

2025-2026 Hakuoh University Partner Institution Study Abroad Exchange Program Application Guideline

The Hakuoh University Partnership Study Abroad Program is an opportunity for students to gain interest in other countries and cultures through on-campus exchange activities with international students and gain motivation to study abroad. Students will learn about the joys and difficulties of living overseas. Hakuoh University offers a wide variety of activities and programs to students from all around the world, and they will have many opportunities to participate in cross-cultural exchange activities.

Application Deadline & Program Length **⚠ Please strictly adhere to the deadline**

Spring Semester Entrance :

①Nomination Deadline: September 20, 2024 **②Submission Deadline: September 30, 2024**

•Half Year: April 2025 – August 2025

•One Year: April 2025– February 2026

*Final Exams: Late July - Early August

Summer Break: Early August - Mid-September

Fall Semester Entrance :

①Nomination Deadline: March 10, 2025 **②Submission Deadline: March 20, 2025**

•Half Year: September 2025 – February 2026

•One Year: September 2025 – August 2026

*Final Exams: Late January - Early February

Spring Break: Early February - March

Application Requirements and Qualifications **※Be sure to check below**

Please make sure to meet the following criteria and familiarize yourself with all the program requirements.

While studying abroad at Hakuoh University, you will be enrolled as a student at your home institution.

You are in good health and do not have any physical conditions that could prevent you from studying abroad.

You have proved yourself to be a responsible student by completing and passing course requirements at your home university.

You have completed at least two years (or four semesters) of classes at your home institution.

You have completed at least two years (or four semesters) of Japanese language classes and have a basic understanding of conversational Japanese that would aid you in the host country.

You have a GPA of 3.0 or higher on a four-point grading scale.

You have the motivation to actively participate in international exchange activities and want to be an active member of the Hakuoh University international exchange community.

Tuition

Students enrolled at Hakuoh University partner institutions are exempt from paying tuition for Hakuoh classes.

Housing rent: Free

The dormitory's rent of 30,000 yen is exempted as per the Agreement of Exchange between partner institutions. The student is required to be an active member of the university's international community. We ask that all exchange students at Hakuoh University allow time for the extra-curricular activities listed below:

•International Exchange Hour (Once a week):

In an effort to deepen the bonds with Hakuoh students, let's talk about your culture and your home country or school. Scheduled to be held at the Plaza in front of the International Affairs Office in Main Campus during lunch break every Thursday.

•Other Available Activities:

Visit High School to give a presentation on culture of your home country, Participate in Seminar courses and some events, Participation in SIPS (Student International Exchange Groups) activities, Participate in a Japanese speech contest, Participate in self-access learning activities at the Language Commons, Visit a sporting event to cheer for

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the home team, Assist with classes that may be conducted in your native language, Assist with translation and interpreting

Application Process

△Please be sure to read “DEAR STUDENTS” in the “Application for Certificate of Eligibility Application for COE”. Please note that if any documents or photos that do not meet the requirements are submitted by the submission deadline, we will not be able to issue a residence card based on the guidance from the Tokyo Regional Immigration Services Bureau.

1. The application documents are below:

Note:

- Complete No. 1, 2, 4, and 5, **using Microsoft Excel.**
- Please send by postage the **original** of the Letter of Paying Expenses.
- Regarding the Study Plan (Located in Hakuoh Application Form - Sheet 4), if you write by hand, please forward it by regular mail.

| No | Application documents | Email Attachment | Postage |
|----|--|------------------|---------|
| 1 | Personal Information | ○Excel | |
| 2 | Medical Interview Sheet | ○Excel | |
| 3 | Study Plan | ○Excel | or○ |
| 4 | Application for Certificate of Eligibility | ○Excel | |
| 5 | Letter of Paying Expenses (Original) | ○Excel | ○ |
| 6 | One letter of Recommendation from Applicant's University | | ○ |
| 7 | Original or Certificate Copy of Academic Records | | ○ |
| 8 | A Xeroxed copy of applicant's passport | | ○ |
| 9 | Original Photograph (3 inch×4 inch) Please check the following website for the photo standards to be sent by mail before taking and submitting your photo. https://www.moj.go.jp/isa/applications/procedures/photo_info_00002.html?hl=en *You can change the language | ○ | ○ |

