Application for Admission as an Exchange Student

- Japanese University Studies in Science and Technology (JUSST) Program -

Form A

1. There are multiple-choice fields for which you select your answer. Ensure that you complete all sections of this form in English unless specified before printing.
2. Sign your name, date, and mark by hand in the designated place on the printed form.
3. Submit the signed form with other supporting documents by registered express mail or using courier services.

The information completed by you in this application form will be used only for the purpose of your application assessment and our reference.

- Application closes on ***30th April*** for the **Fall-semester** (October-March) admission.
- Application closes on ***31st October*** for the **Spring-semester** (April-September) admission.

I. Personal Information (as shown in your passport)

Family Name(s)
in English: _____ in your native language: _____

Middle Name(s)
in English: _____ in your native language: _____

First Name(s)
in English: _____ in your native language: _____

Date of Birth: (d)_____/(m)_____/(y)_____ Sex: Select Marital Status: Select

Country of Citizenship: _____ Second Nationality: _____
(Only if you have double citizenship)

Country of Birth: _____ Prefecture/State: _____ City: _____

Passport Number:
Date of Issue: (d)_____/(m)_____/(y)_____ Date of Expiry: (d)_____/(m)_____/(y)_____

Affix a (3 × 4cm) photograph of yourself.

The photo must be taken within 30 days of submission and against a plain background.

II. Correspondence Address

No. and Street Name: _____

Suburb/Town: _____ Postcode: _____

Prefecture/State/City: _____ Country: _____

Telephone No.: + (_____)_____ Facsimile No.: +(_____)_____
Country Code Country Code

E-mail Address: _____

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III. Contact Information of your parent(s) or guardian(s)

Name of Father: _____ Name of Mother: _____

No. and Street Name: _____

Suburb/Town: _____ Postcode: _____

Prefecture/State/City: _____ Country: _____

Telephone No.: + (_____)_____ Facsimile No.: +(_____)_____
Country Code Country Code

E-mail Address: _____

IV. Contact Information for Emergency

Name of Contact Person in your country:_____ Relationship to the applicant:_____

No. and Street Name: _____

Suburb/Town: _____ Postcode: _____

Prefecture/State/City: _____ Country: _____

Telephone No. : + (_____)_____ Facsimile No. : +(_____)_____
Country Code Country Code

E-mail Address: _____

V-1. Academic Background (Beyond High School)

(Commencement)	(Completion)	(Name of the Institute)	(Name of Major Study)	(Level)
(e.g.) From (m) 04 /(y) 1994	To (m) 03 /(y) 1998	The Univ. of Electro-Communications	Electronic Eng.	Bachelor Eng.
From (m)___/(y)_____	To (m)____/(y)____			
From (m)___/(y)_____	To (m)____/(y)____			
From (m)___/(y)_____	To (m)____/(y)____			

V-2. Employment Background (including part-time jobs)

(Commencement)	(Completion)	(Company or Institute)	(Position)	(Work Hrs.)
(e.g.) From (m) 04 /(y) 1994	To (m) 03 /(y) 1998	The Univ. of Electro-Communications	Teaching Assistant	4 h/Week
From (m)___/(y)_____	To (m)____/(y)____			
From (m)___/(y)_____	To (m)____/(y)____			
From (m)___/(y)_____	To (m)____/(y)____			

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VI. Your Current Enrolment Information at your home university

Name of the University/Institution
you are currently enrolled at : _____

Name of Faculty or Graduate School (If known)
you are currently studying at : _____

Name of your School / Department : _____

Full name of academic degree(s)
you are currently studying for : _____

Name of your (first) major study/subject
at your university : _____

When did you start this major study at this institute?
or when did you enter your university in this study? From (d)_____/(m)_____/(y)_____

Your Current School Year in this major study (Select your course) (Enter your year)
(at the time when you enter UEC) Select _____

Name of your other major study
or minor subject at your university: (If any) _____

When did you start this study at this institute?
or when did you enter your university in this study? From (d)_____/(m)_____/(y)_____

Your Current School Year in this major study (Select your course) (Enter your year)
(at the time when you enter UEC) Select _____

(A) How many semesters or terms does your university have in one year? _____ Semesters/Terms

