

## Toyo Study Abroad Program Fact Sheet for 2024 Fall Enrollment (Exchange)

Eligibility																			
Eligibility	<p>▶Students who are enrolled in our partner universities, ISEP Exchange or UMAP Program A universities and were nominated by their home institution.</p> <p>▶Students whose G.P.A. is 2.5/4.0 or higher 【Partner U】, 3.0/4.0 or higher 【ISEP /UMAP】.</p> <p>▶Students who have a Japanese Language Proficiency Test (JLPT) score of N3 or higher or the equivalent of CEFR B2 or higher in English or who come from a university where the language of instruction is Japanese or English.</p> <p>*We can accept the following English scores.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Cambridge Examination</td> <td>160 or higher</td> </tr> <tr> <td>Eiken</td> <td>Pre-1 or 1</td> </tr> <tr> <td>GTEC Advanced</td> <td>1190 or higher</td> </tr> <tr> <td>GTEC CBT</td> <td>1190 or higher</td> </tr> <tr> <td>IELTS</td> <td>5.5 or higher</td> </tr> <tr> <td>TEAP</td> <td>309 or higher</td> </tr> <tr> <td>TEAP CBT</td> <td>600 or higher</td> </tr> <tr> <td>TOEFL iBT</td> <td>72 or higher</td> </tr> <tr> <td>TOEIC L&amp;R+TOEIC S&amp;W</td> <td>           1530 or higher            *Please calculate as follows.            Formula: TOEIC L&amp;R score+(TOEIC S&amp;W score*2.5)            e.g. TOEIC L&amp;R 800, TOEIC S&amp;W 300            →800+(300*2.5)=1550         </td> </tr> </table> <p>*Students who don't have a Japanese or English language proficiency test score are required to submit an "English-Language Ability Certificate". Students can access the certificate on our website and Toyo Net-ACE.</p> <p>*If your home university mostly offers courses in English, you don't need to submit proof of your English language ability.</p>	Cambridge Examination	160 or higher	Eiken	Pre-1 or 1	GTEC Advanced	1190 or higher	GTEC CBT	1190 or higher	IELTS	5.5 or higher	TEAP	309 or higher	TEAP CBT	600 or higher	TOEFL iBT	72 or higher	TOEIC L&R+TOEIC S&W	1530 or higher *Please calculate as follows. Formula: TOEIC L&R score+(TOEIC S&W score*2.5) e.g. TOEIC L&R 800, TOEIC S&W 300 →800+(300*2.5)=1550
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Application fee Tuition	Students studying at Toyo through partner university exchanges, UMAP Program A, and ISEP Exchange do not need to pay application fees or tuition																		
Important considerations	<p><b>Support system</b> - If you need special support or accommodations because of any sort of disability (learning or otherwise), please consult with us early in the application process. A letter from your physician and an accommodation letter from your home university will be required. We will contact you to confirm your situation and determine what kind of support we can provide.</p> <p><b>Affiliated faculty</b> - During your study abroad program, you will be assigned to a faculty at Toyo that may not necessarily match the faculty/department of your home university. The faculty with which you are affiliated has no bearing on the courses you take while at Toyo.</p> <p><b>Academic level</b> - Graduate students who participate in the study abroad program at Toyo are regarded as undergraduate students; however, graduate students who satisfy certain conditions may take some graduate level coursework.</p> <p><b>Change of period of study</b> – <b>After you have submitted your online application, it is not possible to change your period of study (from one semester to one year,</b></p>																		

