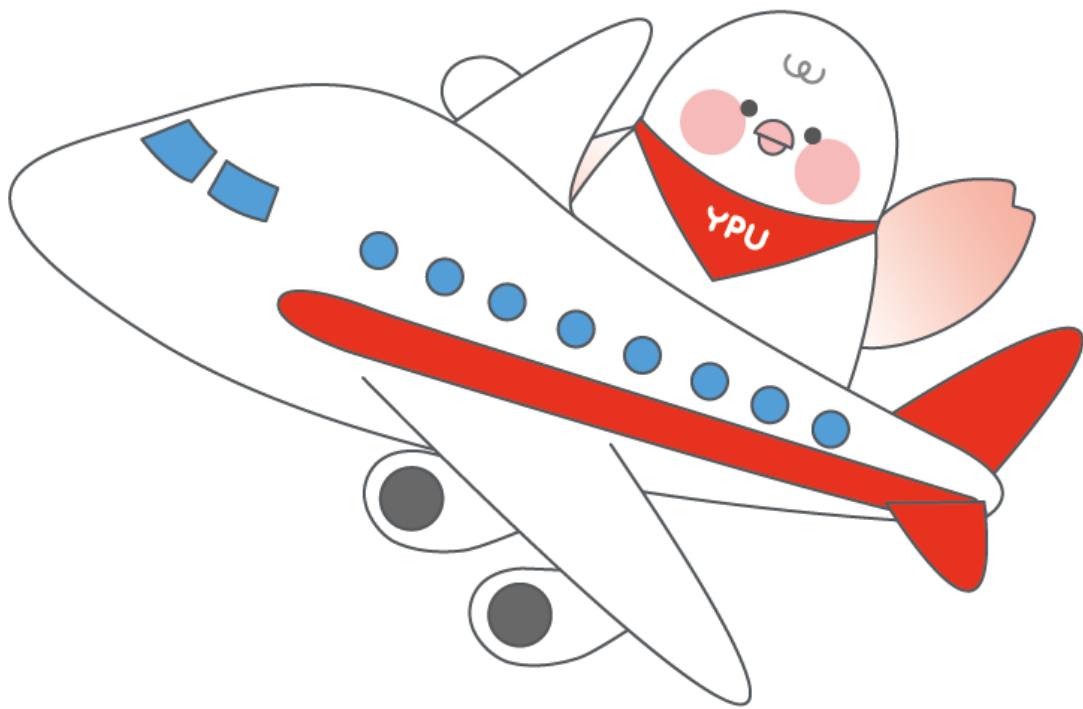


# Yamaguchi Prefectural University Exchange Program Student Guide



Global Center

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## Table of Contents

<b>Exchange Program at YPU .....</b>	<b>4</b>
<b>Purpose and Goals .....</b>	<b>4</b>
<b>About Yamaguchi City .....</b>	<b>4</b>
<b>About Yamaguchi Prefectural University.....</b>	<b>4</b>
<b>Exchange Program Outline.....</b>	<b>5</b>
Japanese as a Second Language .....	5
Yamaguchi Studies.....	6
Courses Conducted in English .....	6
Experiential Courses .....	7
Taking Classes .....	7
<b>Application and Preparation.....</b>	<b>8</b>
<b>Admission Requirements and Deadlines .....</b>	<b>8</b>
<b>Exchange Program Dates and Preparation .....</b>	<b>8</b>
<b>Fees .....</b>	<b>8</b>
<b>Necessary Documents for Application.....</b>	<b>9</b>
<b>Applying for Visas.....</b>	<b>9</b>
<b>What to Bring .....</b>	<b>10</b>
<b>Clothes .....</b>	<b>10</b>
<b>Souvenirs .....</b>	<b>10</b>
<b>Money .....</b>	<b>10</b>
<b>Living in Yamaguchi .....</b>	<b>10</b>
<b>Housing in University Apartments.....</b>	<b>10</b>
<b>School Life .....</b>	<b>11</b>
Registration.....	12
Timetable .....	12
Grading System .....	12
Class Evaluation and Feedback.....	13
Transferring Credits.....	13
Textbooks and Course Fees.....	13
Academic Advisor.....	13
Identification Documents .....	13
Off-Campus Excursions .....	14
<b>Facilities, Activities, and Services .....</b>	<b>14</b>
<b>Library.....</b>	<b>14</b>
<b>Cafeteria .....</b>	<b>14</b>
<b>School Store .....</b>	<b>15</b>
<b>Bank and Post Office .....</b>	<b>15</b>
<b>Computer Access .....</b>	<b>15</b>
<b>Student Groups .....</b>	<b>15</b>
<b>Cell Phone .....</b>	<b>15</b>
<b>Health-Related Issues .....</b>	<b>16</b>
<b>Nurse's Office and Hospital Visits.....</b>	<b>16</b>
<b>Accident Insurance.....</b>	<b>16</b>
<b>National Health Insurance .....</b>	<b>16</b>
<b>Transportation .....</b>	<b>16</b>
<b>Getting Around Town .....</b>	<b>16</b>
<b>Travel Outside of Japan .....</b>	<b>17</b>

