

■ NUPACE APPLICATION CHECKLIST

NB. All applicants are required to register at: <http://nupace.iee.nagoya-u.ac.jp/en/apply/regist.html>

☐ Have you registered at <http://nupace.iee.nagoya-u.ac.jp/en/apply/regist.html>?

Please ensure that the following documents are enclosed in your application:

- ☐ NUPACE Application Form
- ☐ Contract
- ☐ Study Plan/Description of Academic Interests (*typed on a separate sheet of A4-sized paper. Refer to Q.16 of 'NUPACE Application Form'.*)
- ☐ Official Transcript of Academic Records (*to be issued in English by 1) the institution presently being attended, and 2) for transfer students, previous institutions of higher education attended.* NB. Graduate students should submit academic records for both undergraduate and graduate studies.
- ☐ Official Certificate of Enrolment as a Student (*to be issued in English by the institution presently being attended*)
- ☐ Confidential Reference Form (*to be written by a faculty member in an academic field related to the applicant's 'major'*)
- ☐ Language Proficiency Form & Supporting Documents (i.e., TOEFL, IELTS, TOEIC, CEFR, CET-6 and/or Japanese Language Proficiency Test <JLPT> score sheets)
- ☐ Health Certificate
- ☐ Personal Data Sheet
- ☐ Copy of the information page of the student's passport, where available
- ☐ Four identical professionally-printed photographs (3.5 cm x 4.5 cm), signed on the reverse side, one of which should be attached to the 'NUPACE Application Form'
- ☐ Statement of Bank Account Balance or Scholarship (*This requirement applies to those students who wish to participate in NUPACE even if their application for a Student Exchange Support Program scholarship is unsuccessful <see Q.15 of 'NUPACE Application Form'>. Students applying for a one-semester exchange should enclose a bank balance or scholarship certificate verifying that they have funds equivalent to JPY500,000; students applying for a one-year exchange need to verify that they have JPY1,000,000. The bank account may be held in the name of the applicant, or a close family member.*)

Application Deadlines:

Completed application materials must reach the NUPACE Office by the following dates:

Late September Admission 2015: Sunday, 15 March 2015

Early April Admission 2016: Sunday, 1 November 2015

Application Forwarding Method:

1. Applications processed through international offices of our partner institutions may, with the exception of photographs (see above), be sent as PDFs to nupace@iee.nagoya-u.ac.jp.
2. Students, nominated by partner institutions, who are individually responsible for sending their applications to NUPACE, should despatch the original documentation to:

NUPACE Office
International Education and Exchange Center
Nagoya University
Furo-cho, Chikusa-ku
464-8601 JAPAN

Enquiries:

E-mail: nupace@iee.nagoya-u.ac.jp

Fax: +81 52 789 4201

Tel: +81 52 789 5457/5406/5405

Website: <http://nupace.iee.nagoya-u.ac.jp/en/>

Flow Chart of NUPACE Application Procedures for 2015-2016 Admissions

Applicant

NUPACE Office

<Autumn Admission>

Submission of application materials

Deadline: March 15 →

← Sent in late May
by e-mail

Admission decision
Pre-arrival information

Confirmation of intent to participate & contact details

By late June →

← Late June

Result of scholarship

← Sent in early August
by post

Admission packet

Notification of travel itinerary

By mid-August →

← Sent in early September
by e-mail

Housing information

<Spring Admission>

Submission of application materials

Deadline: November 1 →

← Sent in late January
by e-mail

Admission decision
Pre-arrival information

Confirmation of intent to participate & contact details

By late January →

← Sent in early March
by post

Admission packet

Notification of travel itinerary

By early March →

← Sent in mid-March
by e-mail

Housing information

← Late March

Result of scholarship

■ NUPACE Application Form

Affix photograph
(3.5 cm x 4.5 cm)
professionally taken
within last three months.

The photograph should
be taken directly from
the front, and show the
applicant's **head and
shoulders**. No
headwear is permitted.

* TYPE or PRINT all information in Roman letters and Arabic numerals.
Applications filled out by pencil will not be admitted.

