

# INFORMATION FOR EXCHANGE COORDINATOR

## UNIVERSITY-WIDE INCOMING STUDENT EXCHANGE PROGRAMS

### (LONG TERM) FALL 2015 INTAKE

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Osaka University's long-term, university-wide incoming student exchange programmes are open to application for our partner universities which we have a formal student exchange agreement on tuition waiver basis with. The standard period of exchange is either one semester or two semesters (full academic year) and application and admission is processed centrally in the office of International Student Affairs Division in liaison with OU academic schools and research institutes.

There is no major change in application process for September 2015 intake.

## 1. KEY DATES

	FALL 2015- September intake	SPRING 2016- April intake
OU application guide uploaded	End of January	Early September
Nomination & application deadline	iExPO/Frontier/OUSSEP: <b>25 March</b> Maple: <b>20 March</b>	Late October
Post must be received by	iExPO/Frontier/OUSSEP: <b>31 March</b> Maple: <b>25 March</b>	End of October
Admission notification	End of May	End of December
Offer acceptance deadline	Late June	Mid/late January
Recommended arrival date	Mid/late September	Beginning of April
New students orientation	End of September(TBA)	Early April

## 2. ADVANCE NOTICE ON FUTURE EXCHANGE SCHEME

### ✓ **Online nomination/application system**

We are currently working on a new online nomination/application system for long-term inbound programmes. The online system will start to operate from Spring 2016 or Fall 2016 intake. We will notify you of the details for Spring 2016 application by the end of July.

### ✓ **Change of academic calendar**

Osaka University is scheduled to switch to the quarter-term system from Spring 2017. This will bring major changes in the exchange terms and programmes from the year 2017. Further details will be sent to the partner universities nearer the time.

## 3. NOMINATION 2015-16

### 3-1 METHOD OF NOMINATION/APPLICATION

We would like to receive application documents for September 2015 intake by post as you did in the previous admission cycle. We appreciate it if you send a filled nomination sheet with the coordinator's details and nominees' application documents by post so that we could receipt the package by the end of March. For full postal address, please see [8-2](#).

### 3-2 NUMBER OF EXCHANGE STUDENTS TO NOMINATE

We are ready to accept applications up to the maximum number of students which is stipulated in the student exchange agreement between your institution and Osaka. If you think of nominating more students than the maximum number, please contact the inbound team in advance. For the list of our partner universities with a university-wide student exchange agreement, please see [Table 1](#).

### 3-3 FINAL YEAR STUDENT

Final year students can be accepted unless our academic calendar and formal grade release do not conflict with their graduation/grade report schedule. The OU grade release is Mid-September for Spring Semester, and late March for Fall Semester. As it tends to involve many different academic schools and departments, it is advisable that you do not send us a student who is scheduled to graduate within two months after exchange (August or February) if the exchange credits/grades must be transferred to their degree at home university.

### 3-4. INTERNATIONAL STUDENT

Osaka University will provide support with incoming student's application for the "Certificate of Eligibility for Status of Residence (CESR)", the document issued by the Japanese immigration which is essential for their student visa application. We do accept students who enrol in home university as an international student, however, we would like you to double-check that they have a relevant visa with a sufficient validity period and that they are eligible and guaranteed re-entry to the country of home university. If you are nominating a visa-holding international student who wishes to go on exchange to Osaka for two semesters (full academic year), please contact us in advance. Students with Japanese (or dual) citizenship are also welcome, however, please note that our exchange programmes are not tailored for a student who was educated in Japan more than any other country.

## 4. STUDENT'S APPLICATION DOCUMENTS

We accept applications twice a year for each admission cycle, Fall and Spring. Nominee students who wish to apply for any of four programmes must prepare these documents.

- (1) A completed application form
- (2) Two reference letters
- (3) Latest academic transcripts
- (4) A copy of language proficiency test results (English or Japanese by programme)
- (5) **【For Maple applicant only】** Certificate of enrolment

For further details, please see Table [5-A](#), [5-B](#).