**Getting to and from YPU ..... 17**  
    Airplane ..... 17  
    Railway ..... 17  
    Baggage Delivery Service ..... 17

## Exchange Program at YPU

### ***Purpose and Goals***

The exchange program allows students to spend one to two semesters at Yamaguchi Prefectural University (YPU) and take courses recognized for credit at their home institution.

The main goal of our exchange program is to connect exchange students with Japanese students and the local community, as well as to experience traditional Japanese life. As a small public college in a rural area, YPU offers a unique chance to experience a way of life not seen in urban locations. The people of Yamaguchi welcome opportunities to interact with exchange students.

The courses available for exchange students at YPU include Japanese as a Second Language, academic classes taught in English, and experiential courses. Exchange students with Japanese proficiency may also take courses offered to Japanese undergraduate and graduate students.

### **Partner Schools (in alphabetical order):**

- *Canada:* Bishop's University
- *China:* Qingdao University,
- *China:* Qufu Normal University
- *Finland:* University of Lapland
- *Korea:* Kyungnam University,
- *Korea:* Pusan National University
- *Spain:* Public University of Navarra
- *United States:* Hawai'i Community Colleges
- *United States:* University of West Florida



### ***About Yamaguchi City***

Yamaguchi is situated on the westernmost tip of Honshu. Due to its geographical location and proximity to the ocean, it has long had cultural exchanges with the Korean Peninsula and China. Yamaguchi City, located in the center of the prefecture, was modeled after Kyoto, the capital of Japan in the mid-14th century, and is known as the "Kyoto of the

West." The city prospered and every summer hosts the Yamaguchi Gion-matsuri Festival, which echoes Kyoto's famous festival of the same name. For more information about Yamaguchi City, visit YPU's website at [https://www.yamaguchi-pu.ac.jp/en/about\\_yamaguchi.html](https://www.yamaguchi-pu.ac.jp/en/about_yamaguchi.html).

### ***About Yamaguchi Prefectural University***

YPU is located in Yamaguchi City, a city of 200,000 people. The university is a four-year public institution with approximately 1,400 students. Due to its history as a women's university, 80 percent

of the student population is female. YPU consists of three faculties: the Faculty of Intercultural Studies, the Faculty of Social Welfare, and the Faculty of Nursing and Human Nutrition. It also has two graduate schools: Social Health Sciences and Welfare, and Intercultural Studies.

## Exchange Program Outline

The study program for exchange students at YPU includes Japanese language classes, various courses about Japan and its relationship with the world taught in English, and experiential courses in art, culture, and sports. Students with high Japanese language proficiency (JLPT N1) can also take various classes in Japanese. *Each partner university has its own requirements for courses taken during the exchange period, so students should consult their home institution's registrar before completing class registration to ensure their courses can be transferred.*

Types of Courses Exchange students can take four main types of courses:

1. Japanese as a Second Language
2. Yamaguchi Studies
3. Courses Conducted in English
4. Experiential Courses



The classes listed below are examples and may not be available every semester. Check the YPU course list at your home institution's international exchange office for a full list of courses offered.

