

Navarra Public University

Lapland University

&

Yamaguchi Prefectural University

Bilateral Exchange Program

Student Guide

International Office
Yamaguchi Prefectural University
April.2015

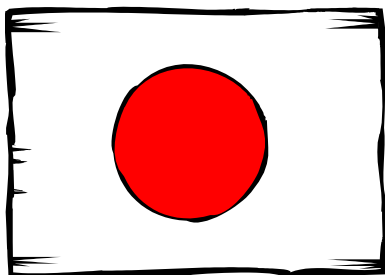
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General Introduction

Program Purpose and Goals



The exchange program between Navarra Public University and Yamaguchi Prefectural University and the bilateral exchange program between Lapland University and Yamaguchi Prefectural University, allows students from each university to spend from 1 to 2 semesters at the other university and to take courses that are recognized for credit at the home institution. The courses available for exchange students at YPU include Japanese for non-natives, academic offerings in English and experiential courses related to physical education and Japanese arts and culture. In general, students are recommended to come for one term in the fall when most English courses are offered. Two-term full year exchanges are also an option.

About YPU

The campus of YPU is located in Yamaguchi City, a city of 140,000 people in Yamaguchi Prefecture, the western most prefecture on the main island of Honshu, Japan. The university itself is the equivalent of a four-year,



small state university in the US. Approximately 1300 students attend YPU. Due to the university's long history as a women's university, 80 percent of the student population is female. At present, the university consists of three faculties, the Faculty of Intercultural Studies, the Faculty of Social Welfare, the Faculty of Nursing and Human Nutrition. Two graduate faculties (Social Health and Intercultural Studies) also share the YPU campus.

Program Outline

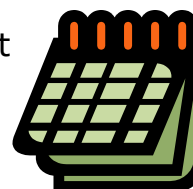
a. Admission Requirements and Deadlines



Students applying to the program should do so at their home institutions. (The application process differs according to each school's selection process and as such students should follow the schedules set out by the institution they are attending.) After selection, each school is required to send a letter of recommendation confirming applicants' residency and good academic standing at their respective institutions. This process should be completed by no later than the beginning of April of the spring prior to arrival in late September for Fall/Winter students and by no later than mid-October of the fall prior to arrival in late March for Spring/Summer students. As per the exchange agreements between YPU and Navarra Public University, Spain, and Lapland University, Finland, all students recommended by their individual institutions are granted admission to YPU.

b. Exchange Program Dates and Preparation

The Fall/Winter Term at YPU begins on October 1st or the first weekday in October if the 1st is a Saturday or Sunday. It ends in the second week of February. Exchange students attending YPU in the Fall/Winter Term must arrive in Yamaguchi on the 25th of September for academic orientation on the September 29th. There will be a city tour orientation on 30th of September for you to be able to get around the city. Departure dates from YPU are usually around the middle of February or end of March.



The Spring/Summer Term at YPU begins on the second Monday of April. It ends in the first week of August. Exchange students attending YPU in the Spring/Summer Term must arrive in Yamaguchi on March 27th for academic orientation on March 30th. There will be a city tour orientation on March 31st for you to be able to get around the city. Their departure date from YPU should be no earlier than August 10th.

Students must come all together if the number of students from the same institutions is more than one.

Students arriving prior to the above dates are responsible for arranging their own accommodations.

c. Fees

Students pay for the program according to fee schedules and requirements of their home institution. Per the terms of the bilateral exchange agreement between YPU and the home institutions, tuition will be paid to home institutions. Students will be expected to provide their own transportation costs to and from their home institutions and YPU. They will also be responsible for fees for accommodation and meals, purchasing textbooks, personal phone use and their own personal and travel expenses during the time they attend YPU. The breaks between terms are: from the third week of February to the end of March (spring holiday) and from the second week of August to the end of September (summer holiday).

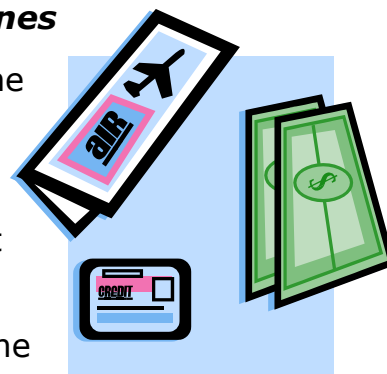


Prior to Arrival at YPU

Information Required for Visas, etc. and Deadlines

Students will be expected to provide YPU with the following:

1. Two clear copies of the first pages of their passports (the pages that include passport number, picture, name, signature, etc.)
2. Six passport-sized photographs (taken in one sitting with no change of clothes or expressions) signed on the back in the same way as passport
3. Personal information needed to obtain visa (see Appendix 1)
4. A list of the classes that they would like to take during their time at YPU (see course guide for courses in CD-ROM and write down classes of your choice in Appendix 2). You have to take more than seven classes per time.
5. University Apartment contract (See Appendix 3 & 4).
6. Written recommendation from a faculty member from your home institution detailing which term/s you will attend (Fall/Winter: October 1st to March 31st and/or Spring/Summer: April 1st to September 30th), as well as the date of birth, name of the Faculty, on the University Letterhead (to be signed and stamped by the person responsible for sending students) and reasons why you are a strong candidate for this program.
8. Academic transcripts for those who wish to apply for a YPU scholarship (one place available) N.B. Students who will receive grants from other organizations are not eligible.



All of these things must reach YPU no later than May 15th for Fall/Winter students and December 1st for Spring/Summer students.

Applying for Visas

Students will receive their forms of eligibility for their visas by early September for Fall/Winter students and late February for Spring/Summer students. Upon receipt, these forms must immediately be presented to the

Japanese consulate nearest the students' home residences in order to be processed before arrival in Japan. All costs involved in processing visas (courier fees if used) within their home countries are the responsibility of the students. In some cases students will be required to provide other information in order to receive their visas. Students should follow the instructions and requirements of the Japanese consulate that is processing their visas.

Home-visits/Homestay Experiences

Students wishing to try a home-visit or short homestay must submit the necessary application form (Appendix 2.) Upon receipt of this form, YPU will begin the search for a host family. Home-visits and short homestays consist of a one day visit or a one weekend homestay respectively. The relationships established between families and students may continue thereafter upon agreement of both parties to do so. Small fees will be charged for this service.

Arrival Dates

The program coordinator at YPU must be notified of the students' travel itineraries (arrival times on the dates specified above and departure dates times from Yamaguchi-Ube Airport/Shin-Yamaguchi Station- see more in next chapter) at least one month prior to the travel. Students coming from the same institution *must* arrive and depart on the same date. **All students are required to make Yamaguchi-Ube Airport or Shin-Yamaguchi Station their final destination on arrival and their point of departure on leaving YPU. Students must come to YPU together if there are other students from the same institutions.**

Health Checkup

Students are required to take health checkups including X-ray diagnosis of tuberculosis before coming to Japan. They should submit the medical clearance form and healthcare card attached at the end of this text.

What to Bring

a. Clothes



There is no formal dress code at YPU. Attire is at the students' discretion within the context of moderation and appropriateness. Additionally, there are no special events at YPU where students will be required to dress formally. However, family and social events may call for such attire. Seasonal temperatures can be found in the Yamaguchi City Guide provided separately. Students in the Fall/Winter term should be prepared for a quite temperate beginning and temperatures at around freezing during the end of their term. Spring/Summer students should be prepared for temperate weather at the beginning of their stay with high humidity and precipitation during the rainy season (middle of June through latter part of July) and high temperatures in July and August (30-35 degrees Celsius). Students in the Spring/Summer Term who sunburn easily should bring or purchase a good sunscreen ointment and take other measures to protect themselves, e.g., hats, etc.

b. Luggage

Students should follow the guidelines set out by the airlines that they have chosen to travel in regard to number of bags allowed and customs limitations. On your return luggage will be shipped via delivery service to the airport you will be departing from. Please make sure you have funds available for this (approximately 2000 yen for each large suitcase weighing no more than 20 kilograms.)



c. Health Insurance



Students are required to enroll themselves in a travel insurance plan prior to arrival in Japan. They should also familiarize themselves with the deductibles; forms required for reimbursement, etc., prior to arrival and be prepared to explain such procedures at their first meeting with their advisor at YPU. Students are also required to enroll in the national health insurance plan for approximately 1200 yen per month. This plan entitles the participants access to any health service available in Japan including dental care and pays for 70 percent of any care received (medications not included.)

d. Souvenirs

Students are encouraged to bring three or four of the same small items to be passed out to their neighbors as a way of greeting them. This is a Japanese custom called *omiyage* that will be appreciated by your neighbors. Students who will be doing a home-visit or a short home stay are also encouraged to bring a small gift or gifts for their host family or family members. Recommendations for gifts include products available only in or native to your hometown, college or university goods, things easy to pack and not easily breakable, etc. Gifts for faculty members or university officials are not necessary.



e. Money



Within Japan, the Japanese yen is the only acceptable currency. You should prepare approximately 30,000 to 40,000 yen in cash to be used for incidentals upon your arrival. Other funds can be accessed by cash/debit cards and international credit cards at cash machines located on and off campus as well as post offices throughout Japan (for more see the banking section in the chapter on school life.) If you are planning to bring European currency for exchange, it is suggested that you bring traveler's cheques and

not cash. The exchange rate for traveler's cheques is much more favorable. Traveler's cheques can be exchanged for cash at major banks and post offices but are not accepted in stores, restaurants or other business establishments.