#### *Notes on financial documentation*

*A photocopy of passport the student travel with and documentation to prove their financial resources must be submitted by student (via email) **after admission notification**. As the financial documents such as a bank balance report should not be older than three months at the immigration, they are not required at the stage of application.*

## 5. FUNDAMENTAL ELIGIBILITY

Nominees must have all of the followings:

- Maintaining a continuous full-time degree student status and having completed at least one academic year of degree level study with a good academic standing at home university before exchange

- Being a full time student in a degree programme throughout the exchange period. (Exchange students must not graduate before the end of formal exchange period.)
- Being a citizen, legal resident or visa holder in the country/region of home university
- Meeting each programme's language requirements (Japanese or English) - Please see [Table 4](#).
- Having sources of funding that will pay a return flight, visa fees, accommodation and living costs during exchange
- Being in good physical and mental health to study abroad

## 6. AVAILABLE FIELDS OF STUDY (ACADEMIC SCHOOLS)

Osaka University could accept exchange students in most department/school. However, Medical School accept students only in research programme (FrontierLab). Please see the [Table 2](#).

## 7. EXCHANGE PROGRAMMES

Nominees should choose one of four OU exchange programmes considering their level of study, purpose of exchange, intended start period, exchange duration and language requirements. Please see [Table 3\(A-D\)](#).

## 8. CONTACT

### 8-1. GENERAL ENQUIRY ON UNIVERSITY-WIDE STUDENT EXCHANGE

<p>Student exchange program - Inbound Team  International Student Affairs Division, Osaka University  Phone: +81 6 6879 4026      Email: <a href="mailto:exchange@cjee.osaka-u.ac.jp">exchange@cjee.osaka-u.ac.jp</a></p>
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Note: For student exchange via faculty-level agreements, please contact the relevant office or contact person of your partner school/faculty at Osaka University.

### 8-2. CONTACT AND APPLICATION FOR UNIVERSITY-WIDE INCOMING PROGRAMMES

#### OUSSEP/iExPO/FrontierLab

**Student exchange program - Inbound Team**  
**International Student Affairs Division**  
**Osaka University**  
1F, IC-Hall (Suita Campus)  
1-1 Yamadaoka, Suita  
Osaka 565-0871 JAPAN  
Phone: +81 6 6879 4026  
Email: [exchange@cjee.osaka-u.ac.jp](mailto:exchange@cjee.osaka-u.ac.jp)

#### Maple

**CJLC Section 1**  
**International Student Affairs Division**  
**Osaka University**  
1F, Center for Japanese Language and Culture  
(Minoh Campus)  
8-1-1 Aomatani-higashi, Minoh  
Osaka 562-8558 JAPAN  
Phone: +81 72 730 5074  
Email: [kouryu@cjlc.osaka-u.ac.jp](mailto:kouryu@cjlc.osaka-u.ac.jp)

**TABLE 1: LIST OF UNIVERSITY-WIDE EXCHANGE PARTNERS**

'University-wide student exchange' is agreed and implemented by Osaka University, i.e. the agreement is concluded and maintained centrally involving all OU faculty/schools and students. (Faculty/school-level student exchange agreement is between an overseas higher education institution and a specific OU faculty/school for the departmental student exchange involving the students of the relevant faculty/department only.)

OU partner universities with university-wide student exchange agreement	Country	Maximum exchange quota per year	Expiration
Monash University	Australia	10	
The Australian National University	Australia	5	
The University of Adelaide	Australia	5	
The University of Queensland	Australia	3	10/03/2015
The University of Vienna	Austria	5	
Université catholique de Louvain (UCL)	Belgium	4	
Universidade de São Paulo	Brazil	5	18/10/2014
McGill University	Canada	5	2013
McMaster University	Canada	4	
University of British Columbia	Canada	5	26/03/2015
University of Toronto	Canada	5	
Beijing Normal University	China	5	
Fudan University	China	3	
Nanjing University	China	5	
Peking University	China	5	
Shanghai Jiao Tong University	China	5	08/08/2015
Tongji University	China	5	21/10/2015
Tsinghua University	China	2	
Wuhan University	China	5	
Xi'an Jiaotong University	China	5	
Zhejiang University	China	5	
The Chinese University of Hong Kong	China(Hong Kong)	2	
The University of Copenhagen	Denmark	5	
Alexandria University	Egypt	3	
Åbo Akademi University	Finland	5	
École Nationale Supérieure de Chimie de Paris	France	5	
Pierre & Marie Curie University	France	3	
Université de Grenoble	France	10	
University of Bordeaux	France	5	
University of Strasbourg	France	6	
Bielefeld University	Germany	5	25/04/2015
Friedrich-Alexander Universität Erlangen-Nürnberg	Germany	5	
Heidelberg University	Germany	5	29/07/2015
Johann Wolfgang Goethe-Universität Frankfurt am Main	Germany	5	29/09/2015
Ludwig-Maximilians- University of Munich	Germany	5	
Ruhr -University Bochum	Germany	5	
RWTH Aachen University	Germany	5	
Technische Universität München	Germany	5	
University of Augsburg	Germany	5	
University of Göttingen	Germany	5	
Eötvös Loránd University (ELTE)	Hungary	5	