### Japanese as a Second Language

YPU offers Japanese as a Second Language with experienced Japanese language teachers twice weekly for 90 minutes each class. The focus is on practical language skills needed for daily life in Japan. Students committed to becoming functional in Japanese will need to study outside of class as well.

## Yamaguchi Studies

Yamaguchi Studies is a program consisting of several courses designed to provide students with an understanding and appreciation of the community, history, art, and culture of Yamaguchi. Courses are offered on a rotational basis with at least one course per semester. They include both lectures and on-site components to enhance classroom learning. Classes are small and conducted in English.

Example Yamaguchi Studies Classes:

- Yamaguchi and the World
- International Exchange I & II

## Courses Conducted in English

Courses offered in English meet once a week for 90 minutes. They cover a wide range of subjects and are often attended by Japanese students interested in studying in an English-speaking environment. All grading conforms to the GPA system, with specific requirements detailed in each syllabus.

### **Spring/Summer Term:**

- Debate
- Japanese Economy and Globalization
- Japanese Modern Society

### **Fall/Winter Term:**

- Introduction to Buddhism
- Japanese Modern Culture
- Media and Communication in Japan
- Politics of Japan

### **Both Terms:**

- Major Studies Seminar
- Graduation Thesis Seminar



Most faculty members teaching these courses are not native English speakers, so the pace may differ from that at your home institution. If you encounter any issues, please contact your advisor or the Global Center promptly.

## Experiential Courses

These courses are offered to both Japanese and exchange students and are larger than other classes. There is typically no English language support. Subjects range from traditional Japanese arts to physical education. Due to high demand, entrance is on a first-come, first-served or raffle basis. Some classes require special fees.



Experiential Courses:

- Calligraphy
- Tea Ceremony
- Flower Arranging
- Pottery
- Badminton
- Volleyball
- Basketball
- Other sports

## Taking Classes

Except for the Japanese as a Second Language class, all classes meet once per week for 90 minutes. The school day runs from 8:50 a.m. to 7:30 p.m., and most students take about 10 to 12 classes per semester. Most classes are lecture-based, but the smaller class sizes for exchange students allow for more discussion.

There is no official mid-term exam period at YPU, and most teachers do not give mid-term exams. Students staying until the end of the semester will take their exams with Japanese students, however many classes offered for exchange students will cumulate in a final report rather than an exam.

## **Application and Preparation**

### ***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, so students should follow the schedules set by their home institutions. After selection, each school must send a letter of recommendation confirming the applicants' residency and good academic standing. Please complete these procedures by the deadlines. All students recommended by their institutions are automatically granted admission as per the exchange agreements.



### ***Exchange Program Dates and Preparation***

- **Spring/Summer Term:** Begins on the second Monday of April and ends in the first week of August. Exchange students must arrive in Yamaguchi on the designated date in late March for a 2-3 day orientation program. Departure dates are usually around mid-August.
- **Fall/Winter Term:** Begins on October 1st or the first weekday in October if the 1st is a weekend and ends in the second week of February. Exchange students must arrive in Yamaguchi on the designated date in late September for a 2-3 day orientation program. Departure dates are usually around mid-February.

Students from the same institution should arrive together if possible. Those arriving before the designated dates must arrange their own accommodation.

### ***Fees***

Students pay program fees according to their home institution's requirements. Tuition is paid to the home institution, while rent and utilities are paid to YPU. Students are responsible for their own transportation costs, textbooks, personal phones, and any travel expenses during their stay.



## ***Necessary Documents for Application***

University staff must submit the following:

1. YPU Exchange Student Recommendation
2. Academic Transcripts
3. Letter of Recommendation

Students must submit the following:

1. YPU Online Application
2. Passport Scan
3. Student Photograph
4. Certificate of Health
5. Certificate of Eligibility (COE) Application
6. Class Request Form
7. University Apartment Agreement
8. Homestay Preliminary Survey



Documents from the home institution must be submitted online by April 1<sup>st</sup> for Fall/Winter Students and by November 20<sup>th</sup> for Spring/Summer students. Documents from students must be submitted online by April 20<sup>th</sup> for Fall/Winter students and December 10<sup>th</sup> for Spring/Summer students. Please see <https://www.yamaguchi-pu.ac.jp/en/exchange-application.html> for more details.

