



Exchange Program Fact Sheet

As of 22 Feb., 2024

Contact Information	
Website	http://www.keiho-u.ac.jp/
Address	Center for International Education and Exchange (CIEE) Osaka University of Economics and Law (OUEL) 6-10, Gakuonji, Yao-shi, Osaka, 581-8511, Japan Tel: +81-(0)72-941-5597 Fax: +81-(0)72-941-1610 <kokusai@keiho-u.ac.jp>
Hours of Operation	9:00am-5:00pm (Monday-Friday) Closed on Saturdays, Sundays and National public holidays.
Contacts	Ms Dayoung PARK Mr Tetsuya DOKO Ms Ayako HASHIMOTO Mail to: kokusai@keiho-u.ac.jp
Application Information	
Length of Study	*One Semester or One Academic Year (Start: Spring or Fall) [Fall Semester 2024] <input type="radio"/> One Semester (September 2024 - February 2025) <input type="radio"/> One Academic year (September 2024 - August 2025) [Spring Semester 2025] <input type="radio"/> One Semester (March 2025 - August 2025) <input type="radio"/> One Academic year (March 2025 - February 2026)
Language of Instruction	Japanese and English
Application Procedure	Step 1: Obtain a nomination form filled in and signed by a coordinator at home university Step 2: Apply online and send data files of the required application documents below by email 1) Nomination Form 2) Resume 3) A certificate of student status 4) Transcript 5) Copy of passport identification page 6) Proof of Japanese language proficiency (if you have learnt Japanese before or currently learning) 7) Letter of Recommendation (academic advisor or teaching support) 8) Application for Certificate of Eligibility (*COE: Visa documents) 9) Copy of passport sized photo Step 3: Send three passport sized(30mm-40mm, colour) photos taken in the last 3months by post
Nomination & Application Deadlines	Application Period <input type="radio"/> Fall Semester 2024: 1 March - 29 March, 2024 <input type="radio"/> Spring Semester 2025 : 1 November - 29 November, 2024 (tentative) Both nomination by a home university and online application by a nominated student must be completed during the application period. The ID photos must be sent to the CIEE office by the application deadline.
How to apply	Application process is taken place all online. Check out the OUEL web site --> http://www.keiho-u.ac.jp/campuslife/sheet/overseas_ukeire.html

Academic Information

Fall Semester 2024

Designated Arrival Date	One Academic year	One Semester	25 September, 2024
Orientation/Registration			26 September, 2024
Fall Semester starts			30 September, 2024
Winter Break			24 December 2024 ~ 8 January, 2025
Classes Resume			9 January, 2025
End of Fall Semester			3 February, 2025
Final Exam period		4 February ~ 14 February, 2025	
Spring Break			10 February ~ 31 March, 2024
Spring Semester starts			Second week of April, 2025
End of Spring Semester			Forth week of July, 2025
Final Exam period			Fifth week of July ~ First week of August, 2025

Spring Semester 2025 (Tentative Academic Calendar)

Designated Arrival Date	One Academic year	One Semester	1 April, 2025
Orientation/Registration			First week of April, 2024
Spring Semester Starts			Second week of April, 2025
End of Spring Semester			Forth week of July, 2025
Final Exam period			Fifth week of July ~ First week of August, 2025
Summer Break			Second week of August ~ Fourth week of September, 2025
Fall Semester starts			Fifth week of September, 2025
Winter Break			Forth week of December 2025 ~ Second week of January, 2026
Classes Resume			Second week of January, 2026
End of Fall Semester			First week of February, 2026
Final Exam period			First week of February ~ Second week of February, 2026

**Note: Classes may be held on some Japanese national public holidays. All schedules are subject to change without further notice.*

Course Load	Exchange students are expected to register for a minimum of 14 OUEL credits and no more than 26 OUEL credits per semester during their exchange period at OUEL. Students are also advised to check with their home university regarding the requirements on course load while studying abroad.
Academic Transcript	An original academic transcript will be mailed to the home university within 2 months after the semester ends.
Student withdrawal policy	Students should inform their home university and the home university coordinator informs student's withdrawal to OUEL.

Visa	
Student Visa	All exchange students must apply for a student visa at your local Japanese consulate/embassy, using the CoE(Visa documents) and a letter of admission. Every student should contact the local consulate/embassy directly to find out what other documents might be necessary. (It is not possible to arrive in Japan on a tourist visa and then change to a student visa.)
Mandatory Insurance	
Overseas Travel Insurance (mandatory)	All exchange students are required to purchase an overseas travel insurance for an entire duration of your study at OUEL before arriving in Japan. The mandatory health insurance you will join after arriving in Japan may not cover all medical cost of a medical treatment you might undergo. Once you receive a data of a granted COE and a letter of admission, please purchase a travel insurance, and then email CIEE a copy of the insurance certificate . You may result in receiving a delayed delivery of the original documents if you fail to submit the certificate copy.
National Health Insurance (mandatory)	All exchange students have to join Japanese National Health Insurance(NHI) after you arrive in Japan. With NHI, students only have to pay 30% of any medical costs occurred at most clinics and hospitals all over Japan. However, the insurance does not fully cover fees for the treatment of injuries that arise from accidents and damages which you may cause to someone else's property or another person. Unexpected situations such as accidents or illnesses may result in an overwhelming financial burden. The students must be with NHI for all months of their stay in Japan. <u>The premium is charged monthly.</u>
Accident Insurance	If you intend to commute by bicycle you are required to have an accident insurance valid for the entire exchange period. Please check out more details at Welcome Orientation Day.
Accommodation	
OUEL guarantees accommodation to incoming exchange students	
Location	You will be allocated to one of the off-campus accommodations. Details will be informed when confirmed.
Room Type	Single room and shared kitchen/bathroom/common space
Estimated Rent (excluding meals)	<ul style="list-style-type: none"> ●One Semester:(6 months) <u>300,000JPY</u> ●One Academic year (12 months) <u>600,000JPY</u> <p>*Note: Accommodation fee is about 50,000JPY per month, excluding the utility fees.</p> <p>※The early arrival / late departure must be negotiated in advance.</p> <p>※Accommodation fee shall always be exempted in case the equivalent accommodation condition will be arranged for OUEL students in exchange on a reciprocal basis.</p> <p>※The utility fees such as electricity, gas, water and internet service will be calculated and charged each month.</p> <p>※The rent and other charges are subject to change without further notice.</p>
Payment Procedure	Students are required to pay the rent upfront for a whole semester by cash within a month from your arrival.
Scholarship	
<p>※Students will be informed if they will receive the OUEL scholarship approximately a month before or after arriving in Japan.</p> <p>※Further information will be given after student selection.</p> <p>※Please be informed that scholarships are not guaranteed for all exchange students.</p> <p>Students should budget for additional costs such as mandatory health insurance, books and supplies, accommodation, meals, local transportation, and personal expenses without the coverage of the scholarship.</p>	