

INTERNATIONAL STUDENT EXCHANGE PROGRAM

UNDERGRADUATE STUDY

Fact Sheet 2014



General information

Name of Institution	Nagoya University of Commerce & Business (NUCB)
Address	4-4 Sagamine, Komenoki-cho, Nisshin-shi, Aichi 170-0193 JAPAN
Website	http://www.nucba.ac.jp/en/
Telephone	+81 561 73 2111
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Undergraduate Programs - Team Contact Details

Name	Function	Contact email
Ms. Stephanie TORIUMI	Student Exchange Coordinator (Incoming)	toriumi@nucba.ac.jp
Dr. Mike HUGH	Director, Department of International Affairs	hugh@nucba.ac.jp
Mr. Shinji Saito	Coordinator of Undergraduate Programs (Outgoing)	saito.sh@nucba.ac.jp
Ms. Yuko KATO	Coordinator of Undergraduate Programs (Outgoing)	katoy@nucba.ac.jp

Academic Calendar ★

	Spring Semester 2014	Fall Semester 2014
Classes Start	April 7 th	September 1 nd
Classes End	July 22 nd	December 5 th
Exams	July 23 rd – 29 th	December 8 th – 19 th

Important Dates ★

	Spring Semester 2014	Fall Semester 2014
Regular application deadline	December 21 st	May 1 st
Late application deadline	Feb 1 st	May 15 th
Hall of residence check-in	March 26 th & 27 th	Aug 28 th & 29 th
Orientation sessions	March 28 th	Aug 31 st

★ Please note that dates are provisional and subject to slight changes

Course Details

Name of course	Global Leadership Program (GLP)
Academic Level	Undergraduate
Language of instruction	English
Length of instruction	1 semester (approx. 4 months) or 1 year for an exchange, 2 years for a Double Degree.
English requirements	TOEFL iBT 80 / TOEFL CBT 550 / TOEIC 800 / IELTS 6.0 (NB: Students whose home courses are taught in English do not need to demonstrate TOEFL/TOEIC/IELTS scores)
Course structure	Each course is 100 minutes x 14 class meetings, plus a final exam. Attendance at classes is compulsory. Grading is based on a curve.
Credits	Each course is worth 2 NUCB credits, equivalent to 3 ECTS credits.
List of courses	The curriculum for Spring 2014 will be finalized by the end of 2013, but a list of provisional courses available to undergraduate exchange students is available here: http://tinyurl.com/bgnvnqh Please note that this list is based on the 2013 curricula and is therefore provisional; new courses will be added by the time you arrive. We will keep you informed as soon as the final curriculum is available. You will have the opportunity to register your course choices on Orientation Day shortly after you arrive in Nagoya.
Course load	Students typically take 10 courses per semester for 20 NUCB credits (30 ECTS credits). Whilst NUCB recommends students register for at least 4-5 courses per term, the exact number of courses required depends upon each student's home institution. Exchange students are asked to pre-approve their course load with their academic advisors prior to coming to NUCB.

Application procedure

Step	Action
1	Partner school coordinators should notify the NUCB International Affairs team of the number of students they have nominated to send to NUCB: Stephanie Toriumi toriumi@nucba.ac.jp NUCB International Affairs team will then send coordinators an Application Pack by email, containing most of the required documents students need to apply to NUCB and for their Japanese visa (please refer to (2), below).
2	Students complete the application documents as contained in the Application Pack, gather other necessary documents, and send them to NUCB by registered post. Required documents include: <ol style="list-style-type: none"> 1. NUCB application form (template provided by NUCB) 2. Letter of guarantee (template provided by NUCB) 3. Letter of financial guarantee (template provided by NUCB) 4. CV/Resume 5. 1 page letter describing why they want to study in Japan/NUCB (in English, no specific format) 6. Bank statement (original paper copy) of self or financial supporter (required for visa application)

	<p>7. Completed visa Certificate of Eligibility (COE) application form (template provided by NUCB)</p> <p>8. 3 passport-sized photos, with the student's name written on the back</p> <p>9. TOEFL/TOEIC/IELTS score certificate (original paper version) or letter from home institution confirming language ability if the student's home university courses are taught in English.</p> <p>10. Transcript of academic scores to date from home university (original paper version)</p> <p>11. 2 copies of the photo page of the student's passport</p>
3	The NUCB International Affairs team will compile each student's COE application documents and submit them to the Japanese visa authorities. When processed, the Japanese visa authorities will send the official COE to NUCB.
4	NUCB will send the COE and Letter of Acceptance to partner school coordinators, who should distribute them to their students.
5	Students should take their COE and other supporting documents to their nearest Japanese embassy or Consulate for processing in order to receive their actual visas.

Other information

Visa requirements	Exchange students are required to have a Student Visa from the Japanese government. This is obtained by completing a Certificate of Eligibility (COE) application form (supplied by NUCB), successfully receiving the COE (NUCB will submit the students' COE to the Japanese authorities for them), and then taking the COE and other supporting documents to the Japanese embassy in the students' home countries (students are required to do this themselves). As precise visa processing procedures and times taken to complete the application vary slightly amongst embassies from country to country, we recommend that students go to their nearest Japanese embassy as soon as they can after receipt of their COE.
Tuition and fees	Through our exchange program, tuition fees for incoming exchange students are waived. Students are still required to pay for: textbooks, accommodation fees for the International Halls of Residence, transportation to and from campus, food and other general living costs.
Health insurance	Students are legally required to have health insurance cover. We recommend that students organize this themselves in their home country before coming to Japan.
Accommodation	Upon application, students are automatically allocated a single-occupancy room in the Chiyoda halls of residence. Located in downtown Nagoya, the dormitory is fully furnished and features: pass-key lock entrance, 24m ² single rooms, bed and bedding, closet, desk and chair, toilet, full bath and washroom, book shelves, AC/heater, TV, refrigerator, microwave oven, washing machine, LAN internet access. No specific application to halls of residence is necessary. The monthly rent is JPN 70,000 (incl. utility fees).
Financial support	NUCB also allocates a limited number of Housing Scholarships (JPN 40,000 or 25,000 or 15,000) to incoming students to students whose GPA meets certain requirements. Students are not required to apply for these scholarships, they are automatically considered upon application to NUCB. To be eligible for consideration for either a JASSO or Housing scholarship, students' academic transcript scores are taken into account as well as their CV's and Letters of Motivation. Please note that receipt of a scholarship is in no way guaranteed.
Trips & Activities	NUCB's prime location allows students to travel to cities such as Kyoto, Osaka, and Tokyo. Excursions include trips to Nagoya and Toyota manufacturing facilities. Other activities include Calligraphy, Tea Ceremony, Dance, and Martial Arts.

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