## ***Applying for Visas***

Once the documents are sent to YPU, we will issue a Letter of Admission and then apply for a Certificate of Eligibility (COE) from the Ministry of Foreign Affairs. After the COE has been issued, it will be scanned and sent to the student's institution before physical copies of both the Letter of Admission and COE are sent to the students' home institutions. The Letter of Admission/COE are typically sent by late February for Spring/Summer arrivals and early September for Fall/Winter arrivals. Students must take these documents and their passports to the nearest Japanese embassy or consulate to obtain their entry visa. The entry visa is affixed to the passport and is necessary for entry into Japan. It may take about a month to process in the students' home countries. All visa processing costs are the responsibility of the students.

## What to Bring

### ***Clothes***

There is no formal dress code at YPU. Attire should be moderate and appropriate, though professional attire may be needed for certain events. Yamaguchi City's climate is warm and pleasant in spring, rainy in June, hot and humid from mid-July to mid-September, and cold in winter with occasional snow. Hats, umbrellas, raincoats or windbreakers, and sunscreen are recommended (all can be purchased in Japan if necessary).

### ***Souvenirs***

Students are encouraged to bring three or four small gifts to thank people for their kindness or hospitality. This Japanese custom is appreciated but not mandatory. Recommended gifts include local products, college or university goods, and items that are easy to pack and not easily breakable. Gifts for faculty members or university officials are not necessary.

### ***Money***

Only Japanese Yen can be used in Japan. It is advisable to have 50,000 to 60,000 yen in cash for the first month's living expenses. Money can be exchanged at international airports but not in Yamaguchi City. International credit cards can be used to withdraw cash from ATMs. Most students use cash advances, debit ATM cards, and credit cards at convenience stores and post offices throughout Japan. Check with your financial institution before coming to Japan to ensure your card can be used to withdraw money from your home country bank account while in Japan.



## Living in Yamaguchi



### ***Housing in University Apartments***

Exchange students can reside in university-owned apartments or private apartments. The university apartments are located about a 10-minute walk from YPU. Exchange students share the apartments with 2-3 other exchange students of the same gender but possibly from different countries.

Students must pay the monthly rent of 13,000 yen to the Global Center on a designated date each month. Utilities (electricity, gas, water) are charged at a fixed rate of 10,000 yen per month, and a neighborhood community fee of 300 yen is required every six months.

Each dormitory has shared living spaces, including a living room, kitchen, toilet, bathtub/shower, and internet connection, as well as private rooms (single or double). Private rooms are furnished with a bed, desk, and clothes rack. Each room has an air conditioner, and the kitchen is equipped with a rice cooker, microwave, and refrigerator. There is also a washing machine.



Students must submit an initial application and sign a contract agreeing to follow the dormitory rules. Failure to comply with the rules will result in warnings and possible eviction. Students must be considerate of their neighbors, including faculty and their families. Specific rules include separating trash and participating in community activities like clean-ups. Smoking is prohibited inside the dormitory.

Students may also choose to rent a private apartment, but they must handle the arrangements themselves. Rent for a room with a kitchen and bathroom typically starts at 30,000 yen per month, and a deposit equivalent to three months' rent is usually required. Students should contact the Global Center in advance to discuss their housing options.

Regardless of the housing choice, students are responsible for keeping their living spaces clean. In Japan, students are expected to clean their dormitories or apartments themselves. Failure to restore the property to its original state may result in cleaning or repair fees.

## School Life

While on campus at YPU, exchange students have the same privileges and responsibilities as Japanese students. They can use all campus facilities, including the library and cafeteria, and must adhere to university rules. The Global Center, student tutors, and advisors are available to help with any questions or concerns.