Indian Institute of Technology Hyderabad	India	5	
Institut Teknologi Bandung	Indonesia	5	
Universitas Gadjah Mada	Indonesia	2	
National Autonomous University of Mexico	Mexico	4	
National University of Mongolia	Mongolia	2	16/08/2015
Delft University of Technology	The Netherlands	5	
University of Groningen	The Netherlands	5	
Pontifical Catholic University of Peru	Peru	3	
Ateneo de Manila University	The Philippines	3	
De La Salle University	The Philippines	5	
University of the Philippines	The Philippines	3	
Saint Petersburg State University	Russia	7	19/10/2014
Changwon National University	South Korea	5	
Chonnam National University	South Korea	5	
Chung-Ang University	South Korea	5	
Chungnam National University	South Korea	5	
Gyeongsang National University	South Korea	5	
Hanyang University	South Korea	5	
Pusan National University	South Korea	10	
Seoul National University	South Korea	5	19/10/2015
Yonsei University	South Korea	2	
Universidad Autónoma de Madrid	Spain	5	
University of Valladolid	Spain	3	
Royal Institute of Technology (KTH)	Sweden	3	
University of Gothenburg	Sweden	2	
École Polytechnique Fédérale de Lausanne (EPFL)	Switzerland	5	
National Cheng Kung University	Taiwan	5	
National Chiao Tung University	Taiwan	3	
National Taiwan University	Taiwan	5	
National Tsing Hua University	Taiwan	5	
Chiang Mai University	Thailand	5	
Chulalongkorn University	Thailand	5	
Kasetsart University	Thailand	5	
King Mongkut's University of Technology Thonburi	Thailand	5	
Mahidol University	Thailand	5	
Thammasat University	Thailand	5	
The University of Nottingham	United Kingdom	1	
The University of Sheffield	United Kingdom	5(UG)	16/05/2015
University of Leeds	United Kingdom	5	
Nazareth College of Rochester	United States	5	
Purdue University	United States	5	
Rice University	United States	2(UG) 3(PG)	17/10/2014
Texas A&M University	United States	5	
The University of Georgia	United States	3	
University of California	United States	25	
University of Washington	United States	10	
Wesleyan College	United States	2	
Vietnam National University, Hanoi	Vietnam	5	