	<p><b>or from one year to one semester).</b></p> <p><b>Course list</b> – Not all Toyo courses are available for study abroad students. Study abroad students choose courses from the list of courses for study abroad students at Toyo. The course list will be available about one month before the semester starts.</p> <p><b>After exchange program</b> – You need to return to your country within about two weeks after your program ends. You cannot join an internship/other activities in Japan after your exchange period.</p>																						
<b>Classes</b>																							
Academic calendar (provisional)	<p>The academic year of Toyo University is divided into two semesters (spring semester and autumn semester) and four quarters (1<sup>st</sup> quarter – 4<sup>th</sup> quarter). We will notify you once the 2025 academic calendar has been confirmed.</p> <p>For reference, please refer to the 2024 AY calendar below.</p> <table border="1"> <thead> <tr> <th>Semester</th> <th colspan="2">Spring semester</th> <th colspan="2">Autumn semester</th> </tr> <tr> <th>Quarter</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>Term of classes</td> <td>April 8 – June 8</td> <td>June 10 – August 3</td> <td>Sept. 20 – Nov.21</td> <td>Nov.22– Jan.31</td> </tr> <tr> <td>Vacation period</td> <td colspan="2">April 29 – May 4; August 4 – Sept.19</td> <td colspan="2">Nov. 1 – 7; Dec. 24 – Jan.3; Jan 13; Jan 17-18;Feb. 1 – March 31</td> </tr> </tbody> </table> <p>Examinations will be held during the term of classes.</p>	Semester	Spring semester		Autumn semester		Quarter	1	2	3	4	Term of classes	April 8 – June 8	June 10 – August 3	Sept. 20 – Nov.21	Nov.22– Jan.31	Vacation period	April 29 – May 4; August 4 – Sept.19		Nov. 1 – 7; Dec. 24 – Jan.3; Jan 13; Jan 17-18;Feb. 1 – March 31			
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Credit system	<p>One credit is awarded for 45 hours of coursework including classes and self-learning. Of these 45 hours, classes account for 15 hours for lectures/seminars, 30 hours for foreign language courses, and 45 hours for experiments/exercises/practices.</p> <p>*45 minutes is calculated as 1 hour, so a 90-minute class is calculated as 2 hours.</p> <table border="1"> <thead> <tr> <th rowspan="2">Class, course, etc.</th> <th rowspan="2">Number of credits</th> <th rowspan="2">Number of class sessions (per semester)</th> <th colspan="2">Learning hours</th> </tr> <tr> <th>Class hours</th> <th>Preparation and review</th> </tr> </thead> <tbody> <tr> <td>Lecture, seminar</td> <td>2</td> <td>15</td> <td>30 hours</td> <td>60 hours</td> </tr> <tr> <td>Foreign language</td> <td>1</td> <td>15</td> <td>30 hours</td> <td>15 hours</td> </tr> <tr> <td>Experiment/exercise /practice</td> <td>1</td> <td>15</td> <td>45 hours</td> <td>0 hour</td> </tr> </tbody> </table> <p>In general, academic courses are worth 2 credits and foreign language courses are worth 1 credit.</p>	Class, course, etc.	Number of credits	Number of class sessions (per semester)	Learning hours		Class hours	Preparation and review	Lecture, seminar	2	15	30 hours	60 hours	Foreign language	1	15	30 hours	15 hours	Experiment/exercise /practice	1	15	45 hours	0 hour
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Number of courses to be taken	To maintain visa status as a college student in Japan, study abroad students are required to take at least 7 courses (10 hours of coursework) per week. There is no upper limit to the number of courses students can take.																						
Consultation for courses	Students can consult with an academic advisor at the beginning of their exchange program regarding academic expectations and the higher education culture at Toyo.																						
Courses available for study abroad students	The courses you are eligible to take will depend on your language ability as follows.																						