## Registration

Students must register for classes by the specified deadline. They should consult with their advisors or the Global Center to ensure they are registering for the correct courses and number of credits. Changes to registration are difficult after the deadline, so it is important to seek advice beforehand. Students can drop courses within the first three weeks of the semester but can only add courses during the first two weeks. It is recommended that students attend various classes during the first week before deciding which ones to register for.



## Timetable

Classes are 90 minutes long with no breaks. The schedule is as follows:

- **1st Period:** 8:50 AM– 10:20 AM
- **2nd Period:** 10:30 AM – 12:00 PM
- **3rd Period:** 1:00 PM – 2:30 PM
- **4th Period:** 2:40 PM – 4:10 PM
- **5th Period:** 4:20 PM – 5:50 PM
- **6th Period:** 6:00 PM – 7:30 PM
- **7th Period:** 7:40 PM – 9:10 PM

## Grading System

YPU uses a 5-level, 4-point GPA system. Grades are as follows:

- Grade of 90–100: A (4 points)
- Grade of 80–89: B (3 points)
- Grade of 70–79: C (2 points)
- Grade of 60–69: D (1 point)
- Grade of 59 or fewer: F (0 points)

## Class Evaluation and Feedback

Students must provide online feedback for many classes. During orientation, they will learn how to use the computer system for class registration, feedback, and assignments. Concerns about classes should be addressed directly to the faculty member. If unresolved, students should contact their advisor.



## Transferring Credits

Final grades will be sent directly to each student's home institution. Students should consult their home institution's registrar before arriving at YPU to understand how credits will transfer. YPU is not responsible for how credits are counted at other institutions.

## Textbooks and Course Fees

Students must purchase textbooks as indicated in the syllabi. Textbooks can cost between 15,000 and 30,000 yen per semester. Students are also responsible for fees for materials used in practical courses like flower arrangement, tea ceremony, and pottery.

## Academic Advisor

Students will be assigned an advisor upon arrival at YPU to help with questions about the program and provide information.

## Identification Documents

The following items should be carried with you at all times:

- Student ID: Issued during orientation and used for discounts, identification, and attendance.
- Resident Card: Required for foreign residents staying over 90 days. Issued at major airports or local city offices.
- National Health Insurance Card and Pension: Students must enroll in National Health Insurance (about 1,900 yen per month) and the National Pension (payment exemption for international students).

## Off-Campus Excursions

- School Visits: Exchange students may visit local schools to present about their home countries. Prepare a short PowerPoint presentation and bring cultural items if possible.
- Weekend Events and Activities: Students can participate in activities like apple-picking, barbecues, and high school English camps to experience Japanese culture.
- Home-Visits/Homestay Experiences: Try a home-visit or short homestay to experience Japanese family life. Relationships with host families may continue beyond the initial visit.

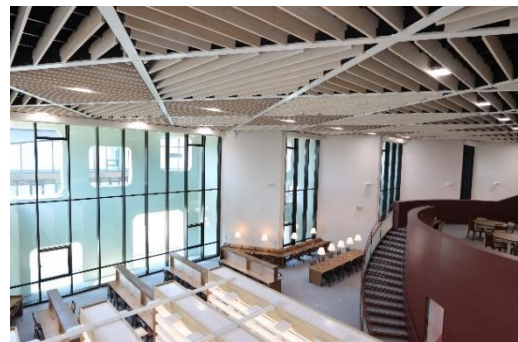


## **Facilities, Activities, and Services**

The Yamaguchi Prefectural University (YPU) campus has two sections, with the South Campus containing the gymnasium, sports fields, and workout room, while the North Campus houses all undergraduate and graduate departments, classroom, administrative buildings, the auditorium, the library, the cafeteria, and the school store. During orientation, students will receive a campus map and participate in a campus tour.

### ***Library***

The main library on campus is in Building 3. Students can use the library by scanning their student ID cards at the entrance. After-hour use requires special permission. While English resources are limited, a fair selection of journals and magazines are available.