as of January 2015

**TABLE 2: OU ACADEMIC SCHOOLS AND FIELDS OF STUDY**

Undergraduate School/学部	Postgraduate School/大学院
<b>School of Letters</b> <a href="http://www.let.osaka-u.ac.jp/en">http://www.let.osaka-u.ac.jp/en</a>	<b>Graduate School of Letters</b> <a href="http://www.let.osaka-u.ac.jp/en">http://www.let.osaka-u.ac.jp/en</a>
<b>School of Human Sciences</b> <a href="http://www.hus.osaka-u.ac.jp/english/">http://www.hus.osaka-u.ac.jp/english/</a>	<b>Graduate School of Human Sciences</b> <a href="http://www.hus.osaka-u.ac.jp/english/">http://www.hus.osaka-u.ac.jp/english/</a>
<b>School of Foreign Studies</b> <a href="http://www.sfs.osaka-u.ac.jp/en/">http://www.sfs.osaka-u.ac.jp/en/</a>	<b>Graduate School of Language and Culture</b> <a href="http://www1.lang.osaka-u.ac.jp/en/">http://www1.lang.osaka-u.ac.jp/en/</a>
<b>School of Law</b> <a href="http://www.law.osaka-u.ac.jp/en/">http://www.law.osaka-u.ac.jp/en/</a>	<b>Graduate School of Law and Politics</b> <a href="http://www.law.osaka-u.ac.jp/en/">http://www.law.osaka-u.ac.jp/en/</a>
<b>School of Economics</b> <a href="http://www.econ.osaka-u.ac.jp/en/entop.html">http://www.econ.osaka-u.ac.jp/en/entop.html</a>	<b>Graduate School of Economics</b> <a href="http://www.econ.osaka-u.ac.jp/en/entop.html">http://www.econ.osaka-u.ac.jp/en/entop.html</a>
<b>School of Science</b> <a href="http://www.sci.osaka-u.ac.jp/index.html">http://www.sci.osaka-u.ac.jp/index.html</a>	<b>Graduate School of Science</b> <a href="http://www.sci.osaka-u.ac.jp/index.html">http://www.sci.osaka-u.ac.jp/index.html</a>
<b>Faculty of Medicine*</b> <a href="http://www.med.osaka-u.ac.jp/index-e.html">http://www.med.osaka-u.ac.jp/index-e.html</a>	<b>Graduate School of Medicine*</b> <a href="http://www.med.osaka-u.ac.jp/index-e.html">http://www.med.osaka-u.ac.jp/index-e.html</a>
<b>School of Allied Health Science*</b> <a href="http://sahswww.med.osaka-u.ac.jp/">http://sahswww.med.osaka-u.ac.jp/</a>	<b>Graduate School of Medicine, Division of Health Sciences*</b> <a href="http://sahswww.med.osaka-u.ac.jp/">http://sahswww.med.osaka-u.ac.jp/</a>
<b>School of Dentistry*</b> <a href="http://www.dent.osaka-u.ac.jp/english/">http://www.dent.osaka-u.ac.jp/english/</a>	<b>Graduate School of Dentistry*</b> <a href="http://www.dent.osaka-u.ac.jp/english/">http://www.dent.osaka-u.ac.jp/english/</a>
<b>School of Pharmaceutical Sciences</b> <a href="http://www.phs.osaka-u.ac.jp/en/">http://www.phs.osaka-u.ac.jp/en/</a>	<b>Graduate School of Pharmaceutical Sciences</b> <a href="http://www.phs.osaka-u.ac.jp/en/">http://www.phs.osaka-u.ac.jp/en/</a>
<b>School of Engineering</b> <a href="http://www.eng.osaka-u.ac.jp/en/index.html">http://www.eng.osaka-u.ac.jp/en/index.html</a>	<b>Graduate School of Engineering</b> <a href="http://www.eng.osaka-u.ac.jp/en/index.html">http://www.eng.osaka-u.ac.jp/en/index.html</a>
<b>School of Engineering Science</b> <a href="http://www.es.osaka-u.ac.jp/en.html">http://www.es.osaka-u.ac.jp/en.html</a>	<b>Graduate School of Engineering Science</b> <a href="http://www.es.osaka-u.ac.jp/en.html">http://www.es.osaka-u.ac.jp/en.html</a>

【Note 1】 When you have a student who is interested in go on exchange to the school or graduate school marked with asterisk\*, please contact us at Inbound Team (exchange<at>ciee.osaka-u.ac.jp) in advance as enrolment restrictions may apply.

【Note 2】 Postgraduate research students could be accepted at research institutes of Osaka University.  
[http://www.osaka-u.ac.jp/en/academics/rel\\_labs](http://www.osaka-u.ac.jp/en/academics/rel_labs)

**Osaka School of International Public Policy**  
[http://www.osipp.osaka-u.ac.jp/index\\_en.html](http://www.osipp.osaka-u.ac.jp/index_en.html)