	Courses	Requirements	Notes
	<b>General academic courses* (Taught in Japanese)</b>	JLPT N2 or above (or the equivalent)	If a 1-year exchange student takes some NEST courses and reaches JLPT N2 level at the end of the 1 <sup>st</sup> semester, he/she can take these courses in the 2 <sup>nd</sup> semester.
	<b>General academic courses* (Taught in English)</b>	English proficiency of CEFR B2 or above (or the equivalent)	If your home university mostly offers courses in English, you can take those courses without meeting any additional requirements.
	<b>Japanese (NEST Courses)</b>  <ul style="list-style-type: none"> <li>· Japanese for Beginners Theory</li> <li>· Japanese for Beginners Practice</li> <li>· Integrated Japanese Theory I ~ III</li> <li>· Integrated Japanese Practice I ~ III</li> <li>· Japanese Listening I ~ III</li> <li>· Japanese Reading I ~ III</li> <li>· Project Work I ~ III</li> <li>· Japanese Writing I ~ III</li> <li>· Japanese Culture and Society A/B</li> <li>· Introduction to Japanology A/B</li> </ul>	—	*Students who have JLPT 2 or above cannot take NEST courses. If a student would like to take a NEST course, he/she needs permission from the Instructor in charge of the course.
	<b>Regular Japanese language /Japanese culture courses</b>  <ul style="list-style-type: none"> <li>· Japanese IA/IIA</li> <li>· Japanese IB/IIB</li> <li>· Japanese Language and Society A/B (Beginner level students)</li> <li>· Japanese Language and Culture A/B (Advanced level students)</li> </ul>	JLPT N2 or above (or the equivalent)	If a 1-year exchange student takes some NEST courses and reaches JLPT N2 level at the end of the 1 <sup>st</sup> semester, he/she can take these courses in the 2 <sup>nd</sup> semester.
<b>Courses</b>	<b>Outline</b>		
<b>General academic courses (provisional)</b>	*What are general academic courses: General academic courses are courses which are offered to the study abroad students by the Faculties of Letters, Economics, Business Administration, Law, Sociology, Regional Development Studies, Global and Regional Studies and International Tourism Management		

Study abroad students choose courses from the course list for study abroad students. Note: Not all Toyo courses are available for study abroad students. For your reference, please click the link below to see course lists from past semesters and confirm what you can study during your study abroad period. Most science and computer science courses will not be available to study abroad students.

### Grading criteria /Awarding of Credits

Criteria for performance appraisal	Pass/Fail	Grade	Range of grade points	Criteria
	Pass	S		100 - 90
A			89 - 80	Sufficiently reached the attainment target.
B			79 - 70	Reached the attainment target.
C			69 - 60	Barely reached the attainment target.
Fail	D		59 - 40	Some evaluation items have not reached attainment target.
	E		39 or lower	All or most of the evaluation items have not reached attainment target.
	*		Not sufficient for appraisal	Appraisal requirements such as attendance, examination, and report submission are not sufficient for appraisal.

You will receive a grade for each course for which you are registered. If you do not meet the appraisal requirements, your performance record for the class will be stamped with “\*” (Not sufficient for appraisal.)

**Awarding of Credits** Credits can only be awarded for courses for which students received “Pass” results.

**Academic transcript** Your academic transcript (PDF) at Toyo University will be forwarded to your home institute by email after you complete the study abroad program. (About one and a half months after completion.)

### Campuses <https://www.toyo.ac.jp/en/about/access/>

Campus where study abroad program is offered.	Campus	Faculty
○	Hakusan	Letters, Economics, Business Administration, Law, Sociology, Global and Regional Studies, and International Tourism Management
×	Akabane-dai	Information Networking for Innovation and Design Design for Welfare Society, Health and Sports Sciences
X	Kawagoe	Science and Engineering/ Information Sciences and Arts
X	Asaka	Life Sciences/ Food and Nutritional Sciences