2. Please send all application documents to Hakuoh University through your home institution’s international affairs office by the nomination deadline. For nomination deadlines, please refer to **Application Deadline & Program Length.**

- Email addressed to: global@ad.hakuoh.ac.jp
- Postage address: Name of coordinator: Miku Hiroki
Hakuoh University
International Affairs Office
2-2-2 Ekihigashidori
Oyama City, Tochigi, 323-8586 JAPAN
(Tel)+81-285-20-8162 (Fax)+81-285-20-8163

3. Hakuoh University will send two documents to your home institution: Certificate of Eligibility and Letter of Acceptance. ※If necessary, you may receive additional admission documents from the Japanese Bureau of

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Immigration to complete. The Japanese Ministry of Law will conduct a background check to see if you are eligible for a visa to study abroad. Hakuoh University bears no responsibility if you are unable to obtain the necessary visa to study abroad.

4. Once your Certificate of Eligibility and Letter of Acceptance arrive, please submit these documents to your closest Japanese Consulate or Embassy. From there, your visa will be prepared.

Classes

Registration information will be provided at the class orientation (Zoom) prior to study abroad.

*Example Courses that you can apply to at Hakuoh University:

https://hakuoh.jp/global/pdf/global_05/Available_Courses.pdf

Notes on Course Registration

If you wish to participate in any courses for students enrolled full time at Hakuoh University, please be aware of the following:

- These classes will be conducted in Japanese, and an N2 level of Japanese comprehension will be necessary.
- Registering for these classes will require the permission from a Hakuoh faculty or staff member.
- If a credited course is full and it requires a lottery system to enter, you will not be permitted to register for those courses.
- Whether or not any courses taken at Hakuoh will be eligible for credit at your home institution is up to your home university to decide. Please consult with your home institution before registering for a credited course at Hakuoh University.

Housing

Exchange students are permitted to stay at Hakuoh University dormitories for FREE room use except they will be required to pay for cleaning at the end of the stay, utility bills, Wi-Fi and SIM. After your arrival at Hakuoh University, a Room Cleaning Fee of 10,000 yen and Futon Fee 7,000 yen will be charged to each student.

Facilities: Studio apartment: Kitchen, bath/shower, shared washing machines, bed, and refrigerator.

※Wi-Fi: No contract is required for women's dormitory, but **men's dormitory requires a separate contract**. If you wish to sign up for Wi-Fi, due to the convenience of the Internet Company, please understand that **it may take 1-2 months before you can use the service**.

Students are required to pay for all their own utility bills.

※Utilities such as electricity, gas, and water need to be paid either using a credit card or some form of online payment. Please be sure to have a credit card or alternative online payment method that can be used in Japan. For further details, please review below:

<https://www.tepco.co.jp/ep/private/payment/payment06.html>

※Approximate expenses amount to 10,000 Yen per month. As per your visa status of College Student, in principle, you are not allowed to participate in part-time work. Please prepare any and all necessary funds for studying abroad before studying abroad or work out a remittance system with your expense supporter before departing for Japan.

Closing Ceremony

Following the successful completion of the applicant's exchange program at Hakuoh University, a closing ceremony will be held, and the student will be presented with a Certificate of Completion. As per the agreement with all Hakuoh University partner institutions, your attendance at this ceremony is required.

Hakuoh University Websites

Homepage: <https://hakuoh.jp/>

Homepage in English: <https://hakuoh.jp/english/>

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Facebook: <https://www.facebook.com/hakuoh.international.information/>

Instagram Account: <https://www.instagram.com/890goglobal/>

Contact Information Regarding Hakuoh University's Exchange Program

Should you have any additional questions, please do not hesitate to contact Hakuoh University directly.

Office of International Affairs, Hakuoh University

Email: global@ad.hakuoh.ac.jp

LINE Messaging Platform: <https://lin.ee/9hrSpHB>