**Graduate School of Information Science and Technology**  
<http://www.ist.osaka-u.ac.jp/english/index.html>

**Graduate School of Frontier Biosciences**  
<http://www.fbs.osaka-u.ac.jp/index-e.php>

**TABLE 3-A: UNIVERSITY-WIDE EXCHANGE PROGRAMMES**

<b>iExPO</b>	Schools or Graduate Schools of Osaka University let in exchange students. Participants will attend courses offered by their affiliated school or graduate school or conduct research under faculty guidance. Participants need to have a high level of general Japanese language proficiency (Generally JLPT N1 or N2) because they will take courses opened for degree seeking students at Osaka University.
<b>FrontierLab</b>	Participants in the FrontierLab Program will be assigned to a particular research group in one of Osaka University's internationally renowned science and technology fields where they will learn thematic studies, which will be supervised by the faculty. With the advice of their supervisor, participants may attend Japanese language classes or take courses relating to their own study fields. "Special Auditor" status enables FrontierLab student to earn credit grades through their full-time research work. This program offers a wide range of potential research directions and emphasizes hands-on laboratory experience.
<b>OUSSEP</b>	This program has been designed for students in their 3rd or 4th year at an overseas university with student exchange agreements. Participants are offered special academic lectures taught in English called "International Exchange Subjects". These courses are also opened for degree seeking students; therefore, OUSSEP participants will have an excellent chance to interact with Japanese students in classes.
<b>Maple</b>	In the Maple Program, students are encouraged to compare and contrast Japanese language and culture with those of their home countries. The curriculum, comprised of various academic subjects to meet the diverse needs of individual students, is designed to enable students to study the Japanese language, culture and society in a comprehensive manner, while at the same time improving their Japanese language proficiency. Moreover, the Maple program provides international students with diverse opportunities for direct communication with Japanese students and to learn various aspects of Japanese through hand-on learning programs concerning Japanese society and culture. For this program, a Level N4 of the Japanese Language Proficiency Test or the same level of Japanese proficiency is required.

**TABLE 3-B: ACADEMIC RESIDENCY AND TYPE OF STUDY**

Residency status								
Special Auditor (UG)	Non-degree undergraduate student who registers and takes bachelor's degree (or equivalent) modules. Credits and grades will be awarded for the registered course work/research. Not eligible for credit hours from postgraduate degree modules.							
Special Auditor (PG)	Non-degree postgraduate student who registers and takes postgraduate degree (or equivalent) research or course work modules. Credits and grade will be awarded for the registered course work/research.							
Special Research Student (PG)	Non-degree postgraduate student who conducts independent research under the supervision of one of Osaka University's faculty members in a graduate school. No credits awarded.							
Program	iExPO		FrontierLab		OUSSEP		Maple	
Level of degree sought at home university	UG	PG	UG	PG	UG	PG	UG	PG
"Special Auditor"/Credit based	✓	✓	✓	✓	✓	(✓)	✓	✓
"Special Research Student"/Non-credit basis		✓		✓		-		-
Full-time class work only	✓	✓	-	-	✓	(✓)	✓	✓
Full-time class work with tutorial/independent study	-	-	-	-	✓	(✓)	✓	✓
Full-time research with supervision & guidance	-	✓	✓	✓	-	-	-	-

UG: Undergraduate/Bachelor's degree (Bologna First Cycle equivalent)

PG: Postgraduate/Master's or PhD (Bologna Second/Third Cycle equivalent)



**TABLE 3-C: CREDIT-BASED PROGRAMMES IN DETAILS**

Undergrad/Postgrad CREDIT-BASED PROGRAM	iExPO - Special Auditor	FrontierLab - Special Auditor	OUSSEP- Special Auditor	MAPLE - Special Auditor
Applicable exchange agreements	Active university-wide agreement only	Active university-wide agreement (or active and relevant school/faculty-level student exchange agreement if conditions met)		
Study type	Class work	Research work	Class work	
Instruction language	Japanese based	English or Japanese	English based	English and Japanese
Japanese language classes	Optional	Optional	Recommended	Mandatory
Credit/non-credit	Credit basis			
Academic work load	Full-time credit load			
Core courses	Courses for degree modules offered by the student's affiliated OU school	FrontierLab research module (research work)	International Exchange Subjects (offered by the CIEE)	Special Seminar on Japanese Language and Culture, Research Subjects in Japanese Studies, Independent Study, Japanese Language Subjects
Standard number of credit	10 credits/semester	14 credits/semester		30 credits/year
Start date	A) Mid-Late September or B) Beginning of April			End- September
Duration	1) Single semester (5 months) or 2) Full academic year (10/11 months)			Full academic year (11 mon.)
For who?	Students who are proficient Japanese and wish to attend classes for an OU bachelor's degree program(s), which are overwhelmingly taught in the Japanese and attended by Japanese native speakers.	Students who wish to do undergraduate research in an OU scientific research group under the supervision of OU academic advisor.	Students who wish to take CIEE* liberal arts courses taught in English and beginners or intermediate Japanese classes, in a multi-cultural learning environment.	Students who wish to study Japanese language, culture and society in a comprehensive manner and improve their Japanese language proficiency.
Degree at home university	Undergraduate & postgraduate in the study fields available in Osaka U		Undergraduate (or postgraduate)	Undergraduate & postgraduate
Language and technical requirements	Students are expected to have: -a high proficiency in spoken and written academic Japanese -good knowledge of tertiary level in a relevant academic discipline before exchange.	Students are expected to have: -a sound basis of the field of study and readiness to work as a student member of a research group -a good command of English <b>or</b> Japanese	Students are expected to have a high proficiency in English. (Prior Japanese language knowledge is not required.)	Student who have Japanese language proficiency equivalent to or higher than Level N4 (pre-2010 Level 3) in Japanese Language Proficiency Test (JLPT)
Minimum language requirement	Japanese - JLPT N1 or N2 required depending on school	a) English - TOEFL iBT 80+/IELTS 6.0+ <b>or</b> b) Japanese - JLPT N2 or higher	English - TOEFL iBT 80+/IELTS 6.0+	Japanese - JLPT N4
Requirements for "Program Completion Certificate"	Successful completion of 10or more OU credits or more per semester	Successful completion of FrontierLab research work credits and giving a research presentation in the 'Final Presentation' meeting.	Successful completion of 14 or more OU credits including 12 or more credits from core courses.	Successful completion of 30 or more OU credits in an a academic year

