

**INTERNATIONAL STUDENT EXCHANGE PROGRAM****UNDERGRADUATE STUDY****Fact Sheet 2013****General information**

<b>Name of Institution</b>	Nagoya University of Commerce & Business (NUCB)
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**Undergraduate Programs - Team Contact Details**

<b>Name</b>	<b>Function</b>	<b>Contact email</b>
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**Academic Calendar** ★

	<b>Spring Semester 2013</b>		<b>Fall Semester 2013</b>	
	TERM 1	TERM 2	TERM 3	TERM 4
<b>Classes Start</b>	March 25 <sup>th</sup>	June 3 <sup>rd</sup>	September 2 <sup>nd</sup>	October 28 <sup>th</sup>
<b>Classes End</b>	May 24 <sup>th</sup>	July 19 <sup>th</sup>	October 18 <sup>th</sup>	December 13 <sup>th</sup>
<b>Exams</b>	May 27 <sup>st</sup> - 31 <sup>th</sup>	July 22 <sup>nd</sup> - 26 <sup>th</sup>	October 21 <sup>st</sup> - 25 <sup>th</sup>	December 16 <sup>th</sup> - 20 <sup>th</sup>

**Important Dates** ★

	<b>Spring Semester 2013</b>	<b>Fall Semester 2013</b>
<b>Regular application deadline</b>	December 21 <sup>st</sup> 2012	May 1 <sup>st</sup> 2013
<b>Late application deadline</b>	Feb 1 <sup>st</sup> 2013	May 15 <sup>th</sup> 2013
<b>Hall of residence check-in</b>	March 20 <sup>th</sup> & 21 <sup>st</sup> 2013	Aug 28 <sup>th</sup> & 29 <sup>th</sup> 2013
<b>Orientation sessions</b>	March 22 <sup>nd</sup> 2013	Aug 30 <sup>st</sup> 2013

★ Please note that dates are provisional and subject to changes

## Course Details

<b>Name of course</b>	Global Leadership Program (GLP)
<b>Academic Level</b>	Undergraduate
<b>Language of instruction</b>	English
<b>Length of instruction</b>	1 semester (approx. 4 months) or 1 year
<b>English requirements</b>	TOEFL iBT 80 / TOEFL CBT 550 / TOEIC 800 / IELTS 6.0 (NB: students whose home courses are taught in English do not need to demonstrate TOEFL/TOEIC/IELTS scores)
<b>Course structure</b>	Each course is 100 minutes x 14 class meetings, plus a final exam. Attendance at classes is compulsory.
<b>Credits</b>	Each course is worth 2 NUCB credits, equivalent to 3 ECTS credits.
<b>List of courses</b>	A list of courses available to undergraduate exchange students in Spring and Fall 2013 is not yet available, but will be broadly comparable to the 2012 curriculum available here: <a href="http://tinyurl.com/84h69hv">http://tinyurl.com/84h69hv</a> . We will keep you informed as soon as the new curriculum is available.
<b>Course load</b>	Students normally take 10 courses per semester for 20 NUCB credits (30 ECTS credits). Whilst NUCB recommends students register for 4-5 courses per term, the exact number of courses required depends upon each student's home institution. Exchange students are asked to pre-approve their course load with their academic advisors prior to coming to NUCB.

## Application procedure

<b>Step</b>	<b>Action</b>
<b>1</b>	Partner school coordinators should notify the NUCB International Affairs team of the number of students they have nominated to send to NUCB: Dr. Mike Hugh <a href="mailto:hugh@nucba.ac.jp">hugh@nucba.ac.jp</a> NUCB International Affairs team will then send coordinators an Application Pack by email, containing most of the required documents students need to apply to NUCB and for their Japanese visa (please refer to (2), below).
<b>2</b>	Students complete the application documents as contained in the Application Pack, gather other necessary documents, and send them to NUCB by registered post. Required documents include: <ol style="list-style-type: none"> <li>1. NUCB application form (template provided by NUCB)</li> <li>2. Letter of guarantee (template provided by NUCB)</li> <li>3. Letter of financial guarantee (template provided by NUCB)</li> <li>4. CV/Resume</li> <li>5. 1 page letter describing why they want to study in Japan/NUCB (in English, no specific format)</li> <li>6. Bank statement (original paper copy) of self or financial supporter (required for visa application)</li> <li>7. Completed visa Certificate of Eligibility (COE) application form (template provided by NUCB)</li> <li>8. 3 passport-sized photos, with the student's name written on the back</li> <li>9. TOEFL/TOEIC/IELTS score certificate (original paper version) or letter from home institution confirming language ability if the student's home university courses are taught in English.</li> <li>10. Transcript of academic scores to date from home university (original paper version)</li> <li>11. 2 copies of the photo page of the student's passport</li> </ol>
<b>3</b>	The NUCB International Affairs team will compile each student's COE application documents and submit them to the Japanese visa authorities. When processed, the Japanese visa authorities will send the official COE to NUCB.

4	NUCB will send the COE and Letter of Acceptance to partner school coordinators, who should distribute them to their students.
5	Students should take their COE and other supporting documents to their nearest Japanese embassy or Consulate for processing in order to receive their actual visas.

## Other information

<b>Visa requirements</b>	Exchange students are required to have a Student Visa from the Japanese government. This is obtained by completing a Certificate of Eligibility (COE) application form (supplied by NUCB), successfully receiving the COE (NUCB will submit the students' COE to the Japanese authorities for them), and then taking the COE and other supporting documents to the Japanese embassy in the students' home countries (students are required to do this themselves). As precise visa processing procedures and times taken to complete the application vary slightly amongst embassies from country to country, we recommend that students go to their nearest Japanese embassy as soon as they can after receipt of their COE.
<b>Tuition and fees</b>	Through our exchange program, tuition fees for incoming exchange students are waived. Students are still required to pay for: textbooks, accommodation fees for the International Halls of Residence, transportation to and from campus, food and other general living costs.
<b>Health insurance</b>	Students are legally required to have health insurance cover. We recommend that students organize this themselves in their home country before coming to Japan.
<b>Accommodation</b>	Upon application, students are automatically allocated a single-occupancy room in the Chiyoda halls of residence. This is a modern building, whose features include: pass-key lock entrance, 24m <sup>2</sup> single rooms, bed and bedding, closet, desk and chair, toilet, full bath and washroom, book shelves, AC/heater, TV, refrigerator, microwave oven, washing machine, LAN internet access. No specific application to halls of residence is necessary.
<b>Financial support</b>	A limited number of Japanese government scholarships (JASSO) are available to incoming exchange students. In addition, NUCB also allocates a limited number of Housing Scholarships to incoming students to students whose GPA meets certain requirements. Students are not required to apply for these scholarships, they are automatically considered upon application to NUCB. To be eligible for consideration for either a JASSO or Housing scholarship, students' academic transcript scores are taken into account as well as their CV's and Letters of Motivation. Please note that receipt of a scholarship is in no way guaranteed.



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