

Guidelines for Hokkaido University Short-Term Exchange Program (HUSTEP) 2014-2015 Applicants

1 Overview

The Hokkaido University Short-Term Exchange Program (HUSTEP) is an undergraduate program designed for students to take a wide variety of classes offered in English in the fields of Culture and Society, Environment, Science and Technology.

▪ **Length of Study**

(1) Research Course

October 1, 2014 – August 31, 2015

(11 months: equivalent to one Japanese academic year)

(2) Semester Abroad Course (Autumn)

October 1, 2014 - February 28, 2015

(3) Semester Abroad Course (Spring)

April 1, 2015 - August 31, 2015

The accepted students are required to arrive in Sapporo by late September or first week of April (see HUSTEP Calendar on pages 6-7).

▪ **Program Completion Requirements**

(Both courses)

All students are required to take a certain number of classes pertaining to their visa.

(Research Course Only)

1) Participants are required to obtain at least 20 credits during their year in the program.

2) Participants are required to obtain at least 10 credits in each semester, and at least 8 of these credits should be from HUSTEP classes not including Independent Study.

3) Participants who complete the above requirements will receive a certificate of completion if they request.

▪ **Number of Students Accepted**

Approximately 50 students for each course

2 Information for Potential Applicants

▪ **Eligibility Requirements**

To be eligible to apply for HUSTEP, students must:

1. be enrolled in full-time undergraduate degree programs at overseas universities that have concluded a student exchange agreement with Hokkaido University.
2. be enrolled and pay tuition fees at their home universities as full-time students during the entire period of study in Japan.
3. have completed at least two years of undergraduate study at their own university prior to arrival in Japan.
4. have a cumulative grade point average (GPA) of 3.0 or better on a 4.0 scale or equivalent.
5. be proficient in English. Non-native English speakers must have a TOEFL score of at least 79 (iBT).
6. be able to arrive by late September or first week of April.

Notes:

- There is a screening process and NOT all students who apply will be accepted.
- Japanese language ability is not required to participate in HUSTEP.
- Those students whose main focus is studying Japanese language and are majoring in Japanese Studies should consider applying to the Japanese Language and Cultural Studies Program (JLCS) instead of HUSTEP.
- There are a limited number of scholarships available so most students will have to cover their own costs. Although it varies by individual, the cost of living in Japan is about 100,000 yen (roughly \$1,000 US) per month. Thus students should have enough money saved up to pay for the period of living costs or make other financial arrangements before coming to Japan. Students should be clear that HUSTEP is strictly a study program.

3 Admission Process

- Step 1 Consult with an academic advisor at their home institution and receive approval.
Step 2 Obtain the necessary forms from the office of international studies (or its equivalent) at their home institution.
Step 3 Complete the forms, and submit them to Hokkaido University through the home institution's office of international studies (do not send applications directly to Hokkaido University).

• Application Deadline

Research Course

February 21, 2014

Semester Abroad Course (Autumn)

Semester Abroad Course (Spring)

October 31, 2014*

*Semester Abroad Course(Spring) applicants should submit their applications in October not February

• Required Documents

The application package should include the following documents:

- 1) Completed HUSTEP application form
- 2) Certificate of Enrollment
- 3) Recommendation letter from an academic supervisor
- 4) Official transcript of academic record
- 5) Certificate of health
- 6) 3 photographs
- 7) TOEFL score record (non-native English speakers only)
- 8) Photocopy of your passport

• JASSO Scholarship

To assist international exchange students, the Japan Student Services Organization (JASSO) offers the following scholarship to a limited number of students. The Student Exchange Support Program (Scholarship for Short-Term Study in Japan) includes a monthly stipend as follows:

¥80,000 (approximately U.S. \$ 800) per month for eleven months.

NOTES:

In addition to the HUSTEP Eligibility Requirements, students who meet the following requirements are eligible to apply for this scholarship:

- 1) Applicants must, upon completion of the term of exchange, return to their home institutions to resume their studies or to be awarded their degrees.
- 2) Applicants must not be recipients of scholarship awards from other organizations, if the combined value of these additional scholarships exceeds ¥80,000 per month.
- 3) Applicants who may have difficulty covering the costs of their studies in Japan on their own.

• Results

Applications will be carefully reviewed by the HUSTEP Selection Committee and applicants will be informed of the selection results through their home institution in early April, 2014 (in December, 2014 for spring course).

NOTE:

Further details about admission procedures will be provided to accepted students. Those students who do not complete the admission procedures by the required deadlines will not be eligible to participate in HUSTEP.

4 Information for Accepted Applicants

• Immigration Procedures

Before coming to Japan, accepted students will need to obtain a student visa issued from the Japanese Embassy or Consulate in their country of residence. A certificate of eligibility and a letter of acceptance will be sent by Hokkaido University to the home university of students who are officially admitted to HUSTEP at least one month before the program starts.

This document will serve as proof of student status when applying at a Japanese Embassy or Consulate for a student visa. Applicants should follow the advice of the Japanese diplomatic office in their home country concerning the procedure for obtaining the visa.

NOTE:

Due to visa requirements, students are required to take at least 10 hours of classes (equivalent to 7 classes) per week. Further information about class registration will be provided at the arrival orientation.

•Housing

The student dormitories are located on or near the university campus in the center of Sapporo. Furnished rooms in the university accommodations are provided for HUSTEP students. For further details, please visit the website below.

<http://www.oia.hokudai.ac.jp/prospective-students/accommodation/dormitories/>

NOTE:

For HUSTEP students, the housing application process is different from other international students. Detailed information will be provided to accepted students.