1. **Name:** _____ () _____ ()
family name Chinese character(s) given (including middle) name(s) Chinese character(s)
2. **Sex:** Male / Female
3. **Date of birth:** ____/____/____
year month day
4. **Country of citizenship:** _____
5. **Tel/Fax:** _____ **E-mail:** _____
6. **Current university & faculty/department:** University: _____
Faculty/Dept: _____
7. **Current degree (e.g. BSc. , M.A., etc.) & school year:** Degree: _____
Year: 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐
8. **'Major' at university:** _____

9. **Prospective date of graduation, from home institution, taking into consideration your intended exchange in Japan:** Year: _____ Month: _____
10. **List all universities/colleges of higher education attended in order of most recent institution. Transcripts for all institutions must be enclosed with your application. (DO NOT enclose high school transcripts.)**

Name of institution	Date of attendance	Major	Qualification
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
11. **Prospective affiliation (School) at Nagoya University, corresponding to your major field of study. Refer to the *School/Department List* enclosed:**
1st Choice: _____ 2nd Choice: _____
12. **Prospective student status. Refer to the NUPACE prospectus (p. 4)/NUPACE website (<http://www.ecis.nagoya-u.ac.jp/en/nupace/academic/status.html>) and check one:**
 - ☐ Special Undergraduate Student
 - ☐ Special Graduate Student (NB. Graduate students requiring credits from Nagoya U.)
 - ☐ Special Research Student (NB. Graduate students engaging primarily in research at Nagoya U and not necessarily requiring credit)

13. Planned period of enrolment at Nagoya University. Check one:

- ☐ Autumn Semester Only (Semester dates: Late September ~ Early February)
☐ Autumn & Spring Semesters (Semester dates: Late September ~ Early August)
☐ Spring Semester Only (Semester dates: Early April ~ Early August)
☐ Spring & Autumn Semesters (Semester dates: Early April ~ Early February)

14. Specify your intended period of study at Nagoya University, taking into account academic requirements at your home institution (semester dates, summer school, graduation date, etc).

From Late Sep 2015 / Early Apr 2016 (circle one) to _____ (mo.) / _____ (yr.)

(The student status of applicants intending to leave Nagoya University at the end of spring semester will be valid until August 31st.)

15. Are you willing to participate in NUPACE if your application for a “Student Exchange Support Program Scholarship for Short-term Study in Japan (JASSO Scholarship)” is unsuccessful? Applicants circling “yes” are required to attach a ‘statement of bank account balance’ or a proof of financial assistance from their home institution to their application (see NUPACE Application Checklist for more details).

☐ Yes

☐ No

16. Using a separate sheet of A4-sized paper, provide a concrete description of your academic interests related to your major and plan of study whilst at Nagoya University. Please refer to the NUPACE prospectus 2015-2016 available on the NUPACE website (<http://nupace.ecis.nagoya-u.ac.jp>) for a list of courses. (English: Minimum 400 words, typed. Japanese: Minimum 800 characters, typed)

17. (Only for those applicants intending to conduct research whilst at Nagoya University) If you have been in contact with a faculty member of Nagoya University, please complete the following information.

Faculty member’s name:

Dept/School at Nagoya University:

I, the undersigned, certify that the above statements are true and accurate, and hereby apply to participate in the Nagoya University Program for Academic Exchange.

Applicant's signature: _____ Date: _____

■ Contract

I, _____, upon being admitted to the Nagoya University Program for Academic Exchange (NUPACE) hereby promise to obey the laws of Japan, as well as the regulations laid down by Nagoya University concerning the conduct of students.

I am fully aware that a serious violation of these laws and regulations may result in my expulsion from the University and deportation from the country. Moreover, I do not hold the University responsible for my personal conduct nor for my personal debts nor for fines imposed on me for violations of laws.

Finally, if I am a recipient of a “Student Exchange Support Program Scholarship for Short-term Study in Japan”, I promise to abide by the provisions set out in that scholarship.

Applicant's signature: _____ Date: _____

■ Nagoya University School/Department List

To be used as a reference for *Q.11* on the NUPACE Application Form.

□ Undergraduate Students:

<i>Schools</i>	<i>Departments/Majors</i>
Agricultural Sciences:	Applied Biosciences; Bioresource Sciences; Bioenvironmental Sciences
Economics:	Economics (Theoretical Economics; Applied Economics) Business Administration (Corporate Management; Information Accounting)
Education:	Lifelong Education and Development; School Education and Information Science; International Education and Culture; Human Psychology; Counselling and Psychotherapy
Engineering:	Chemical and Biological Engineering; Physical Science and Engineering; Electrical and Electronic Engineering and Information Engineering; Mechanical and Aerospace Engineering; Civil Engineering and Architecture
Informatics & Sciences:	Natural Science Informatics (Complex System and Informatics; Mathematical Science and Informatics; Environmental Science of Earth and Materials) Social and Human Science Informatics (Juristic and Economic Studies of Environments; Sociological-Geographical Studies of Environment; Psychology; Society and Media Studies)
Law:	Fundamental Positive Law; Fundamental Political Science; Contemporary Legal Disciplines; Dispute Settlement Law; Business Economics Law; Public Policy; International Relations; Legal and Administrative Informatics
Letters:	Philosophy and Civilisation Theory; History and Cultural History; Literature and Linguistics; Environmental and Behavioural Science
Medicine:	Medicine; Health Sciences (Medical Technology; Nursing; Occupational Therapy; Physical Therapy; Radiological Technology)
Science:	Mathematics; Physics; Chemistry; Biological Science; Earth and Planetary Sciences