Classes Offered

Each affiliated institution has its own requirements for courses taken during the period of exchange. Consult the registrar at your institution for what is expected of you academically while at YPU.

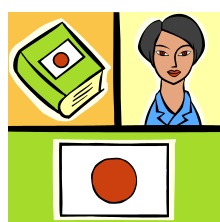
Types of Courses

Generally speaking, YPU offers four types of courses to exchange students. These are Japanese for Non-natives courses, courses in English with a focus on Japan and its society and culture or related issues, courses in Japanese traditional arts, physical education, etc., given in Japanese that are experiential in nature and courses in Yamaguchi Studies. See the YPU pamphlet at the exchange office at your institution for a full list of courses offered and their respective syllabi.



a. Japanese for Non-Natives

YPU offers Japanese for Non-natives with an experienced adjunct faculty member twice weekly for 90 minutes each time. These classes are supplemented by three 60-minute peer-tutorial sessions per week on days when the Japanese class does not meet. All students are required to take both classes and tutorials during their stay at YPU.



The focus of the Japanese for Non-natives course is on language skills needed for daily life in Japan. As such, this course will probably be very different in focus from many Japanese classes offered outside of Japan. It is practical in nature with an emphasis on the Japanese needed to interact

with other students, at stores, around town, etc. As stated above, the faculty member teaches the main lessons. Language introduced there is then practiced with the help of the student teacher assistants in the following tutorials.

Students who are committed to becoming functional in Japanese will need to do much more work outside of classes.

Textbooks for the Japanese for Non-natives course will be provided on a loan basis by YPU. For more information on texts used and the grading system employed, see those sections in this chapter. For specific information on language covered and a week-to-week schedule see the syllabi available at your institution.

b. Courses Conducted in English



Courses offered in English meet once a week for 90 minutes each time. They have a wide range of subject matter and are often attended by Japanese students interested in studying the subjects in an English-speaking environment.

Regardless, most courses will have a relatively small number of students in them and as such are taught in faculty offices, except where noted. All grading conforms to the GPA system discussed later in this chapter. However, individual class requirements are specified in each class syllabus.

It should be noted that most of the faculty members teaching these courses are not native English speakers. Therefore, they may not precede at as fast a pace as those at your home institution. Furthermore, while English is being used, there may be some challenges in class that result from not only a language aspect but from a cultural one as well.

c. Experiential Courses

All of these courses are offered to the Japanese students attending the

university as well as exchange students and as such are considerably larger than the other three types of classes offered. In addition, there is no English language support in any of the classes, with the exception of the flower arrangement class. Subjects offered range from traditional Japanese arts to physical education. As there are a large number of Japanese students interested in these classes, entrance to the class is on a first come, first served or lottery basis. Special fees are required for some of the classes. Please see the section on textbook costs and fees later in this chapter.

d. Yamaguchi Studies

Yamaguchi Studies is a program consisting of four courses designed to provide students with an understanding and appreciation of the people, history, art and culture of Yamaguchi. The courses are offered on a rotational basis with at least one course being offered per semester. They are unique in that they feature not only a lecture component given by professors specializing in each field but also an on-site component that enhances and expands upon the understanding gained in the classroom. These on-site experiences are conducted by nationally known poets, local scholars, internationally known artisans and designers as well as CEO's of local industries. Classes are small and conducted bilingually in Japanese and English. The four courses that make up the Yamaguchi Studies program are History of Yamaguchi, Art and Culture in Yamaguchi, Yamaguchi and the World and Craft and Design in Yamaguchi.

Differences between YPU and Home Institution

As has been mentioned above, with the exception of the Japanese for Non-natives class, all classes meet once per week for 90 minutes each time. Each school day begins at 8:40 a.m. and ends at 5:40 p.m. Most Japanese faculty members are more accustomed to lecture style classes rather than interactive, discussion based ones. However, as the classes that you will be attending (with the exception of the experiential classes) are relatively small, there will be more room for discussion than in most of the classes attended by the Japanese students.

While there is a final exam period at YPU, students attending the university during the Fall/Winter Term from Centre College will be returning to their host institutions prior to the beginning of that period. As such, the exam period during the Fall/Winter Term for Japanese for Non-Natives and classes offered in English for all participants regardless of home institution on the exchange will occur approximately two weeks before the official term ends and right at the end of the Centre student's stay at YPU. (Students remaining until the end of the semester from other Universities will take their exams in the experiential classes at the same time as Japanese students at YPU.) There is no official mid-term exam period at YPU and most teachers do not give mid-term exams.