Main Campus	Campus of student's school (Suita, Toyonaka or Minoh)	Campus of student's research group/ laboratory (Suita or Toyonaka)	Multi-campus (Suita, Toyonaka and Minoh)	Minoh Campus
Program-specific cultural event/activities	None		OUSSEP guided field trips	Maple study tours and cultural experience activities
University accommodation	On- or off-campus			On-campus (Minoh)
Airport pick-up service	Not available - directions and transport information to the residence hall or university will be distributed.			Available

**TABLE 3-D: NON-CREDIT PROGRAMMES IN DETAILS**

Postgraduate only NON-CREDIT PROGRAM	iExPO - Special Research Student		FrontierLab - Special Research Student	
Applicable exchange agreements	Active university-wide agreement only		Active university-wide agreement (or active and relevant school/faculty-level student exchange agreement if conditions met)	
Study type	Research work			
Instruction language	Japanese or English		English or Japanese	
Core courses	None (independent research project)			
Japanese language classes	Optional			
Credit/non-credit	Non-credit; Special Research Student is no eligible for credit award.			
Academic work load	Full-time research work load			
Start date	A) Mid-Late September or B) Beginning of April			
Duration	Three months to full academic year			
For who?	Students who wish to do research under the supervision of OU academic advisor without credit award for three to twelve month.		Students who wish to do postgraduate research in an OU scientific research group under the supervision of OU academic advisor without credit award for three to twelve month.	
Degree at home university	Postgraduate in the study field and research topic available in Osaka U			
Academic and language requirements	Students are expected to - Have a sound basis of the field of study - Have a good command of English <b>or</b> Japanese, both in spoken and written as required by the school.		Students are expected to - Have a sound basis of the field of study - Have a good command of English <b>or</b> Japanese, both in spoken and written.	
Minimum language requirement	Please see the school's requirements on 'Table 4'.		a) English - TOEFL iBT 80+/IELTS 6.0+ <b>or</b> b) Japanese - JLPT N2 or higher	
Requirements for "Program Completion Certificate"	Based on academic merit of research project and work ethic			
Program-specific activities	None		FrontierLab final research presentation meeting (optional)	
Main Campus	Campus of student's affiliating school (Suita, Toyonaka or Minoh)	Campus of student's research group/ laboratory (Suita or Toyonaka)	Multi-campus (Suita, Toyonaka and Minoh)	Minoh Campus
Program-specific cultural event/activities	None			
University accommodation	On- or off-campus			On-campus (Minoh)
Airport pick-up service	Not available - directions and transport information to the residence hall or university will be provided.			

## TABLE 4: LANGUAGE REQUIREMENTS

iExPO applicants should meet the language requirements set by individual school/graduate school which they wish to study in. Other applicants should follow the programme's requirement.

For the test score report/language certificate submission, please follow the instructions of the relevant programme application guide.