### ***Cafeteria***

The Welfare Building houses a student cafeteria run by the Student Co-op, which is open on weekdays for student use while classes are in session. The cafeteria serves food from 11 AM to 2 PM while classes are in session.



### ***School Store***

The school store, also located in the Welfare Building, offers textbooks, stationery items, calligraphy supplies, snacks, and box lunches. It's opened weekdays from 10 AM to 6 PM while classes are being held, and from 10 AM to 2 PM during breaks.

### ***Bank and Post Office***

Cash machines (ATMs) are available at most convenience stores and at post offices. In general, students can access their accounts in North America and Europe if they first inform their bank that they will be abroad. Cashing services from Visa and other credit cards are also available at these ATMs.

Students may open a savings account at a local bank or post office for the duration of their stay. International transfers can be done at local banks or through the post office banking system, but students must have a My Number (equivalent to a social security number in the USA).

### ***Computer Access***

Students have access to computer labs in the university and the Faculty of International Studies. All computers at YPU have Japanese language operating systems but can produce text in Japanese or English. Students will be provided with a YPU email account but can also use their previous email addresses for communication with teachers and various offices on campus.

### ***Student Groups***

There are over 60 student activity groups on campus, ranging from sports to traditional arts, dance, and volunteer work. Students from abroad are welcome to participate. A description book will be handed out during orientation, so feel free to join any activity that interests you.

### ***Cell Phone***



Students who would like to use their cell phones should bring their own SIM-free phones and get a SIM card at major airports upon arrival. For those who wish to buy a phone in Japan, there are several phone companies that all provide a similar service. All phone bills must be paid in full before

departure. Wi-Fi is available in university apartments, on campus, and in various stores and buildings around town.

## **Health-Related Issues**

### ***Nurse's Office and Hospital Visits***

There is a nurse's office available for student use on weekdays. Emergency care and over-the-counter medications are available. Other ailments must be treated off-campus at medical clinics or hospitals. Students must have travel insurance before arriving in Japan and must also pay for the following insurance plans in addition to their own travel insurance.

### ***Accident Insurance***

All students must pay for two accident insurance plans required by YPU. These plans cover medical costs and damage to people or property resulting from accidents on or off-campus. They do not cover health-related issues. Gakkensai costs 1,340 yen for any period up to one year; inbound insurance costs 870 yen for four months or 1,580 yen for one year for the most basic type.

### ***National Health Insurance***

All students are required to enroll in the national health insurance program, which costs approximately 1,900 yen per month and covers medical and dental visits. Students will receive monthly bills from the City Office about one month after arrival. When leaving Japan, students must return their insurance card and pay for the final month. Students should notify their advisor or the Global Center when seeking medical attention as interpretation may be necessary.

## **Transportation**

### ***Getting Around Town***

Students may rent bicycles through the University Co-op. Bicycles should be ridden on the left-hand side of the road. Students are responsible for any loss, theft, or maintenance fees. Taxis, buses, and trains are also available for student use during inclement weather or for longer distances.





## ***Travel Outside of Japan***

Students can travel outside of Japan while at YPU but must take their residence cards and show them at the Immigration counter when exiting and re-entering Japan. Students must inform their YPU advisor and submit the necessary forms to the Global Center before leaving Japan.

## ***Getting to and from YPU***

### Airplane

From Tokyo Haneda Airport: Haneda Airport → Yamaguchi Ube Airport (90 minute flight) → Shin-Yamaguchi Station (30 minutes, bus) → Miyano Station (30 minutes, local train) → YPU (15 minutes on foot)

### Railway

**From Tokyo Station:** Tokyo Station → Shin-Yamaguchi Station (4.5 hours, bullet train) → Miyano Station (30 minutes, local train) → YPU (15 minutes on foot)

**From Fukuoka Airport:** Fukuoka Airport → Hakata Station (10 minutes, subway) → Shin-Yamaguchi Station (40 minutes, bullet train) → Miyano Station (30 minutes, local train) → YPU (15 minute walk)

### Baggage Delivery Service

Nippon Express and Yamato Transport offer home delivery services between the university apartments and airports/hotels (maximum weight 25 kg).