

# EXCHANGE PROGRAM – FACT SHEET 2025 (starting April) for Chang Jung Christian University

General Information	
Institution Name	Takushoku University
Postal Address	815-1, Tatemachi, Hachioji City, Tokyo, Japan
University Website	<a href="https://www.takushoku-u.ac.jp/">https://www.takushoku-u.ac.jp/</a>
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: <a href="mailto:h-rkokusai@ofc.takushoku-u.ac.jp">h-rkokusai@ofc.takushoku-u.ac.jp</a>
International Relations Office Website	<a href="https://www.takushoku-u.ac.jp/students/training-support.html">https://www.takushoku-u.ac.jp/students/training-support.html</a>

Contact Information (first/last name, email, phone#)			
Head of International Affairs Division	SAEKI Takao (Mr.)	<a href="mailto:t3saeki@ofc.takushoku-u.ac.jp">t3saeki@ofc.takushoku-u.ac.jp</a>	+81 3-3947-7894
Incoming Student Mobility Contact	OWASHI Akari (Ms.)	<a href="mailto:a3owashi@ofc.takushoku-u.ac.jp">a3owashi@ofc.takushoku-u.ac.jp</a>	+81 42-665-1479
Outgoing Student Mobility Contact	MACHIDA Kazue (Ms.)	<a href="mailto:k3machid@ofc.takushoku-u.ac.jp">k3machid@ofc.takushoku-u.ac.jp</a>	+81 42-665-1479

ACADEMIC INFORMATION		
Department (available for exchange students): Hachioji International Campus	Faculty of Foreign Languages <a href="https://ffl.takushoku-u.ac.jp/">https://ffl.takushoku-u.ac.jp/</a> Faculty of International Studies <a href="https://fis.takushoku-u.ac.jp/">https://fis.takushoku-u.ac.jp/</a> Faculty of Engineering <a href="https://feng.takushoku-u.ac.jp/">https://feng.takushoku-u.ac.jp/</a>	
Academic Year Dates		
Academic Calendar	<a href="https://www.takushoku-u.ac.jp/campus_life/event.html">https://www.takushoku-u.ac.jp/campus_life/event.html</a> (FY2024)	
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		
Japanese Language Requirements	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul>	
APPLICATION PROCEDURE		
Application Deadlines (E-mail)	Full Year (April–March): <b>September 30th, 2024</b>	Half Year (April–August): <b>September 30th, 2024</b>

<p><b>Application Documents</b></p>	<p>The following documents must be sent by e-mail to <a href="mailto:a3owashi@ofc.takushoku-u.ac.jp">a3owashi@ofc.takushoku-u.ac.jp</a> (CC: <a href="mailto:h-kokusai@ofc.takushoku-u.ac.jp">h-kokusai@ofc.takushoku-u.ac.jp</a>)  Note: all documents must be translated into English or Japanese</p> <ol style="list-style-type: none"> <li>1. Application for admission to Takushoku University</li> <li>2. Academic Transcripts</li> <li>3. Certificate of enrollment (Proof of enrollment at your university for the duration of your study abroad period)</li> <li>4. Application for Certificate of Eligibility (by data)</li> <li>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</li> <li>6. Score of 138 points or more (SPOT90 = least 56 points, Grammar90 = least 51 points, KanjiSPOT50 = least 31 points) in the TBJ test copy which was taken within one month before the date of application</li> <li>7. 3 photographs (front, hatless) 3cmx4cm</li> <li>8. Copy of passport</li> <li>9. Overseas Travel Insurance Certificate (copy)</li> <li>10. Medical Certificate (copy)</li> <li>11. Pledge</li> <li>12. Written Oath for Defraying Expenses(attached)</li> <li>13. Document to certify the relationship between the supporter and the applicant (e.g. Notarial Certificate). Need to be the original document authorized with official seal/signature.</li> <li>14. The supporter’s Certificate of Bank Balance</li> <li>15. Certificate of Scholarship issued by the scholarship foundation containing the monthly amount and the scholarship period</li> </ol>
<p><b>PRACTICAL INFORMATION</b></p>	
<p><b>Academic Profile</b></p>	<p>Undergraduate students</p>
<p><b>Number of Student(s)</b></p>	<p><b>ONE</b> for one whole academic year</p>
<p><b>Tuition</b></p>	<p>Waived</p>
<p><b>Visa Requirements</b></p>	<p><a href="https://www.mofa.go.jp/j_info/visit/visa/index.html">https://www.mofa.go.jp/j_info/visit/visa/index.html</a></p>
<p><b>Accommodation</b></p>	<p>Mandatory to live in the Hachioji Dormitory for International Students at Hachioji International Campus  Fee: 10,000 yen per month  (17,000 yen discount of every month from lodging fees of 27,000 yen. Bedding set and energy cost are not included.)</p>
<p><b>Medical Insurance</b></p>	<p>Japan National Health Insurance (mandatory)  Students will register at the city hall after arrival with a student assistant.</p>
<p><b>Campus Facilities</b></p>	<p>Dormitory and dormitory facilities, Cafeterias, Health Center, Library, etc.</p>
<p><b>Link to Exchange Program</b></p>	<p><a href="https://www.takushoku-u.ac.jp/international/">https://www.takushoku-u.ac.jp/international/</a></p>
<p><b>Distance from city/airport</b></p>	<p>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</p>
<p><b>Airport Pick-up Service</b></p>	<p>Our student assistants will pick up international students at the airport and return together by train</p>

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