(B) How many minimum years your (first) major degree is required to study at your university? _____ Years

(C) How many minimum years your other major /minor degree is /are required to study at your university? (If applicable) _____ Years

(D) When do you expect to graduate from your university, if you do not come to Japan for your Exchange Study? (m)_____/(y)_____

(E) Do you currently have a plan to go to a graduate school of your home university for your further study after you finish your current study program? Yes/No Select

(F) Do you currently have any interest to further your studying in Japan after your finish your current study program? Yes/No Select

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VII. Your proposed Study at the Exchange Study Program JUSST at UEC

(A) Please indicate your intended enrollment period. Select up to two continuous semesters from the three options listed below. While single-semester (half-year) enrollment is permitted, please note that the JUSST Program is designed as a full-year program. Priority is given to two-semester applicants; single-semester applications will be considered strictly subject to availability.

☐ Fall Semester (October-March)　☐ Spring Semester (April-September)　☐ Fall Semester (October-March)

(B) Class and lecture information (including subject title) in previous semesters can be found on our Homepage (https://www.fedu.uec.ac.jp/JUSST). Please note, however, that courses actually offered in the upcoming semester may not be finalized until a couple of weeks before the start of the semester, and they may deviate from those in previous semesters. If you could no access to our WEB page by some reason, please contact to our office.

(C) JUSST program requires every student to take the "Independent Research Project" for a graduate student or "Individual Study Project" for an undergraduate student. In these projects, every student is supposed to join a research laboratory in UEC and receive advices from the faculty member.

Please access to the following URL to find a few prospective supervisors and research topics at UEC in your research field or area of interest. Please ensure this first choice matches the one written in your proposed research form (Form RP).

https://researchers.uec.ac.jp/search/?lang=en

Prospective UEC Research Supervisor Name　　**Supervisor Affiliation**

(1st choice) _____　_____

Has this professor accepted you for your research project during your prospective exchange study?
(If you answer "Yes", attach the proof of your communication with the professor, i.e. E-mail or letter.)

Yes/No Select

(D) The research title or topic which you wish to do under the UEC Supervisor mentioned-above?

_____

Note: There is no guarantee that the prospective supervisor will accept you into the research lab. If, in such cases, literature review research will be offered instead.

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VIII. English Proficiency (Skip this section if you are applying from Australia, Canada, UK or USA)

Most classes and lectures in this JUSST Exchange Program are conducted in English. It is therefore important that the students have enough English skills to follow the studies.

(A) Are you confident in instant communication in English conversation? Yes/No Select

(B) Are you confident in writing a scientific report in English? Yes/No Select

(C) Is English your first language? Yes/No Select

(D) Have you taken one of the following international English tests?
Fill in your record appropriately.
You also have to attach the proof of the record for the test that you took before.

Name of English Test	Have you taken before?	Last Exam's Date you took	Score	Note
TOEFL	Yes/No Select	(d)/____(m)/____/(y)_____		
TOEIC	Yes/No Select	(d)/____(m)/____/(y)_____		
IELTS	Yes/No Select	(d)/____(m)/____/(y)_____		
CET	Yes/No Select	(d)/____(m)/____/(y)_____		
Your Home University English Test	Name of Exam	(d)/____(m)/____/(y)_____		
Your Nationwide English test	Name of Exam	(d)/____(m)/____/(y)_____		
Other International English Language Test	Name of Exam	(d)/____(m)/____/(y)_____		

(E) Do you intend to take any one of those international English tests near future?

Yes/No Select if Yes, which exam are you applying for? Exam Name: _____

The Exam Date: (d)_____ /(m) _____/(y)_____

(F) If you answer No to all questions from (C) and (E) above, do you have any other official document, which shows your fluency in English? e.g. *Academic record at your university or high school*

Yes/No Select If Yes, provide the name of the document:

Name of the Document: _____

(Attach the original document or certified copy of the document)

IX. Japanese Language Classes

When you participate in this JUSST Program, you have to take Japanese Language Classes as core subjects. However, Japanese language proficiency is not required at all. Information about your study record of the Japanese language will help us to organize appropriate Japanese Language Classes when you come to UEC. Please answer to the following questions.

Note that graduate students are exempted from taking the Japanese Language classes in their second semester, only with the permission of the UEC research supervisor.