FrontierLab	OUSSEP	Maple
a) English: TOEFL iBT 80/IELTS 6.0 or higher <b>or</b> b) Japanese: JLPT N2	English: TOEFL iBT 80/IELTS 6.0 or higher	Japanese: JLPT N4

iExPO – "Special Auditor" (Credit-based course work)		
School/Graduate School	Undergraduate student	Postgraduate student
Letters Economics Science	JLPT N1	
Foreign Studies/ Language and Culture	JLPT N2 (N1 is desirable)	JLPT N1
Law Human Sciences Pharmaceutical Sciences Engineering Engineering Science	JLPT N2	
Medicine (for PhD candidate only) Allied Health Sciences (for postgrad only) Dentistry (for PhD candidate only)	(Not open to iExPO)	JLPT N2
OSIPP Information Science and Technology Frontier Biosciences	(No undergraduate school)	
iExPO – "Special Research Student" (Non-credit research)		
Graduate School/Research Institute		Postgraduate student
Graduate Schools of Letters, Language and Culture		JLPT N1
<Graduate Schools> Law and Politics, Economics, Human Sciences, Science, Medicine*, Dentistry, Pharmaceutical Sciences Engineering, Engineering Science, OSIPP, Information Science and Technology, Frontier Bioscience <Institutes> Microbial Diseases, Scientific and Industrial Research, Protein Research, Social and Economic Research, Joining and Welding Research		JLPT N2 or TOEFL iBT80

\*Graduate School of Medicine-Health Sciences is not open to iExPO.

TOEFL: <http://www.ets.org/toefl>

IELTS: <http://www.ielts.org/>

JLPT: <http://www.jlpt.jp/e/index.html>

**TABLE 5-A: iExPO/FRONTIERLAB/OUSSEP - LIST OF REQUIRED DOCUMENTS**

Required documents must be submitted in two steps, on application and on offer-acceptance. Please follow “Application Guide” of the relevant admission cycle and submit all required documents in time.

**I. APPLICATION DOCUMENTS**

<b>iExPO, FrontierLab &amp; OUSSEP Application documents</b>	
(1) A completed application form	<p>When you are sure which exchange program of Osaka University you will apply, please download the appropriate application from the Osaka University's web site. Each programme has its own application form - please make sure to use the right one. Applicants for FrontierLab should attach a filled Research preference questionnaire to their application.</p> <p>Please make sure the filled application form is submitted in TWO WAYS.</p> <p>(1) Please hand in a printed-off and signed original application form together with all required documents to your exchange coordinator at home university. (Please ask your coordinator to fill and sign on the coordinator's section.)</p> <p>(2) Please e-mail the completed typed PDF application form, without printing off and scanning, to: <a href="mailto:exchange@cjee.osaka-u.ac.jp">exchange@cjee.osaka-u.ac.jp</a></p> <p>【Notes on e-mail submission】</p> <p>Please do not scan the typed application form when you submit by email. Application which was scanned or photographed (in PDF/JPEG) will not be accepted. Signature and scanned supporting documents are NOT required in this initial e-mail submission.</p>
(2) <u>Two</u> reference letters	<p>Reference letters should be provided by two faculty members of your home university who know you well. It should be a letter-headed reference and written in English or Japanese. If it is written in other languages, an English or Japanese translation must be attached (in university's letter-headed paper).</p>
(3) Latest academic transcripts	<p>Please submit a copy of latest official academic transcripts in English. The documents should include enrolment year, program, course titles with grade and number of credit hours, issue date and course grading details. If your university's transcripts does not indicate the date of admission, degree title/level or enrolment status, please attach a separate certification, e.g. enrolment/enrolment certificate issued by the university or their academic department.</p> <p>For graduate students, transcripts of both previous and current degrees are required. Should it be written in other languages, please attach an English or Japanese translation.</p>
(4) A copy of language proficiency test results	<p>Please provide us an appropriate language test results, such as TOEFL, IELTS or JLPT. Students whose native and first language is English and/or students in majority -speaking countries (U.S., U.K., Australia, New Zealand and English Canada) will have an English certificate waived, while all other students are required to submit an official English (or Japanese in some programmes) language test score report. TOEFL iBT, IELTS academic module, JLPT are strongly recommended and TOEFL PBT or ITP is also accepted. We will accept o language test score report which is not older than three years.</p> <p>Alternatively, we may accept an official document of language assessment report provided by home institution that shows you are a competent English or Japanese user equivalent to the required test score of the programme.</p> <p>If you have a doubt, please ask.</p>

## II. ENROLMENT DOCUMENTS

The following documents are NOT required at the time of nomination/application, but students must submit these on accepting our admission offer in the latest version. Forms will be sent to student in an admission notification.

