

## **General Information for the Short Program At Chiba University**

### **Instructions**

If you are a student and wish to join the short program at Chiba University, please contact the student exchange office at your home university. We usually accept the request through the person in charge of international affairs or exchange support section.

### **Requirements**

Every participant must be enrolled as an undergraduate or graduate student in an institution of higher education that has concluded an inter university agreement with Chiba University. In addition, students must have the ability to communicate and understand lectures in English.

### **Notice**

- The program schedule and course contents may be subject to change.
- The minimum number of participants is approximately 15. If the program fails to meet the minimum enrollment requirement, it will be cancelled.
- If the application number exceeds the available number of places, you may be unable to enroll.
- Cancellation after payment of program fees will incur a cancellation fee.
- Participants are required to purchase appropriate overseas travel insurance during their stay in Japan.

### **Procedures**

1. Download and fill out **Questionnaire Sheet** on the web site
2. Contact and submit the filled sheet to us by the university's applicant
3. Notification of acceptance and detailed information will be sent to the applicant
4. Download and fill out **Application Form** and **Pledge Form** by each of the participants on the web site
5. Prepare and collect all required documents for the registration
6. Check and sign the agreement regarding the program
7. Make a payment of the program fee to the designated bank account

\*Application deadline depends on each program. Please contact us and ask about the program schedule by three months before the preferred date.

\*Regarding the result of admission, it may take time to reply to you depending on the conditions.

### Required documents for participants

1. **Application Form** and **Pledge Form** for the program  
(Downloadable from our web site)
2. Copy of passport (pages showing name, passport number and face photo)
3. Verification of student status at your home university
4. Data of your face photo with JPEG format

### Tuition and Fees

Tuition varies based on the program content, period of stay and number of credits awarded. General program fees for the 2018 - 2019 of academic year are JPY 120,000- (2 credits / 30 hours of classes) per person. The fees include tuition, admission, field studies, school supplies and educational materials. Flights, accommodation, overseas insurance, transportation, meals and other living expenses are not included.

### Accommodation

We will make the arrangement for a hotel in and around the Chiba-city upon your request. It costs around JPY 6,000 ~ JPY 10,000 per night with breakfast, depending on the room types, seasons, location and other conditions. Besides, International House, a dormitory for overseas students of Chiba University may have some rooms available if your conditions and ours are met. Please ask us and check the availability since the number of rooms is very limited.

### Credit transfer and Certificate

Each course generally consists of 15 hours of classes, which correspond to 1 credit. For example, if you complete a total of 30 hours of lectures, workshops, discussions or field studies successfully, 2 credits will be granted at the end of the program. We will issue a certificate of completion to every person who has completed the program. As the credit transfer process is different for every university, each participant needs to consult with his / her home institution if he / she wish to transfer the credits.

### Payment

Payment information will be provided after your enrollment has been confirmed, and no later than 5 weeks before the program starting date.

Full program fees must be paid in Japanese Yen and received by wire transfer. You are responsible for paying all bank charges related to the transfer of fees (both on your side and on the receiving side).

**Contact**

Short program at Chiba University

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