



Application Guideline for 2019 Short-term Exchange Study at MuroranIT

This is a guideline on 2019 Short-term Exchange Study at MuroranIT. Applicant must read through this guideline before application process.

NOTE: Nominees must be enrolled as degree students at home university during the period of exchange study at MuroranIT.

1. STUDENT'S STATUS IN MuroranIT AND ELIGIBILITY

(1) Auditing Exchange Student

- Take classes provided in courses of undergraduate or graduate school.
- Lectures are basically given in Japanese.
- Transcript is provided after completion.
- Receive a "Completion Certificate of Short-term Exchange Study" after completion.

Duration: 1 or 2 semesters

Course Start: April, October

Eligibility: Undergraduate or graduate student with Japanese proficiency equivalent to Level 2 (N2) of Japanese Language Proficiency Examination given by Japan Educational Exchanges and Services (JEES).

Auditing Subjects: Students must take more than 7 subjects per semester in order to obtain Student VISA. Check and select subjects provided in the undergraduate or graduate school by syllabus. It should be noted that there may be some changes made to the lists of subjects offered in the following academic year.

Please see the following link (syllabus).

<http://www.muroran-it.ac.jp/kyomu/syllabustop2018/0-h30top-page.htm>

(2) Research Exchange Student

- Engaged in research under supervising by one of our faculty members.
- Research guidance is given in English or Japanese.
- Transcript is not provided after completion.
- Receive a "Completion Certificate of Short-term Exchange Study" after completion.

Duration: From 3 months up to 1 year

Course Start: April, October

Eligibility: Graduate students

English or Japanese must be good enough to conduct a research

Research theme and supervisor:

- 1) Access to "Data base of researchers at MuroranIT" through the URL below to seek and choose one of our faculty as your supervisor in MuroranIT
URL: <http://rdsoran.muroran-it.ac.jp/search?m=home&l=en>
- 2) Complete "No2Application for Research Exchange Student" with our faculty name, your present research and your desired research plan in MuroranIT. The submission of a copy of your degree thesis' summary will help our faculty to check research compatibility.

NOTE that applicants may change their research theme or face acceptance rejection in case there is no suitable supervisor found at MuroranIT.

2. TUITION AND FEES

Based upon mutual agreement, incoming exchange students to MuroranIT will be exempted from application, entrance, and tuition fees.



To Applicant for Short-term Exchange Study

3. INSURANCE

Exchange students must purchase insurances listed below not only to cover medical costs at medical institutions for their own diseases or injuries but also to respond to liabilities for any damages or injuries to others incurred by themselves during their stay in Japan.

- 1) “Kokumin Kenko Hoken” (National Health Insurance)
 - Exchange students must sign up for this insurance at Muroran City Office under the guidance of Center for International Relations as soon as their arrivals to MuroranIT.
 - Exchange students must pay for the insurance fee (about 1700 YEN per month) in accordance with a payment method designated by Muroran City Office.
 - With this insurance, the medical burden for exchange students will be reduced to only 30 % of the total cost.
- 2) “Gakukensai” (Personal Accident Insurance for Student Pursuing Education and Research)
 - Exchange students have to buy this insurance (about 1000 YEN per year) under the guidance of Center for International Relations after their arrivals to MuroranIT.
 - Physical injuries resulted from any accidents during educational and research activities will be covered.
- 3) Comprehensive Insurance for Students Lives Coupled with PAS for International Students
 - Exchange students have to buy an insurance including the following coverages; (1) Personal Liability Insurance Payments, (2) Death, Residual Disability Insurance Payments
 - Exchange students should purchase this insurance (about 1860 YEN per year) under the guidance of Center for International Relations as soon as their arrivals to MuroranIT.

4. ACCOMMODATION

MuroranIT gives priority to exchange students to reside in Foreign Students’ Dormitory.

(Foreign Students’ Dormitory)

Location: within a walking distance

Room: one room accommodates 1-3 people

Furniture: bed, closet, desk, heater

Shared facilities: shower-room, toilet, kitchen

Approximate expense: 15,000-23,000 YEN per month

(Including room rent and utilities)

Note: 1) Neither cafeteria nor meal service is available.

2) Room assignments rely on the University.

5. Application Documents

- (1) No1_Applicant Information Form
- (2) No2_Application for Research Exchange Student (if applicable to this)
- (3) No3_Application for Auditing Exchange Student (if applicable to this)
- (4) No4_Letter of Recommendation from Home university
- (5) No5_Application for Certificate of Eligibility
- (6) No6_Application Form for MuroranIT Short-Term Exchange Study Scholarship (optional)
- (7) Latest Academic Transcript and Grading System from Home University
- (8) A Copy of Passport
- (9) Photograph data (jpg format)

6. Deadline for Applications

[E-mail submission]

Home university must send electronic files of the required application documents of all candidates to kokusai@mmm.muroran-it.ac.jp by e-mail before mail submission. Note that documents from No1 to No6 have to be sent to us in Word or Excel format, not in PDF. The



To Applicant for Short-term Exchange Study

title of e-mail should be “Exchange Students_HOME UNIVERSITY NAME”.

Deadline for e-mail submission: December 7 (Fri.), 2018.

[Mail submission]

In addition, home university must send the required application documents of all candidates to the Center for International Relations by a trackable international express mail such as EMS (Express Mail Service).

Deadline for mail submission: All documents must arrive no later than December 21 (Fri.), 2018.

7. Mailing Address
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