### Housing

**Introduction** You can move in to the Toyo University dormitory Akabanedai International House (“AI-

	<p>House HUB-4”) or Kokusai Kaikan /International House(I-House). The details of the application will be announced in May. If the number of requests for the AI-House/ I-House exceeds the number of spots available, a lottery will be held to determine placements.</p> <p>*ISEP Exchange students are required to live in the AI-House.</p> <p>It is also possible to stay in other student accommodations, general rental properties, with relatives, etc. Conditions vary from facility to facility, so please be sure to check prospective accommodations carefully.</p> <p>Reference for general rental properties:  Uninest Hakusan: <a href="https://unineststudents.jp/en/locations/tokyo/hakusan-house/">https://unineststudents.jp/en/locations/tokyo/hakusan-house/</a>  Nasic: <a href="http://749.jp/">http://749.jp/</a>  SAKURA HOUSE: <a href="http://www.sakura-house.com/en">http://www.sakura-house.com/en</a></p> <p>You need to complete the following ward office procedures within 2 weeks after arrival.</p> <ol style="list-style-type: none"> <li>1) Register as a resident of your ward</li> <li>2) Enroll in Japan’s National Health Insurance plan</li> <li>3) Apply for tax exemption</li> </ol> <p>-For those who live in the AI-House HUB-4/I-House (国際会館)  International Affairs Office staff will help you out with the above procedures.</p> <p>-For students who live in Bunkyo ward or Kita ward, but NOT in Toyo University housing  International Affairs Office staff will help you complete the above procedures. Students who live in other wards are asked to complete the procedures themselves within two weeks after arrival.</p> <p>*If you come to Japan other than on the arrival dates which are specified by Toyo University, our International Affairs Office staff will not help you with the above procedures. Please kindly complete the ward office procedures by yourself within 2 weeks after arrival.</p> <p>-For those who live in areas other than Bunkyo ward and Kita ward  Please kindly complete the ward office procedures by yourself.</p> <p>* All information above is subject to change.</p>	
Facility	AI-House HUB-4	Kokusai Kaikan/International House (I-House)
Arrangement	Student applies via website.	
Address	〒115-0053 Akabanedai 1-7-37, Kita-ku, Tokyo (35-minute commute (15 minutes by train plus 17minutes walking) from Hakusan Campus, on Akabanedai Campus)	〒113-0022 3-2-4 Sendagi, Bunkyo-ku, Tokyo(15 minutes on foot from Hakusan Campus)
Period of Stay	<p>Partner university students:  September 9, 2024 to February 28, 2025 (1 semester)  September 9, 2024 to August 9, 2025 (1 year)</p> <p>*ISEP Exchange students:  September 9, 2024 to February 10, 2025 (1 semester)  September 9, 2024 to August 9, 2025 (1 year)</p>	

<p>Rent and room type</p>	<p><u>98,300JPY/month</u>  <u>Breakdown:</u>  <u>Rent 96,000JPY/month</u>  <u>Renting bedding 2,300 JPY/month</u></p> <p>All rooms are singles. There are shared spaces for kitchens, showers, and toilets.</p> <p>Breakfast and dinner on weekdays (during periods when classes are in session), electricity, water, heat, and internet are included in the housing fee.</p> <p>If you make excessive use of utilities, you may have to pay a separate overuse fee.</p>	<p>▶Single-occupancy bedroom  <u>83,300JPY/month</u>  <u>Breakdown:</u>  <u>Rent 81,000JPY/month</u>  <u>Renting bedding 2,300 JPY/month</u></p> <p>▶Double-occupancy bedroom  <u>53,300JPY/month</u>  <u>Breakdown:</u>  <u>Rent 51,000JPY/month</u>  <u>Renting bedding 2,300 JPY/month</u></p> <p><u>Even if you are placed in a single-occupancy bedroom, living, kitchen, bathroom and toilets are shared space.</u></p> <p>Depending on availability, you may not be assigned the room you want.</p> <p>Electricity, water, heat, and internet are included in the housing fee. If you make excessive use of utilities, you may have to pay a separate overuse fee.</p>
<p>Payment method</p>	<p>After arriving in Japan, you will be required to pay the accommodation fee at a convenience store every month.</p> <p>The bill will be delivered to the dormitory post.</p>	
<p>Facility/equipment</p>	<p>○Refrigerator ○Air-conditioner ○Desk  ○Chairs ○Curtains ○Closet ○WIFI  ○Bed</p> <p>*You need to pay for <u>renting bedding.</u></p>	<p>○Bath ○Toilet ○Washstand ○ Hot water supply equipment ○Refrigerator ○Kitchen  ○Oven ○Microwave ○Air conditioner  ○Washing machine ○ Dryer ○TV ○Bed  ○Bedding ○ Desk ○Chairs ○Curtains ○Closet  ○Table ( except for studio style units ) ○ WIFI</p> <p>*You need to pay for <u>renting bedding.</u></p>
<p>Common facilities</p>	<p>○Lobby ○Cafeteria ○Shared kitchen  ○Shower room  ○Toilet ○Laundry room ○Multipurpose room ○Study room ○Music studio</p>	<p>○Lobby ○ Multipurpose room</p>
<p>Managers and securities</p>	<p>There are resident managers who oversee the management and operation of the building. (8:00AM-7:00PM)</p> <p>Security guards are on duty in the evening (7:00PM-8:00AM).</p>	<p>There are two resident managers who oversee the management and operation of the building. (8:00AM-7:00PM)</p>
<p>Resident</p>	<p>Toyo University student resident assistants provide support to study abroad students</p>	