Most classes offered in English are evaluated through written reports and/or presentations. The number, content and format of reports required differs from class to class. However, all reports may be submitted in English. Feedback that YPU has received from students coming from overseas indicates that they expect more feedback on their writing than most Japanese students expect or receive. Please address these issues directly to the professor who is teaching the course.

The amount of reading expected for each class may also be considerably less than the amount to which you are accustomed. One reason for this is the sheer number of classes you will be taking while at YPU. As has been mentioned, most classes meet once weekly for 90 minutes. Japanese students traditionally take between 12 and 15 of these classes per week. Another reason may be the limited number of texts that are available in English on the subject you are studying.

Students who have been the most successful in their classes and those who have gotten the most out of the classes offered have been the ones who have taken it upon themselves to do extra reading and research on their own. The Internet can be an invaluable tool in this area.

Registration



A small booklet listing all of the classes offered at YPU during your stay and including syllabi for all classes offered in English is currently available at the exchange office at your institution.

There are considerably fewer classes in English offered during the Spring/Summer term. Regardless of which term you study at YPU, pre-registration for classes is required (See Appendix 3.) Official registration will take place on campus at YPU two weeks following the beginning of classes. Classes may be dropped or added during these two weeks after consultation with your YPU advisor and home institution. No registration fees are necessary.

Grading System



YPU works under a 5 level, 4-point Grade Point Average (GPA) system. However, there are no plusses or minuses in the system. Students are awarded 4 points or an A for a final average of 90 to 100 points for the semester, 3 points or a B for 80 to 89 points, 2 points or a C for 70 to 79 points and 1 point or a D for 60 to 69 points. Anything below 60 is a failing grade or F and is counted as 0 points. This grading system is used for all classes. There are no Pass/Fail options with the exception of classes which are only offered as Pass/Fail. Auditing is possible with permission of the professor in charge of the class.

Class Evaluation and Feedback

Students are required to provide teachers with feedback on their classes. During orientation, they will receive instruction on how to use the computer system designed for that purpose and on how often they must access the system on campus.

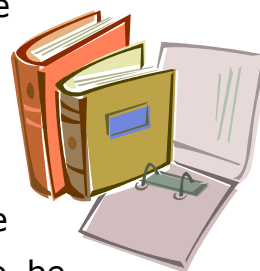
Transferring Credits

Final grades of classes taken at YPU will be given or posted to individual

students as well as their host institutions. Students should consult directly with the registrars' offices at their home institutions prior to arrival at YPU for a detailed explanation of how credits from YPU are transferred. Inquiries about how that transfer will affect their GPA at their home institution should also be addressed to their home institutions. YPU is not responsible for how many or how few credits classes at YPU are counted at other institutions.

Textbooks

Students are required to purchase textbooks where indicated in class syllabi. Some texts must be purchased before arrival at YPU. Time allowances should be made for ordering and receiving such books. Students are responsible for all fees regarding textbooks (with the exception of the Japanese class). Where copies are to be provided by faculty members, YPU will be responsible in these cases. Depending on which classes students choose to take, they can expect to spend anywhere from 15,000 to 30,000 yen on textbooks. For other fees relating to classes, please refer to the following section.



Fees



Students are responsible for textbook fees and fees for materials in flower arrangement, tea ceremony and pottery (approximately 10,000 yen for each semester for each subject). Students participating in the summer camping or winter skiing courses offered during breaks will be expected to pay the special surcharges for those programs as well. Skiing is approximately 80,000 yen (not including ski-wear and equipment rental fees). Camping is approximately 3000 or 4000 yen.

Concerns

Any concerns, comments, problems or complaints about individual classes should be addressed directly to the faculty member teaching the class. If and only if there is not a satisfactory resolution after such action, should

students contact their advisor (see following section) to act as an intermediary. Problems with other faculty members or students should be addressed in the same manner where possible.

School Life



While on campus at YPU, students will have the same privileges and responsibilities as their Japanese counterparts. They may use all of the facilities available on campus including the library, cafeteria, etc.

Advisor and Advisory Meetings

Students will be assigned an advisor upon their arrival at YPU. Students will be required to meet weekly with this advisor. These meetings will be scheduled so as not to conflict with classes and so that all students participating in the program at that time can attend. These meetings are held for the benefit of the students and provide a chance for them to ask questions about the program, present problems to the advisor for solution and to receive information from the advisor about the program on a weekly basis. Students should approach these meetings with those purposes in mind and be prepared with any questions or comments they may have at the time of the meeting.