iExPO, FrontierLab & OUSSEP Enrolment documents	
<b>【1】</b> Consent and agreement Form	Please receive 'Agreement of the conditions for participation' form from your home university's coordinator and read through the terms and conditions. Please fill out, d sign and scan it. The form is on the second page of the admission letter. The form will not be emailed to you but sent by post (EMS) to your coordinator. Please make sure to contact the International Office to receive it.
<b>【2】</b> Photocopy of passport	Please submit a scanned copy of the passport that you will use to enter Japan. Please make sure to scan the whole page including the machine-readable zone (two rows of characters with the filler character >>> at the bottom). Distorted, dark, low contrast, and/or blurred images will not be accepted. Note: Exchange student who has a Japanese nationality should enter Japan with their Japanese passport.
<b>【3】</b> ID Photo (passport-style photograph)	The photo will be submitted to the Immigration Bureau as well as being used at Osaka University, therefore, please ensure the following requirements. - Must be taken within 3 months of the date of submission - Image must be fine and crisp (dark, overly bright or blurred images will not be accepted) - Entire face must be visible - Head must be uncovered (no hat, etc.) - Bangs must not cover your eyes/eyebrows - Eyeglasses(rims) must not cover your eyes/eyebrows - No objects/shadows in the background - Cut-outs from snapshots are prohibited - No lights reflected on your eyes/eyeglasses
<b>【4】 (1)</b> Financial planning and declaration form and	Please submit the filled and signed “Financial planning and declaration” form and all official documentation, e.g. balance certificate, scholarship/fellowship letter, etc. for each of the sources of funding you specify on the form. To cover daily living expenses and be prepared for unforeseen costs, you should secure at least 120,000 Japanese yen for a month stay; you will need 600,000yen for a single semester exchange.
<b>【4】 (2)</b> Proof of financial resources	Please prepare documentation which will serve as evidence for your funding plan of (1)'Financial planning and declaration' form. With no or incomplete evidence, your CESR and/or student visa may be declined. Although we will accept the proof in scanned PDF, please keep the original letters (paper/hard-copy) with you as you may be requested to submit it by the immigration or Support Office in the adjudication process. Q. What kind of documents will be accepted as my 'proof of financial resources'? A. Financial documents must have been issued within three months before submission and must be written either in English or with English translation. The following documents are acceptable. - An official balance certificate issued by the bank (Account holder must be yourself or your family member/legal guardian who covers the costs for exchange study.) - Letter of scholarship/financial aid (Details such as student name, awarding organization, amount, and period must be specified.) - Student loan certificate

**TABLE 5-B: MAPLE - LIST OF REQUIRED DOCUMENTS**

<b>1</b>	<b>A completed Maple Program Application Form</b> <ul style="list-style-type: none"> <li>• Use the application form downloaded from the Osaka University homepage.</li> <li>• Sign the application form. (Section 9. Certification and Declaration)</li> <li>• Receive signature of approval from the student exchange officer (Section 9. Certification and Declaration)</li> </ul> <a href="mailto:kouryu@cjl.c.osaka-u.ac.jp">kouryu@cjl.c.osaka-u.ac.jp</a>
<b>2</b>	<b>Two letters of recommendation</b> <ul style="list-style-type: none"> <li>• The letters should be written by faculty members of one's home institution.</li> </ul>
<b>3</b>	<b>Official Transcript</b> <ul style="list-style-type: none"> <li>• The transcript should include the course name, course year, grade and credits.</li> <li>• The transcript should indicate the course grading system.</li> <li>• The transcript should be written in English or another language with English or Japanese translation.</li> </ul>
<b>4</b>	<b>Verification of Japanese proficiency</b> Submit a certificate certifying that your Japanese language proficiency is N4 level or higher.
<b>5</b>	<b>Certificate of Enrollment</b> Only a certificate signed by the international student exchange office or the student administrative office is valid.
<b>Required Documents after Acceptance</b>	
7a. Confirmation form for the participation The confirmation form will be included in the acceptance letters. 7b. Evidence of financial resources You should submit evidence of funds that are stated (such as a bank letter of deposits, the certificate of scholarship grant, etc.) in June after you have received an admission letter for the Osaka University student exchange program. The financial certificate(s) will be submitted to the Osaka Immigration Bureau along with the application form of the Certificate of Eligibility (CESR: the necessary document for student visa application) for non-Japanese students; therefore, please submit an official financial document issued no earlier than May 2015. 7c. ID Photo To be used for the CESR application for the Immigration Bureau 7d. Copy of passport Others as needed	