Assistant (RA)	and organize social and educational events. Only AI-House has special monthly programs for residents.	
Transportation expenses	11,860 JPY for a 3-month student commuter pass	You don't need a commuter pass because it's within walking distance.
Website	<a href="https://toyo.749.cc/aihouse/">https://toyo.749.cc/aihouse/</a>	<a href="https://toyo.749.cc/kokusai/">https://toyo.749.cc/kokusai/</a>
Remarks	<p>Upon receiving the acceptance letter from Toyo, residents are required to sign and submit an agreement on terms of use. Those who cannot agree to the terms of use will not be permitted to move in.</p> <ul style="list-style-type: none"> <li>· Visitors including family members are not allowed to enter the room.</li> <li>· Please check the occupancy guide for more details.</li> </ul>	<p>Upon receiving the acceptance letter from Toyo, residents are required to sign and submit an agreement on terms of use. Those who cannot agree to the terms of use will not be permitted to move in.</p> <ul style="list-style-type: none"> <li>· With the exception of Toyo students, visitors, including family members, are not allowed to enter the room.</li> <li>· Please check the occupancy guide for more details.</li> </ul>

Life in Japan	
Meals	<p>Campus cafeteria: Meals are available for about 550 JPY. The cafeteria is open 10:00 am to 8:00 pm, Monday through Saturday except during the university's long vacation periods and holidays.</p> <p>There are many supermarkets, convenience stores, and restaurants around Hakusan Campus.</p>
Health Insurance	<p>Study abroad students are required by Japanese law to enroll in Japanese National Health Insurance (NHI). The insurance fee is approximately 1,500 JPY per month. With Japanese National Health Insurance, students only have to pay 30% of the medical costs when they go to see doctors. More details about the insurance are provided during orientation sessions to be held upon your arrival. You will apply for NHI during orientation. In addition, we strongly recommend you to make arrangements for voluntary travel insurance in your home country that covers emergencies.</p>
Student ID card	<p>Toyo University issues study abroad students a student ID card, which is used to access Toyo University's libraries and PC rooms. This card also allows students to obtain discounts for travel fares, museum entrance fees, theater fees, etc.</p>
Bank account	<p>Study abroad students can open a bank account with a Japanese bank after they arrive in Japan. It takes about two weeks to open a bank account. Remittances from overseas to Japan usually take approximately one week to 10 days. We strongly recommend bringing a credit card which can be used in Japan. You cannot apply for a Japanese credit card until 6 months after you have registered as a resident.</p>
Part-time work	<p>As a study abroad student, it is possible to get a part-time job and work up to 28 hours per week. To do so, you must acquire Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted. You may get this Permission at the airport upon arrival or by going to the Regional Immigration Bureau.</p>

	*The income of a part-time job is not enough to cover all the rent, food and other expenses while studying abroad. Make sure you have other ways to cover the expenses of studying abroad.
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Living Expenses	
Living expenses ( <u>Excluding housing</u> )	<p><b>【For one month】</b>            Meals (approximately 50,000 JPY~)            ※Residence in the AI-House HUB-4 includes breakfast and dinner on weekdays except during long vacation periods. Beyond that, you should budget approximately 30,000 JPY for meals.            National Health Insurance fees (1,500 JPY~)            SIM card or phone bill (3,000JPY~)            Other, such as transportation fee (5,000JPY~)            *If you include commuter pass, you will need more than 10,000JPY~</p> <p><b>【For semester】</b>            Textbooks and reference books (20,000 JPY~)</p> <p>Since Japan is still primarily a cash-based society, there are many cases where credit cards are not accepted. <u>Study abroad students are recommended to have at least 150,000 to 200,000 JPY in cash for their first two months.</u></p> <p>*If you live in the AI-House or I-House, you will need to pay your September and October accommodation and bedding rental fees in March by cash.</p>