□ Graduate Students:

<i>Schools</i>	<i>Departments</i>
Bioagricultural Sciences:	Applied Molecular Biosciences; Bioengineering Sciences; Biological Mechanisms and Functions; Biosphere Resources Science
Economics:	Analysis of Markets and Institutions; Socio-economic Analysis; Analysis of the System of Policy Making; Socio-Environmental System; Corporate System; Management Innovation; Creation of Information
Educ. and Human Development:	Lifelong Education and Development; School Education and Information Sciences; Foundations of Education and Human Development; Higher Education; Sports Science for Lifelong Physical Activity; Psychological Sciences; Human Development and Clinical Psychology; Sports Behavioural Sciences
Engineering:	Aerospace Engineering; Applied Chemistry, Chemical Engineering and Biotechnology; Civil Engineering; Computational Science and Engineering; Crystalline Materials Engineering; Electrical Engineering and Computer Science; Energy Engineering and Science; Materials, Physics and Energy Engineering; Mechanical Science and Engineering; Micro-Nano Systems Engineering; Molecular Design and Engineering; Quantum Engineering
Environmental Studies:	Earth and Environmental Sciences; Environmental Engineering and Architecture; Social and Human Environment
Information Science:	Complex Systems Science; Computer Science and Mathematical Informatics; Information Engineering; Media Science; Systems and Social Informatics
International Development:	International Communication; International Cooperation Studies; International Development
Languages & Cultures:	Japanese Language & Culture; Multicultural Studies
Law:	Core Law and Political Science; Contemporary legal Systems; International Comparative Law and Political Science; Asian Law and Political Science
Letters:	Art History and Archaeology; Comparative Studies of Humanities; Japanese Culture; Japanese History; Japanese Literature and Linguistics; Linguistics; Oriental History; Philosophy; Western Literature and Linguistics; World History; Eastern Studies
Mathematics:	Mathematics
Medicine:	Integrated Medicine (Basic Medicine; Clinical Medicine; Clinical Pharmacology) Medical Science; Medical Science and Healthcare Administration; Nursing; Radiological and Medical Laboratory Sciences; Physical and Occupational Therapy
Pharmaceutical Sciences:	Basic Medicinal Sciences
Science:	Biological Science; Material Science; Particle and Astrophysical Science

■ Confidential Reference Form

☐ To be signed by the applicant:

I hereby waive my right to read this reference form, which will be entered into my file at the NUPACE Office, Nagoya University. If at any time I wish to withdraw this waiver, I may do so and I authorise the NUPACE Office to return this reference to the author at that time.

Applicant's signature: _____ Date: _____

☐ To be completed by the referee:

NB. This reference should be completed by a faculty member in an academic field closely related to the applicant's major.

Name of applicant: _____

1. How long have you known the applicant? In what capacity?

2. Please rate the applicant's academic ability in comparison with students at the same level of study.

Top 5% _____ Top 10% _____ Top 25% _____ Top 40% _____ Other _____

3. Please rate the applicant in the following areas, using an A~D scale (A = outstanding; B = good; C = average; D = below average):

Motivation: _____ Maturity: _____ International Outlook: _____

Creativity: _____ Interpersonal Skills: _____

4. Please give your candid opinion regarding the applicant's academic performance, character and adaptability. Use a separate sheet of paper, if necessary.

Signature: _____ Date: _____

Full Name <please print>: _____

Title/Position: _____

Department/University: _____

Contact Details: 1) Tel/Fax: _____ 2) E-mail: _____

NB. After completing this form, insert it into an envelope, seal and sign your name over the seal. The envelope should be sent either to the applicant or to your institution's International Office, according to request.

■ Language Proficiency

1. Name: _____ () _____ ()
family name Chinese character(s) given (including middle) name(s) Chinese character(s)

Native Language: _____

NUPACE requires exchange students to be proficient in EITHER English OR Japanese. Unless they attend universities where English is the language of instruction, non-native English speakers must possess a TOEFL score of 550 <CBT = 213; iBT = 79>, an IELTS overall band score of 6.0, a TOEIC score of 780, a CEFR average grade of B2, a CET-6 score of 450 or the equivalent. Students intending to take regular university courses instructed in Japanese must possess Level 1/N1 of the Japanese Language Proficiency Test, or the equivalent. Applicants should enclose copies of the score-sheets of these internationally recognised tests in their application packages.