Identification Procedures

a. Student ID



Students will be provided with a YPU student ID card on the first day of their residence on campus.

b. Resident Card (Alien Registration)

All legal aliens are required to apply for an Resident Card. If you come to Japan through major airports like Narita or Kansai, you could get it at the immigration counter. But if you do not arrive at the major airports, you must apply at the city office in the locality in which you live. YPU will prepare the necessary forms for obtaining this registration and guide students through the process of obtaining it during orientation. Therefore, students must bring their passport to the first day of orientation. Students will be responsible for picking up their card when it is ready. (No fee is necessary.) This card must be carried on your person at all times while residing in Japan. Foreigners stopped by the police for any reason and found without this card in their possession can be detained for hours until identification is verified. Cards must be returned to the immigration officer at the airport when leaving Japan for the final time.



Travel (inside and outside of Yamaguchi and Japan)

a. Getting Around Town



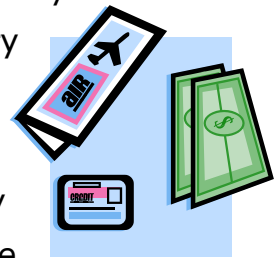
Students may borrow bicycles for the duration of their stay at YPU. However, they are responsible for their loss or theft and any maintenance fees incurred during use. When riding bicycles students should always ride with the flow of traffic (on the left hand side of the road), on sidewalks where provided and on the shoulder of the road where they are not. Students should expect to use bicycles as their main form of transportation (except when they are physically unable to do so) while in Yamaguchi. Bicycles must be returned

to YPU one day prior to your departure from Japan.

Taxis, buses and trains are also convenient modes of transportation and are available for student use during inclement weather or when traveling greater distances. Use of these modes of transportation is at the student's discretion and therefore they are responsible for the fees incurred using them. Peer-tutors are a good resource for learning about public transportation.

b. Travel Outside of Japan

Students are free to travel outside of Japan while in residency at YPU. However, they will need to follow the procedures necessary for re-entering Japan if they come back into Japan prior to the end of their program. Students must take their resident cards with them when they go abroad and they must show their resident cards at the immigration Office when they re-enter Japan. Otherwise, they cannot enter Japan as student. In addition, students are required to make clear their travel plans with their YPU advisor and submit the necessary forms to the student affairs office on campus.



Facilities, Activities and Services

There are two YPU campuses. The main lower campus consists of 4 main buildings housing classrooms and faculty offices for the Faculties of Intercultural Studies, Social Welfare, Department of Human Nutrition and the graduate schools, a gymnasium, the main library, the cafeteria and school store, sports fields and various laboratory buildings. The smaller upper campus houses the Department of Nursing, its library and the university auditorium. Students will be provided with a map of campus and given a tour during orientation.

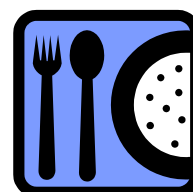
a. Library



There are two libraries on campus, a large one on the main campus and a smaller one in the Department of Nursing. Students are entitled to use both and will be provided with library cards at orientation. Resources in English are somewhat limited. However, a fair selection of journals and magazines is available.

b. Cafeteria

There is only one cafeteria available on campus.



c. School Store

The school store is located directly next to the cafeteria. It offers textbooks, stationary items, calligraphy supplies, snacks, box lunches, etc. Transactions are on a cash only basis.

d. Banking



Cash machines are available for your use at the front of the school store or in convenience stores and post offices close to YPU. Most students have been able to access their accounts in Europe from these machines. You will be charged at the rate of exchange on the day of your withdrawal. Deposits into your European account from Japan are not possible from cash machines.

Students may also choose to open a savings account at a local bank or post office for the duration of their stay. International transfers to other countries from Japan can be done at local banks or through the post office banking system regardless of whether students hold a bank account or not. It is also possible to have your family in your home country send you money in Japan by international transfer at Yamaguchi Bank in Yamaguchi City. Consult your advisor about the necessary preparations for such a transfer.

e. Computer Access

Students will have access to both the university and Faculty of Intercultural Studies' computer labs. Additionally, a computer is available for student use in the international student lounge. All computers at YPU have Japanese language operating systems but can produce text in either Japanese or English. Students will be provided with a YPU mail account on request.



f. Student Groups

There are currently over 30 student activity groups or circles on campus. Their activities range from sports to traditional arts and dance to volunteer work. Students from abroad are welcome to participate in these activities. See your advisor for a full list of clubs and activities.

g. Making and Maintaining Friendships

Many Japanese students will be reticent to approach you and talk to you at first. However, once they have made contact with you or you with them, friendships seem to come about naturally. There are also a number of students on campus who have attended Navarra Public University and Lapland University as exchange students themselves. These students can be not only valuable resources for life on and off campus but can also introduce to their friends as well.



