

EXCHANGE PROGRAM – FACT SHEET 2024 (starting April) for Chang Jung Christian University

General Information	
Institution Name	Takushoku University
Postal Address	815-1, Tatemachi, Hachioji City, Tokyo, Japan
University Website	https://www.takushoku-u.ac.jp/
International Affairs Division Postal Address, Telephone, Fax, E-mail	Hachioji International Affairs Division 815-1, Tatemachi, Hachioji City, Tokyo, Japan Tel: +81 42-665-1479 Fax: +81 42-665-1554 E-mail: h-rkokusai@ofc.takushoku-u.ac.jp
International Relations Office Website	https://www.takushoku-u.ac.jp/students/training-support.html

Contact Information (first/last name, email, phone#)			
Head of International Affairs Division	SAEKI Takao (Mr.)	t3saeki@ofc.takushoku-u.ac.jp	+81 3-3947-7894
Incoming Student Mobility Contact	HARADA Masami(Mr.)	m3harada@ofc.takushoku-u.ac.jp	+81 42-665-1479
Outgoing Student Mobility Contact	MACHIDA Kazue (Ms.)	k3machid@ofc.takushoku-u.ac.jp	+81 42-665-1479

ACADEMIC INFORMATION		
Department (available for exchange students): Hachioji International Campus	Faculty of Foreign Languages https://ffl.takushoku-u.ac.jp/ Faculty of International Studies https://fis.takushoku-u.ac.jp/ Faculty of Engineering https://feng.takushoku-u.ac.jp/	
Academic Year Dates		
Academic Calendar	https://www.takushoku-u.ac.jp/campus_life/event.html (FY2023)	
First Semester	Start date: April	End date: August
Second Semester	Start date: September	End date: January
Welcome Orientation Session	Spring Semester First week of April	Fall Semester Mid-September
EXCHANGE REQUIREMENTS		
Language Requirements	<ul style="list-style-type: none"> • Student who has at least N2 level in Japanese Language Proficiency Test or the certificate of Japanese language ability (Over JLPT N2) from the student's instructor • Student holds score of 138 points or more (SPOT90 = least 56 points, Grammer90 = least 51 points, KanjiSPOT50 = least 31 points) in the TTBJ test which was taken within one month before the date of application 	

APPLICATION PROCEDURE	
Application Deadlines (E-mail)	Full Year (April–March): <u>September 30th, 2023</u>
	Half Year (April–August): <u>September 30th, 2023</u>
Application Documents	<p>The following documents must be sent by e-mail to m3harada@ofc.takushoku-u.ac.jp (CC: h-kokusai@ofc.takushoku-u.ac.jp)</p> <p>Note: all documents must be translated into English or Japanese</p> <ol style="list-style-type: none"> 1. Application for admission to Takushoku University 2. Academic Transcripts 3. Certificate of enrollment (Proof of enrollment at your university for the duration of your study abroad period) 4. Application for Certificate of Eligibility (by data) 5. Certificate of the Japanese Language Proficiency Test (N1 – N2 Level) copy or the certificate of Japanese language ability (Over JLPT N2) from the student’s instructor 6. Score of 138 points or more (SPOT90 = least 56 points, Grammer90 = least 51 points, KanjiSPOT50 = least 31 points) in the TTBJ test copy which was taken within one month before the date of application 7. 3 photographs (front, hatless) 3cmx4cm 8. Copy of passport 9. Overseas Travel Insurance Certificate (copy) 10. Medical Certificate (copy) 11. Pledge
PRACTICAL INFORMATION	
Academic Profile	Undergraduate students
Number of Student(s)	ONE for one whole academic year
Tuition	Waived
Visa Requirements	https://www.mofa.go.jp/j_info/visit/visa/index.html
Accommodation	Mandatory to live in the Hachioji Dormitory for International Students at Hachioji International Campus Fee: 17,000 yen discount of every month from lodging fees of 27,000 yen (10,000 yen per month)
Medical Insurance	Japan National Health Insurance (mandatory) Students will register at the city hall after arrival with a student assistant.
Campus Facilities	Dormitory and dormitory facilities, Cafeterias, Health Center, Library, etc.
Link to Exchange Program	https://www.takushoku-u.ac.jp/international/
Distance from city/airport	Our campus, Hachioji International Campus, is located near Mt. Takao in the south-west part of Tokyo. It takes about 1.5~2 hours to/from Haneda Airport and Narita Airport by train
Airport Pick-up Service	Our student assistants will pick up international students at the airport and return together by train

Note:

- Students should not graduate from their home university during the program
- Students are strictly not allowed to return to their home country during the program
- Students must return to their home country immediately after the program