(A) How many semesters are you planning to attend for the Japanese Language Classes?

Only the First Semester / Both the Two Semesters Select

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(B) Indicate your study record of Japanese Language if there is any.

Study Duration	Name of Institution	Name of Instructor	Class Hours (Hrs./Week)	How many weeks	The textbook used in the training
From (m) ____/(y) _____ To (m) ____/(y) _____			_____ Hrs./Week	_____ Wks.	
From (m) ____/(y) _____ To (m) ____/(y) _____			_____ Hrs./Week	_____ Wks.	
From (m) ____/(y) _____ To (m) ____/(y) _____			_____ Hrs./Week	_____ Wks.	

(C) Can you fluently read and write Hiragana? Yes/No Select

(D) Can you fluently read and write Katakana? Yes/No Select

(E) Can you read and write Kanji? Yes/No Select If Yes, about _____ Japanese Kanji Characters.
(Do not count Chinese Kanji Characters, although they are similar or the same sometimes.)

(F) Have you been in Japan?

Yes/No Select If Yes. How many times? ____ time(s), How many days in total? ____ days in total

The latest entry: from (d) ____ /(m) ____ /(y) _____ to (d) ____ /(m) ____ /(y) _____

(G) Have you ever studied in Japan before? Yes/No Select If **Yes**, answer the appropriate below.

Study Duration	Institution Name	Location	Was it an Exchange-Study	The scholarships or sponsor	
From (m) ____/(y) _____ To (m) ____/(y) _____			Yes/No Select	Yes/No Select	Name of the Scholarships
From (m) ____/(y) _____ To (m) ____/(y) _____			Yes/No Select	Yes/No Select	Name of the Scholarships
From (m) ____/(y) _____ To (m) ____/(y) _____			Yes/No Select	Yes/No Select	Name of the Scholarships

X. Financial Source and Support

A limited number of scholarships are available for the qualified "full-year-enrolled" student who demonstrates financial need and will not receive any other scholarships. **Note: 1) Not every successful applicant will receive the scholarship. 2) The scholarship award may be announced later after the screening results are announced.**

(A) I would also like to apply for the UEC scholarship. Yes/No Select

(B) If the UEC scholarships is not available do you still wish to apply for admission to this UEC Exchange Program JUSST? Yes/No Select

If your answer is **No**, skip the following items (C) and (D). **Note: your application might be rejected, if there is no scholarship available**.

(C) What will be your main financial source while you study in the UEC Exchange Program? (Please tick ONE below)

☐ **Funds from other Sponsor** (such as your university's scholarship), *go to question* (*D*)
☐ **Your own fund** (such as savings of your own or parents), *go to question* (*E*)

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(D) If your answer is "**Funds from Other Sponsor**" to the above question, please provide the details and attach any evidence of the sponsorship/scholarship (letter or certificate)

1. Official name of your fund: _____
2. Amount of the fund: _____ (JPY) in total / _____ (JPY) per month
3. Period you receive the fund: From (m) ___ /(y) _____ To (m) ___ /(y) _____
4. It this fund a non-loan Scholarship/Grant? Yes/No _____

(E) If your answer to the above (C) is "**Your Own Fund**", the following is required immediately "after the notification of acceptance" for the application of student visa in Japan.

1. Self-supported
   - Applicant's "Bank Statement", or
   - Proof of scholarship

2. Supported by family members or relatives
   - Supporter's "Bank Statement"

The detailed financial statement that proves that the amount of the fund is enough to support your study in Japan for the period of JUSST program.

XI. Total Period of Education (from elementary school to the last institution of education)

(Sort of Education Inst.)	(Commencement)	(Completion)	(Years attended)
(e.g.) *Chofu Elementary School*	From (m) *04* /(y) *1986*	To (m) *03* /(y) *1986*	*6* years
1) _____	From (m) ___/(y)_____	To (m) ___/(y)_____	_____years
2) _____	From (m) ___/(y)_____	To (m) ___/(y)_____	_____years
3) _____	From (m) ___/(y)_____	To (m) ___/(y)_____	_____years
4) _____	From (m) ___/(y)_____	To (m) ___/(y)_____	_____years

XII. Confirmation of Your Document Preparation

When you complete this form, you should send this application form to the International Affairs Office at your university, attaching following documents. NOTE: If any documentation is omitted, your application may/will not be considered during the intake process, please be sure to follow this checklist. Tick off each box on the checklist as it is completed or attached.