It should be noted that Japanese people, students are no exception, place a great amount of importance on the expression of thanks for any deed done to help one another or any time they receive any sort of gift. Saying thank you and expressing your appreciation for things that other students have done for you, e.g., given you a ride to the travel agent, helped you

arrange a train ticket, etc., will ensure that you will remain on friendly terms with them during your stay. Also, remember that students, like you, are for the most part on a limited budget. Though they may seem to be all right with paying for parking or a snack, always insist on paying your share or if the student has gone out of their way for you and incurred some sort of expense because of that, always reimburse the student at the time you thank them.

h. Cellular Phones



Students may borrow cellular phones capable go making and receiving international calls and e-mail. However, pre-paid cards for the phones are the responsibility of the student. All phones must be returned to YPU one day prior to departure from Japan. For those students not wishing to use these phones, there are a number of cellphone companies in Japan that provide similar services. All phone bills regardless of provider must be paid in full at the time of departure.

i. Participation in YPU’s Intercultural Education Program

All students are strongly encouraged to participate for at least one day in the following: 1) the Global Student Exchange Program- a three week intensive language and culture program in July for Chinese and Korean student; 2) School and community visits to introduce your countries and cultures.

j. Dividing Trash in Yamaguchi and YPU

As a part of Yamaguchi City’s recycling policy and YPU’s environmental action program, all trash must be divided according to its type before being placed in its appropriate bin at home and at school. Please refer to the following chart for how to divide trash.

Type of Trash	Example and further instructions
Burnable Trash	Paper, wooden chopsticks, etc.

Non-burnable Trash	Cans and bottles not used to store food and drinks, broken plates, etc.
Cans	Separate steel and aluminum cans
Plastics	Remaining contents should be thrown away and then containers need to be washed prior to disposal
Drinking bottles	Separate clear, brown and other colored bottles
PET Bottles	Plastic bottles containing drinks need to be rinsed prior to disposal and caps need to be put in the plastics bin
Recyclable Paper	Separate newspapers, magazines, printed papers, cardboard boxes, etc., then tie into bundles according to type.

Health Related Issues

a. Health Office and Hospital Visits



There is a nurse's office at YPU that is available for student use at scheduled times during the school week. Emergency care is available there and over the counter medications are dispensed for colds, etc. Any other ailment must be treated off campus at small medical clinics or large hospitals. An average single visit to a doctor's office or hospital will cost approximately 6000 yen unless covered by a Japanese health insurance plan. Medication costs are separate. It is recommended that students provide themselves with health insurance for travelers prior to arrival in Japan (see section on health insurance in Chapter 2.) Students should notify their advisor when seeking medical attention as translation may be necessary.

b. Accident Insurance

All students will be provided with accident insurance by YPU. This insurance covers medical costs and damages to person or property that result from accidents on or off campus which related to class activities. It does not

cover health related issues.

c. National Health Insurance

All students are required to enroll in the national health insurance program. Fees and payment will be explained upon arrival. Fees are approximately 1200 yen per month and cover both medical and dental visits.

Housing

Overview

University Housing is provided in three-occupant apartments that are approximately a 10 minute walk from YPU. A rent is approx.5,000 yen per month. Regardless of the days, stayed you will be charged for one month rent. One month payment is asked when you enter and leave the accommodation.



Electricity, Water, Gas, internet connection fees per month are to be shared amongst occupancies. Fire insurance is provided. Beddings should be purchased in advance (Approx.10,000yen).

Utilities will be split between the numbers of occupants in each apartment. However, students are responsible for all expenses during long official school breaks. (See chapter 1.) Students must prepare their own meals but may choose to have lunch in the school cafeteria on weekdays when school is session.

Another option is to rent a private apartment. Normally one room with a kitchen and a bathroom costs around 30,000 yen onward, depending on what types of room you choose. YPU will assist you to find an apartment. In Japan, in order to rent an apartment, usually 3 months rates are charged for security and deposit.

University Apartment



Living in an apartment is a very Japanese experience. First, while all apartments are triple occupancy, furnished apartments, the living space will be somewhat smaller than a typical western apartment. Your roommates will be the same sex as you but may be of a different cultural or national background. You will be expected to prepare all of your meals.

