

**Guidelines for Student Exchange Program Applicants**  
**Based on Inter-faculty Student Exchange Agreement**  
**of the School of Letters/ Graduate School of Humanities, Osaka University**

**Preface**

Osaka University plans to merge the Graduate School of Letters and the Graduate School of Language and Culture to establish Graduate School of Humanities consisting of five divisions (i.e. Humanities, Language and Culture, Foreign Studies, Japanese Studies and Arts Studies) on April 1, 2022.

**1. Program Summary**

Student Exchange Program based on Inter-faculty Student Exchange Agreement of the School of Letters/Divisions of Humanities, Department of Foundational Japanese Studies of Division of Japanese Studies and Division of Arts Studies, Graduate School of Humanities (hereinafter referred to as the “**\*Graduate School of Humanities**”), is the Program that a student may freely take classes offered by the aforementioned School/Graduate School, and/or conduct researches under the supervision of the advisor at Osaka University. The student would take classes of the School of Letters/**\*Graduate School of Humanities** as a Special Auditor, or conduct researches as a Special Research Student of Osaka University, while staying registered to a faculty/graduate school of their home university.

The status of enrollment at the aforementioned School/Graduate School will be either of the following:

- ‘Special Auditor’ for both undergraduate and graduate student who’d like to take classes and obtain credits.
- ‘Special Research Student’ for only graduate students who’d like to conduct researches under the supervision of an advisor at Osaka University, who can also take classes, but cannot obtain credits.

**2. Qualifications**

- (1) Applicants must be registered during the whole period of their study at Osaka University, to a faculty/graduate school of an university that has an Inter-faculty Student Exchange Agreement with the School of Letters/**\*Graduate School of Humanities**, Osaka University.
- (2) Applicants must officially be nominated by their home university that has an Inter-faculty Student Exchange Agreement with the School of Letters/**\*Graduate School of Humanities**.
- (3) Applicants must be the second year student of undergraduate course or above at the time of enrollment at Osaka University.
- (4) Applicants must not apply for any other program offered by Osaka University at the same time,

such as OUSSEP, Maple, Japanese Studies Program sponsored by the Japanese Government (*Nikkensei*).

(5) Applicants must have Japanese language ability of N2 or above of the ‘Japanese Language Proficiency Test’ (JLPT).

(6) Applicants must certify that they can afford all the cost for studying in Japan. (Refer \*1 in section 5.)

(7) Applicants must submit all the required documents.

### 3. Starting Date and Term of Study

The starting date of study will be either 1 October or 1 April, and the term of study will be either for half a year or one year.

Starting in October: From 1 October, 2022 to March 31, 2023 for half-year term

From 1 October, 2022 to September 30, 2023 for one-year term

Starting in April: From 1 April 2023 to September 30, 2023 for half-year term

From 1 April 2023 to March 31, 2024 for one-year term

### 4. Classes to take at the School of Letters/\*Graduate School of Humanities

‘Special Auditors’ must take at least seven classes offered by the School of Letters/\***Graduate School of Humanities** per week out of the following syllabus, in order to satisfy the prerequisite for obtaining the residence status as ‘College Student (*Ryugaku*)’.

[https://koan.osaka-u.ac.jp/syllabus\\_ex/campus](https://koan.osaka-u.ac.jp/syllabus_ex/campus)

On the other hand, ‘Special Research Students’ are required to conduct ten hours or more of researches per week including auditing classes, in order to obtain the residence status as ‘College Student (*Ryugaku*)’.

Note: Please consult the Contact Person (CP) before selecting the course.

### 5. Required documents

(1) Application Form 1 ※Prescribed form, photo attached

(2) Application Form 2 ※Prescribed form

(3) One recommendation letter in Japanese or English from the academic advisor or dean of the applicant’s home university with the handwritten signature (No prescribed form, but must be in A4 size and the applicant’s information including research topic.)

(4) Certificate of university enrollment issued by the applicant’s home university (An English or Japanese translation must be attached if it is written in a language other than them.)

(5) Certified academic records of the previous academic year issued by the applicant’s home university (An English or Japanese translation must be attached if it is written in a language other than them.)

- (6) Copy of the applicant's passport (the page with the photo)
- (7) Copy of a 'Certificate: Japanese Language Proficiency Test' of N2 or above and 'Certificate of Result and Scores'
- (8) Certificate of some scholarship entitlements or deposit balance of an applicant's bank account in English issued by the bank (Refer \*1)

\*1 When applicants apply for the student visa, document(s) certifying the balance of at least 100,000 to 120,000 yen per month multiplied by the period of study (e.g. For 6 months, 100,000 to 120,000 yen x 6, or for 12 months, 100,000 to 120,000 yen x 12) must be presented.

## **6. Application deadline**

For enrollment on October 1, 2022: March 10, 2022

For enrollment on April 1, 2023: October 31, 2022

## **7. Application procedure**

All the application documents must be submitted to the International Affairs Office via e-mail to [inter@let.osaka-u.ac.jp](mailto:inter@let.osaka-u.ac.jp), whereas the originals must be kept until the applicant comes to Osaka.

If the volume of application documents exceeds 3MB, please send the documents to [moinuddin@let.osaka-u.ac.jp](mailto:moinuddin@let.osaka-u.ac.jp) and [matsumoto-r@let.osaka-u.ac.jp](mailto:matsumoto-r@let.osaka-u.ac.jp), instead of the aforementioned e-mail address.

## **8. Announcement of the result**

The applicants would usually be informed of the result via e-mail at least three months prior to the starting date.

## **9. Accommodation**

Regarding the accommodation, please refer to the following site of 'Support Office for International Students and Scholars, Osaka University':

<https://iss-intl.osaka-u.ac.jp/supportoffice/jpn/housing/>

As Osaka University has a very limited number of dorm rooms on campus and they usually go to the students who stay longer, only private accommodation might be available.

## **10. Inquiries and further information**

International Affairs Office, School of Letters, Osaka University

E-mail: [inter@let.osaka-u.ac.jp](mailto:inter@let.osaka-u.ac.jp)

Phone: +81-(0)6-6850-6409

Office hours: 10:00 to 17:00 JST, Monday to Friday