□ English Language Ability:

1. If English is not your native language, please indicate how many years of English language instruction you have had.

Total of _____ years

2. State the name of any internationally recognised English language examination (e.g., TOEFL, IELTS, TOEIC) taken, and scores obtained:

Name of Examination: _____ Score<s>: _____

Components: _____

□ Japanese Language Ability:

1. Do you intend to take a Japanese language course at Nagoya University?

Yes No

2. Have you previously studied Japanese?

Yes No

3. Please answer the following questions regarding the Japanese courses you have taken:

<i>Name of School(s)</i>	<i>Period of Study</i>	<i>Textbook(s)</i>	<i>Lessons completed</i>
_____	_____	_____	~
_____	_____	_____	~
_____	_____	_____	~
_____	_____	_____	~

4. Approximately how many Chinese characters (*kanji*) can you read? _____ *Kanji*

5. If you have passed the Japanese Language Proficiency Test (JLPT), please indicate the level and score that you obtained:

1) 1-kyuu 2) 2-kyuu 3) 3-kyuu 4) 4-kyuu Score: _____

1) N1 2) N2 3) N3 4) N4 5) N5 Score: _____

■ Health Certificate

The information you provide here will not be taken into consideration in the admissions selection process.

Name: _____ Date of Birth: ____/____/____

Please answer the questions below by checking the appropriate box, before submitting to a physician for your physical examination.

1. List any diseases, disorders or injuries that you have had in the past five years?
2. Have you received any counselling/undergone any treatment for mental health-related symptoms in the last five years? If yes, please specify.

Yes/No
3. Do you have any allergies to foods, plants or animals? Please specify.

Yes/No
4. Have you ever had an adverse reaction to medication? Please specify.

Yes/No
5. Are you taking medication now? Please specify.

Yes/No

□ To the Physician:

Please review the applicant's medical history and complete the information below, giving details concerning any positive indications. If there are any abnormalities in the following systems, circle '+' and explain in detail.

1.Head/Ears/Nose/Throat	+/-	4.Eyes	+/-	7.Metabolic/Endocrine	+/-
2.Respiratory	+/-	5.Genitourinary	+/-	8.Neuropsychiatric	+/-
3.Cardiovascular	+/-	6.Musculoskeletal	+/-	9.Skin	+/-

Physician's Comments:

After reviewing the applicant's medical history and physical condition, I believe him/her to be capable physically and mentally of completing a one to two semester term of study in a Japanese university.

Physician's signature: _____ Date: _____

Physician's name <please print>: _____

Address: _____

Contact Details: 1) Tel/Fax: _____ 2) E-mail: _____

■ Personal Data Sheet

Information provided on this form will only be used for the purpose of admission correspondence, immigration application procedures, and in cases of emergency.

1. Name: _____ () _____ ()
family name Chinese character(s) given (including middle) name(s) Chinese character(s)
2. Sex: Male / Female
3. Date of birth: _____ / _____ / _____
year month day
3. Place of birth:
(1) Country: _____ () (2) State/Province: _____ ()
Chinese character(s) Chinese character(s)
(3) City/Town: _____ ()
Chinese character(s)
4. Country of citizenship: _____
5. Mailing address for all correspondence:

Tel/Fax: _____
E-mail: _____
6. Permanent Address (if different from above):

Tel/Fax: _____
E-mail: _____
7. Passport information:
(1) Number: _____ (2) Issuing Authority: _____
(3) Date of issue: _____ / _____ / _____ (4) Date of expiration: _____ / _____ / _____
year month day year month day
8. Nearest Japanese Embassy/Consulate: _____

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9. Past entry into/stay in Japan: Yes, _____ time(s) / No

Most recent entry: _____ / _____ / _____ to _____ / _____ / _____
year month day year month day

NB. Please fill in the exact date of your most recent stay in Japan. This information is required by the Immigration Bureau.

10. Criminal record: Yes / No

Details, if applicable: _____

11. Family <father, mother, spouse, son, daughter, brother, sister> already residing in Japan: Yes / No

NB: You will be asked to give details of your family residing in Japan after your application to NUPACE is accepted. This information is required by the Immigration Bureau.

12. Total period of education <primary school to last year of study completed>: _____ years

Expected date of graduation: _____ / _____
year month

13. Marital status: Single / Married / Other _____

14. Will any dependants accompany you to Japan? Yes / No

Name	Relationship to applicant

15. Religion, if any: _____

16. A close family member to be notified in home country in case of an emergency:

Name: _____ Relationship to applicant: _____

Tel/Fax: _____

E-mail: _____

Address (if different from home address): _____
