

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 our application procedures for our exchange program starting in April 2024.

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

1. Documents for Admission to Shimane University: **【Deadline: October 13, 2023】**

* Submit in PDF format except for (1)

- (1) Personal Information (**fill out Microsoft forms**) <https://forms.office.com/r/em4vRXNCp4>
* If you are unable to enter the form into the forms, please fill out the sent form and submit it via email.
- (2) Foreign Special Auditing Student Application Form (Form provided)
- (3) Course Request Form (Form Provided)
- (4) Personal History (Form Provided)
- (5) Recommendation Letter **from the Dean of the Faculty or the Dean of the Office of International Programs, or the advisor of the Department** to our Director of the International Center
- (6) Academic Record (Please attach an English or Japanese Translation.)
- (7) Certificate of Enrollment (Please attach an English or Japanese Translation.)
- (8) Study Plan (Form Provided, Please refer to the guideline.)
- (9) Documents to certify applicant's Japanese language proficiency
(If you do not have JLPT certificate, certificate from your home university is required.)
*JLPT level N3 or its equivalent preferred. Students who don't have Japanese skills equivalent to JLPT level N5 cannot be accepted.
* The MA/PhD students who wish to be enrolled in the Special Courses for International Students provided in English must submit documents to certify applicant's English language proficiency

2. Documents for Immigration: **【Deadline: October 27, 2023】** * Submit in PDF format except for (1)

- (1) Application for Certificate of Eligibility (Form provided) * Submit in EXCEL
* Please attach a **JPEG or JPG photo data**
(Use only valid passport-style photographs, taken within the last six months.) to the application form.
- (2) Photocopy of Passport (Copy of a page or pages with your name and passport number legible)
- (3) Pledge of Financial Support (Form provided)
- (4) Financial supporter's bank statement (Deposit balance statement)
*The statement must indicate the deposit has more than JPY 1,500,000.
- (5) Copy of the financial supporter's identification card
- (6) 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.

❖ How to Submit

- **The subject of the e-mail** should be "[University Name] Application for April 2024 Exchange Program".
- Please attach a document number to the name of each data.
- No need to mail the paper-based original documents to us.
- **All application materials should be emailed to:**

YAMAMOTO Mami (Ms.)

International Student Section International Division Shimane University

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

❖ Information on Shimane University

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

Shimane University Prospectus

(English) https://kokusai.shimane-u.ac.jp/english/study_abroad/prospectus.html

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

❖ Schedule :

No.	Item	Time
1	Application Deadline to arrive at Shimane University	October 13, 2023
2	Deadline for submitting documents for Immigration to Shimane University	October 27, 2023
3	Selection within Shimane University	November - December, 2023
4	Permission of Acceptance to Shimane University	December, 2023
5	Shimane University applies for the Certificates of Eligibility at Immigration Office	Late December, 2023
6	Shimane University sends Letter of Acceptance, the Certificate of Eligibility, and housing information to the International Office of the applicant's home university.	January, 2024
7	Obtain visa in home country	February – March, 2024
8	Arrival in Japan	early April, 2024

❖ Other Remarks:

- (1) Please nominate students who are physically and mentally healthy, are able to cope with life in Japan for the duration of their studies, also have a clear purpose for studying at Shimane University.
- (2) The number of the students to be accepted for each semester is up to the number stipulated in the agreement.
- (3) Exchange students coming for one academic year are asked to provide proof of having at least 1,500,000 yen available (750,000 yen for one semester) to cover living expenses and travel costs. We require this documented proof for immigration procedures. **There is no scholarship for exchange students.** We ask that you instruct the students to work diligently at their studies and not at a part-time job. Exchange students are responsible for providing enough money to live without a part-time job.
- (4) We will make efforts to allocate rooms of the International House and the Student Dormitory to exchange students. **However, there is some possibility that they have to live in an off-campus apartment.**
- (5) It is not permitted for students to participate in programs (including classes, courses, travel and so on) organized by any other institutions than Shimane University during the term of classes at Shimane University.
- (6) If a student's Japanese language ability is severely lacking, there is a possibility of frequent troubles on and off campus. **Please nominate students after careful consideration of their Japanese language ability.**

For further inquiries, please contact:

YAMAMOTO Mami (Ms.) / 山本 麻美

International Student Section / 留学生交流担当

International Division / 国際課

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,



Otani Hiroki

Director

International Center

Shimane University