

February 18, 2019

Dear Exchange Partners,

First of all, taking this opportunity, I would like to express my sincere gratitude for your consideration to promote the relationship between our universities.

We are pleased to inform you of application procedures for our exchange program starting in October 2019.

Please refer to the attached documents and send us the required application materials by the following deadline. Application must be sent through the International Office or the department in charge of outbound exchange students at home universities.

1. Documents for Admission to Shimane University: **【Deadline: March 18th, 2019】**

- (1) Foreign Special Auditing Student Application Form (Form provided)
- (2) Course Request Form (Form Provided)
- (3) Personal Information (Form Provided)
- (4) Personal History (Form Provided)
- (5) Certificate of Health (Form Provided)
- (6) Recommendation Letter from the Dean of the Faculty or the Dean of the Office of International Programs to our Director of the Center for International Exchanges
- (7) Academic Record (Please attach an English or Japanese Translation.)
- (8) Certificate of Enrollment (Please attach an English or Japanese Translation.)
- (9) Study Plan (Form Provided, Please refer to the guideline.)
- (10) Documents to certify applicant's Japanese language proficiency if any

***JLPT level N3 or its equivalent preferred. Students who don't have Japanese skills equivalent to JLPT level N5 cannot be accepted.**

Documents to certify applicant's English language proficiency for the MA/PhD students who wish to be enrolled in the Special Courses for International Students provided in English

2. Documents for Immigration: **【Deadline: May 24th, 2019】**

- (1) Application for Certificate of Eligibility (Form provided)
- (2) Two photographs for your Certificate of Eligibility and Student ID card (Use only valid passport-style photographs, taken within the last six months. Write your name on the back of both photographs. (Size: 40mm by 30mm, above the chest.)
- (3) Photocopy of Passport (Copy of a page or pages with your name and passport number legible)
- (4) Pledge of Financial Support (Form provided)
- (5) Financial supporter's bank statement (Deposit balance statement)
*The statement must indicate the deposit has more than JPY 1,500,000.
- (6) Copy of the financial supporter's identification card
- (7) Financial supporter's Job Certificate

*All the documents should be written in English or Japanese. Please attach Japanese or English translation to the originals in case written in any other languages.

All application materials should be emailed first and then posted to:

Kosuke TAKAHASHI (Mr.)
International Student Section
International Exchange Division
Shimane University

1060 Nishikawatsu, Matsue, Shimane 6908504 JAPAN

TEL: +81-852-32-7023

FAX: +81-852-32-6481

E-mail: ied-ryugaku@office.shimane-u.ac.jp

* When you email the application materials, please send the documents in the following types of format;

- Application for Certificate of Eligibility: EXCEL
- Photo data: JPEG or JPG
- Documents other than the above: PDF

❖ Information on Shimane University

(English) <http://www.shimane-u.ac.jp/en/>

(Chinese) <http://www.shimane-u.ac.jp/ch/>

(Korean) <http://www.shimane-u.ac.jp/ko/>

❖ “Shimane University Prospectus”

(English) https://kokusai.shimane-u.ac.jp/files/00278942/PROSPECTUS_2018.pdf

* Please refer to these websites when the students choose faculties and departments in which they wish to study.

❖ Tentative Schedule:

No.	Item	Time
1	Application Deadline to Shimane University	March 18, 2019
2	Selection in Shimane University	March-May, 2019
3	Permission of Acceptance in Shimane University	Late May, 2019
4	Deadline for submitting the documents for Immigration to Shimane University	May 24, 2019
5	Shimane University applies for the Certificates of Eligibility at Immigration Office	June, 2019
6	Shimane University sends letters of acceptance, the certificates of eligibility, and housing information to the International Office of the applicant's home university.	Late July, 2019 ~
7	Obtain visa at home country	August, 2019 ~
8	Arrival in Japan	Late September, 2019

❖ Other Remarks:

- (1) We expect that you should recommend students who have a specific purpose of study at Shimane University.
- (2) The number of the students to be accepted for each semester is up to the number stipulated in the agreement. As we have already sent you the notice of recruitment for Japanese Government Scholarship for Japanese Studies Students, please note that the number of the candidate for the scholarship should be included in the number of exchange students to be accepted.
- (3) Exchange students coming for one academic year will be asked to provide proof of having at least 1,500,000 yen to cover living expenses and travel costs. We require this documented proof for immigration procedures. **There is no scholarship for exchange students.**
Please advise your candidates to study hard and not to engage in part-time work. They are responsible for preparing enough money to live without part-time work.
- (4) We will make efforts to allocate rooms of International House or Student Dormitory to exchange students. However, there are some possibilities they have to live in off-campus apartment.
- (5) It is not permitted for students to participate in programs (including classes, courses, travels and so on) organized by any other institutions but Shimane University during the term of classes of Shimane University.

For further inquiries, please contact:

Mr. Kosuke TAKAHASHI / 高橋 宏輔
International Student Section / 留学生交流担当
International Exchange Division / 国際交流課
Shimane University / 島根大学
Phone: +81-852-32-7023, Fax: +81-852-32-6481
E-mail: ied-ryugaku@office.shimane-u.ac.jp

Thank you for your interest and concern in the mutual relationship between our universities.

Sincerely Yours,



Akira DEGUCHI
Director
Center for International Exchange
Shimane University