Visa Procedure	
<p>Study abroad students are required to obtain a Certificate of Eligibility and a visa for entering Japan.</p> <ul style="list-style-type: none"> <li>• [Certificate of Eligibility] After you submit your completed application for Certificate of Eligibility (COE) to Toyo University Support Office for COE and Status of Residence (TUGS Office), they will apply for your COE to the relevant immigration bureau. We will then upload the COE Data on our portal system.</li> <li>• [Visa] A visa should be obtained in a Japanese diplomatic office in your home country.</li> </ul>	
Certificate of Eligibility (COE)	<p>You need to present your COE when you apply for a visa at a Japanese diplomatic office in your country. The COE also has to be submitted to the immigration officer when you receive landing screening at the port of entry so please printout and bring your COE with you. The certificate becomes invalid unless you apply for landing (entry into Japan) within three months of its issuance.</p> <p>* The Certificate of Eligibility verifies, at the time of landing screening, that the activity in which a foreigner wishes to engage in Japan is not false and that the activity matches landing qualifications such as being an activity stipulated by a relevant status of residence under the immigration law (except the status of residence for short-time [three months] visitors). This document is issued by a regional immigration bureau under the jurisdiction of the Ministry of Justice to foreign nationals in advance of their arrival in Japan.</p>
Financial Supporting Documents	In order to obtain the COE, you are required to submit proof (in the form of bank statements, certificates of scholarships, etc.) that you can support yourself financially with the equivalent of 120000 JPY per month for your study period.
Visa	A visa is issued at a Japanese diplomatic office in your country. It is usually issued within five days of application. You are expected to enter Japan within three months



of the issuance of the visa. The visa you will obtain is valid either for one year or 6 months, allowing you to enter Japan multiple times during your stay.

\* A visa signifies the judgment that a foreigner wishing to enter Japan has been deemed suitable to enter and stay in Japan. Please be aware that a visa does not guarantee the permission of entry (stay), but is deemed as one of the requirements for landing application at the port of entry (airport/seaport). As in many countries, Japan has a system in which a foreigner wishing to enter Japan is required to have permission from immigration offices, i.e. the said Certificate of Eligibility, in addition to a visa.

#### Visa application procedure

[Necessary items for visa application procedure]

- Visa application form (available at a Japanese diplomatic office in your home country) • Valid passport
- Two photos (size: 45 x 45 mm, taken within six months of the date of visa application.) • Certificate of Eligibility
- Letter of Acceptance issued by Toyo University (photocopy)

Information regarding visa/residing in Japan Please check the latest information.

<http://www.mofa.go.jp/mofaj/toko/visa/>

#### Designated Date of Your Arrival in Japan

Study abroad students are informed of the designated date of arrival in Japan when they receive their letter of acceptance. It is not permissible to use the AI House before the designated date or to be absent from any orientation session due to late arrival in Japan. Please come to Japan by the designated dates even if you do not plan to reside in the AI House.

[Tentative arrival dates] September 9,10,11 and 12, 2024.

#### Orientation

All important information on living and studying in Japan will be provided in detail during orientation. The orientation will cover student registration, issuance of an academic transcript, procedures to be taken at the immigration office and ward office, National Health Insurance, how to open a bank account in Japan, housing, and student life on and off campus. Study abroad students are required to attend the orientation.

#### Point of contact

##### Regarding your exchange program

**International Affairs Office, Toyo University: 5-28-20 Hakusan, Bunkyo-ku, Tokyo 112-8606** E-mail:mlies@toyo.jp

##### Regarding your COE, PUGS System and Visa

Toyo University Support Office for COE and Status of Residence (TUGS Office)  
E-mail: toyo-pugs@tugs.co.jp