokyo University of Foreign Studies  
<http://www.tufs.ac.jp/english/>
- TUFS Exchange Program  
[http://www.tufs.ac.jp/english/intlaffairs/exchange\\_in/program/](http://www.tufs.ac.jp/english/intlaffairs/exchange_in/program/)
- TUFS Web Syllabus  
<https://gakumu-web1.tufs.ac.jp/portal/Public/Syllabus/SearchMain.aspx>
- JASSO Study in Japan (Regarding cost of living)  
<http://www.g-studyinjapan.jasso.go.jp/>
- Ministry of Education, Culture, Sports, Science and Technology- Japan  
Monitoring information of environmental radioactivity level  
<http://radioactivity.nsr.go.jp/en/>
- Tokyo Fire Department  
<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  
<http://www.kokuminhogo.go.jp/en/about/means.html#siren>