Students are required to fill out a request for occupancy and sign a contract for use of the University apartment (Appendix 4 and Appendix 5 respectively.) Students not following the rules set out in the contract will receive one warning per type of transgression. No further warnings will be infraction. General consideration for others in the apartment and apartment building are required as the apartment buildings primary purpose is for faculty housing. There are rules and procedures to follow regarding separation of garbage (burnable, non-burnable, plastics, papers, cans, glass, cardboards, newspapers, etc.) and designated types of trash are put out for collection on specified days. Occupants of the apartment must also participate in periodic apartment and community wide activities (clean-up, weeding, etc.) Students visit and introduce themselves to the neighbors around the apartments.

Students are expected to keep their individual rooms clean and tidy at all times and are required to assure that common spaces in the apartment always remain clean and ready for use by all of the occupants. All cleaning, cooking and laundry are the student's responsibility. There is Internet access in all apartments.

Finally, staying in an apartment requires a great deal of independence and responsibility. However, as most Japanese university students live in apartments as well, this is one way to really experience the Japanese way of life.



Appendices

Appendix 1: Personal Information Sheet (for Visa application)

Nationality:

Family name:

Given names (including middle name):

Gender:

Age:

Date of birth:

Place of Birth (city and country):

Marital status:

Occupation:

Hometown/city:

Passport number:

Date of issue:

Date of expiration:

Port of entry into Japan (city and airport name):

Date of entry:

Place to apply for visa (Japanese consulate nearest your hometown):

Past entry into/stay in Japan:

Criminal record (in Japan and overseas):

•Yes (Details _____) •No

Departure by deportation: •Yes •No

Total period of education (from elementary school to last institution of education)

_____Years

Name of your university:

Date of graduation or expected graduation from your university:

Contact address: (to send visa related documents)

E-mail: (to contact you about visa information)

Appendix 2: Special Student Status Application Form (sample)

山口県立大学特別聴講生願書

(year)年(mo)月(day)日

山口県立大学長 様

志願者

所属(name of home institution)大学

(faculty) 学部 (department) 学科

(Year, e.g., 1, 2, 3, 4) 年

氏名 (Print full name. Put signature over →)Ⓜ

住所〒 —(Put zip or postal code here)

(Print address here. Include street,

City, state or province and country)

電話(area code)city code—phone number

貴学において、下記の授業科目を履修したいので、特別聴講生として入学を許可くださるよう、学長(又は校長)の推薦書を添えてお願いします。(Fill in the chart. You may need more than one form. If need more room, make a copy (or copies) of the blank form and fill it (them) out exactly like this one. Then continue listing your other courses on that form(s).)

記

履修を希望する 学部(・学科)の名称	(Leave this area blank) 学部((Leave this area blank) 学科)	
履修期間	年 月 ~ 年 月 (Leave this area blank)	
履修を希望する科目名	単位数	備考(集中講義の期間等)
(Class you want to take)	(blank)	前期・後期 (Leave this area blank)
(Class you want to take)	(blank)	前期・後期 (Leave this area blank)
(Class you want to take)	(blank)	前期・後期 (Leave this area blank)
(Class you want to take)	(blank)	前期・後期 (Leave this area blank)
(Class you want to take)	(blank)	前期・後期 (Leave this area blank)
(Class you want to take)	(blank)	前期・後期 (Leave this area blank)
合計単位数	(blank)	(Leave this area blank)

山 口 県 立 大 学 特 別 聴 講 生 願 書

年 月 日

山口県立大学長 様

志願者

所属

大学

学部

学科

年

氏名

⑩

住所〒 ー

電話 () ー

貴学において、下記の授業科目を履修したいので、特別聴講生として入学を許可くださるよう、学長（又は校長）の推薦書を添えてお願いします。

記

履修を希望する 学部・学科の名称	学部			学科
履 修 期 間	年 月 ～ 年 月			
履修を希望する科目名	単位数	開 講 期 間		備考（集中講義の期間等）
		前 期・後 期		
		前 期・後 期		
		前 期・後 期		
		前 期・後 期		
		前 期・後 期		
		前 期・後 期		
合 計 単 位 数				

Appendix3: University Apartment Contract

I have read the rules and regulations for University apartment use in Appendix 3 and agree to abide by them. I understand that failure to adhere to these rules will result in my removal from the apartment. Furthermore, I understand that I am responsible for any damages to the apartment during my residency.

Full name:

Home institution:

Signature:

Date:

Appendix 4: Regulations for the University Apartment

This apartment is property of Yamaguchi Prefecture and has been paid for with taxpayer money. Please keep this in mind as you use it and treat it as if it were your own property. If you fail to follow the rules listed below you will be asked to leave the apartment.

1 Applying for residency

(1) The exchange student must apply for residency him/herself. Other exchange students, friends or family may not live or stay in the apartment.

(2) As a rule, three exchange students of the same sex will reside in the same apartment.