(Mark by hand)

- ☐ 1) Form A (this form): Application for Admission as an Exchange Student (jusst_form_A.pdf)
- ☐ 2) 1 photo of yourself (3×4 cm) attached to Form A
- ☐ 3) 1 photo of yourself (3×4 cm)
- ☐ 4) Form H: Certificate of Health for Overseas Applicant to UEC (uec_form_H.pdf)
- ☐ 5) Scholarship Application: Certificate of Enrollment of the Applicant for Student Exchange Support Program (Scholarship_form.pdf)

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- ☐ 6) Proof of English proficiency: e.g. A copy of the official score report of TOEFL, TOEIC, IELTS or other tests (only if your first language is not English)
- ☐ 7) Transcript of current academic record for your degree(s) currently enrolled (Original only, no older than 1 month old)
- ☐ 8) Transcript of academic record for your degree(s), which you were already, awarded (Original only)
- ☐ 9) Form SP: Study Plan when you come to UEC, associating with your current studies/research at your home university (uec_form_SP.pdf or uec_form_SP.docx)
- ☐ 10) Form RP: Prospective Supervisor and Research Topic. Research Proposal is required if you are a graduate student (uec_form_RP.pdf or uec_form_RP.docx)
- ☐ 11) Certified copy of your passport
- ☐ 12) Certified copy of your student ID
- ☐ 13) Video Letter #1 of 3 minutes with topic of your study/research background and current study activities at your home university
- ☐ 14) Video Letter #2 of 3 minutes with topic of your motivation to apply our JUSST Program and on your prospects and carrier relating your prospective experience in our JUSST Program at UEC
- ☐ 15) Any other supporting document(s) if necessary

XIII. Declaration of Applicant

I, _____, declare the information is true to my best knowledge. I hereby consent
(Write your full name by hand)
to transfer of my personal data, including academic transcript, passport copy, and related data, to the University of Electro- Communications (UEC) in Japan for application processing. I authorize my home university to certify the authenticity and send these documents directly to UEC for this purpose. I understand that UEC reserves the rights to revoke any decision in all matters relating to this application.

Signature of Applicant: _____

Date of signature (d) _____/(m) _____/(y) _____

The following table details the time line of UEC Exchange Program application process.

Fall Semester Entry Process:

30th April	Deadline of application for April entry in Spring semester
End of May	Notification of acceptance will be sent by E-mail.
July - August	Certificate of (Visa) Eligibility will be sent to your university's office. Preparation for your Student Visa at Japanese Embassy or Consulate in your country
First weekday of October	Arrival at UEC Tokyo, Japan
First Week of October	Orientation and Fall semester start

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Spring Semester Entry Process:

31st October	Application deadline for April entry (Spring semester)
End of November	Notification of acceptance will be sent by E-mail.
February - March	Certificate of (Visa) Eligibility will be sent to your university's office. Preparation for your Student Visa at Japanese Embassy or Consulate in your country
First weekday of April	Arrival at UEC Tokyo, Japan
First Week of April	Orientation and Spring semester start

Sender's University Office Use Only

(A) Please indicate the G.P.A. (Grade Point Average) of this applicant at your university.

GPA max GPA GPA (max GPA)

G.P.A. for Undergraduate _____(_____) e.g. *2.5 (3.0)*

G.P.A. for Graduate _____(_____) e.g. *2.9 (3.0)*

(B) How many applicants are you nominating for this admission? _____

Number of (B)

(C) How would you rank this applicant relative to other applicants (B)? Please indicate the order ____ / _____

(D) Include additional comments (if any)

_____

(E) Recommendation by the International Affairs Office or Faculty Office of Home University

Title: _____ Name: _____ Position: _____

Contact Postal Address:

_____

City _____ State _____ Country _____

Telephone No. : + (_____)_____ Facsimile No. : +(_____)_____

Country Code Country Code

E-mail Address: _____

Homepage: _____

Signature of Recommendation: _____ Date: (d) _____ /(m) _____/(y) _____

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