2 Rent and other fees

(1) Rent is 6000 yen per month per person, with an extra 150 yen per month as a community fee.

(2) Other fees for utilities used by everyone should be shared by all occupants.

(3) Rent and other fees need to be paid to the International Office by the 20th of each month. If the student is out of the country at the time of payment, payment may be made before the stated date.

3 Maintenance and care of apartment

(1) Always keep the apartment and its contents in good condition. In addition, the yard surrounding the apartment building is to be tended by its occupants.

(2) You are responsible for any damages occurring during your residence.

(3) Subletting the apartment or any of its rooms is not permitted.

(4) No additions or improvements may be made to the apartment without permission.

(5) Any repairs or problems with the apartment should be reported immediately to the International Office. Do not undertake such repairs by yourself. Minor replacements such as light bulbs should be taken care of by occupants.

(6) During long holidays the apartment buildings may need to be cleaned or inspected prior to the beginning of each semester. Therefore apartments may be closed and unavailable from September 20th until 27th or from March 20th until 27th.

4 Utilities

(1) The resident must pay for the following: Water, gas and electricity and internet connection fees; Waste disposal; Utilities used by all residents of the complex; Personal expenses.

(2) Other fees: Please refer to the standardized list of repairs that need to be taken care of by the occupant of the apartment for other fees that the resident is responsible for.

5 Guests

(1) No one may enter apartments except the residents of those apartments.

(2) Students of the opposite sex may not enter your apartment.

6 Before leaving Japan

- (1) The apartment must be returned to its original state. Following this the International Office must be notified in order for an inspection of the premises to take place.
- (2) If notified, the apartment must be emptied one week before the end of the term for cleaning purposes.

7 When using the apartment be careful about the following.

- (1) Apartment: Always keep the apartment and surrounding area clean and in order. Be careful not to damage the apartment or its contents. Do not leave or store personal belongings in public spaces. Bicycles should be locked and kept inside of the apartment yard when not being ridden. If any damage resulting from fire or other natural disasters occurs, notify the International Office immediately.
- (2) Electric appliances: Do not overextend the electrical outlets in the apartment, i.e., do not plug too many appliances into one outlet. Overextension may result in fire and should be avoided.
- (3) Safety: Be especially careful when using the gas stove and heating elements. Before leaving the apartment make sure that all lights, gas, and heaters/coolers are off.
- (4) Smoking: Smoking is prohibited in the apartments. Please smoke outside of the apartments and be sure to remove all cigarette butts when you are finished. Make sure that you air out the apartment from time to time when using gas appliances over a long period of time. Please do not use gas for long time continuously. When it is overused, the supply stops automatically. Be sure to check and practice your route of escape should fire occur.
- (5) Noise: Do not listen to your stereo or watch TV at high volume levels. Do not use electrical instruments or talk in an extremely loud voice while in the apartment, i.e., do not disturb the other residents of the apartment or those in surrounding apartments and houses. Do not use your washing machine, vacuum cleaner or make any loud noises after 10 p.m.
- (6) Garbage: All garbage must be divided into recyclable, burnable, etc., categories and placed in their proper bags. It must then be disposed of at pre-determined locations and at pre-determined times and days. DO NOT put out trash before or after these determined times or days. Do not litter.
- (7) Pets: No pets are allowed.
- (8) Community: Be sure to participate in community cleaning events. Try to become a member of the community, following its rules and work together with others. You will be asked to introduce yourself to the neighbors when you move into the apartment.

Medical Clearance Form
(for exchange students)

Name: _____ (Male/Female)

Address: _____

Date of birth: Year Month Day _____

Chest X-ray: (direct/indirect) _____

X-ray date: Year Month Day

Remarks:

I have made the following diagnosis:

Date: Year Month Day

Doctor's Name

Address

Signature

Healthcare Card
(for exchange students)

Confidential

This card will be used solely in the event of sudden illness or accident following admission to Yamaguchi Prefectural University and for no other purpose.

Date of issue: Year Month Day

Date of admission to YPU: Year Month Day

Name: (Male/Female)

Date of birth: Year Month Day

Blood type A B O AB RH (— +)

College in home country:

Length of stay at YPU: Year Month Day to Year Month Day

Faculty Affiliation (Faculty) Name of tutor ()

Health Data

Past illnesses/injuries: Age () Details ()

Age () Details ()

Allergies: (Yes/No)

Susceptibility to: ()

Ongoing treatment: ()

Regularly taken medication: ()

Current state of health:

1. anemia
2. stomach pains
3. abdominal pains
4. headaches
5. tiredness
6. insomnia
7. loss of appetite
8. Other ()

If you would like to consult a doctor about any health concerns enter brief details here.