



PROGRAM GUIDELINE **<2012-2013 Summer/Spring Intensive Program>**

1) Applicants

This program is designed for elementary Japanese learners who have the following Japanese levels.

a) J&JC100:

Class for Japanese first learners. Students in this class is expected to have elementary level and/or some knowledge about HIRAGANA and easy Japanese phrase. The goal of this class is to aim at N5 level of JLPT.

b) J&JC200:

Class for Japanese learners who have learnt half of elementary course, or who have the same level as N5 level of JLPT. The goal of this class is to aim at N4 of JLPT.

c) J&JC300:

Class for Japanese learners who have already completed elementary Japanese, or who have the same level as N4 level of JLPT. The goal of this class is to aim at N3 of JLPT.

- Please refer to the following URL for JLPT level. <http://www.jlpt.jp/e/about/levelsummary.html>
- We will not organize higher level than J&JC300, therefore, if a student have over J&JC200 level he/she is not qualified to participate.

2) Program Schedule:

Arrival: ① Summer: Monday, Aug. 6th, 2012, ② Spring: Sunday, Feb. 3rd, 2013

- A pick-up service at the airport will be arranged for you.
- Please arrange your flight to arrive at KANSAI INTERNATIONAL AIRPORT in the morning, and please understand that we will ask you to wait for the pick-up service at the airport depending on your flight.
- If there is no available flight arriving in the morning from your country, please contact us.

Program Period:

- ① Summer: Tuesday, Aug. 7th, 2012 - Monday, Aug. 27th, 2012
- ② Spring: Monday, Feb. 4th, 2013 – Friday, Feb. 22nd, 2013

Departure: ① Summer: Tuesday, Aug. 28^h, 2012, ② Spring: Saturday, Feb. 23rd, 2013

NOTE: Arrival and Departure schedule

Participants should arrive/depart from Japan within 7 days of the program starting/end date, unless you arrive or depart on the scheduled date designated by the program.

- ◇ If a participant does not follow the above-mentioned policy, he/she will miss an opportunity to obtain any financial support indicated in #3).

3) Program fee

220,000 JPY incl. tax

- Any commission charges for the payment, such as remittance charge and so forth, should be borne by each participant.

- The fee must be paid by ① July 5th, 2012 for summer and ② December 31st, 2012, after you receive a notification of acceptance and an invoice.

***Cancellation policy**

- If you withdraw your application before the program starts, the amount of the program fee you paid, except for the “Application and Enrollment Fee” which is 20,000 yen, will be refunded.
- If you cancel your participation after the program starts the unspent fees for the accommodation and study trips/excursion will be refunded.

***Financial Support**

- In FY 2011, JASSO (Japan Student Support Organization) launched a brand new financial support scheme for Short-stay programs. CIEE is awarded this scholarship and happy to provide some financial support for prospective participants in our programs. Although the number of people who can be supported by the new scholarship is limited, CIEE offers successful applicants a financial support of 80,000JPY for 2012-2013 Summer /Spring Intensive course after the program starts by the selection basis. According to the JASSO regulation, the scholarship awardees should not arrive in Japan more than 7days prior to the scheduled beginning date of the program, and must leave Japan immediately after (in seven days) the final date of the program. Also, scholarship awardees must submit a study report to JASSO with their signature on it before they leave Japan.

4) Program fee includes:

- Tuition fee at Osaka University: 2 credits will be awarded for the program upon completion.
- Excursions and study trips
- Accommodation
 - Summer: **Check-in** Monday, Aug.6th, 2012, **Check-out** Tuesday, Aug. 28^h, 2012
 - Spring: **Check-in** Sunday, Feb. 3rd, 2013, **Check-out** Saturday, Feb. 23rd, 2013
- Breakfast
- Insurance fee on campus
- Airport shuttle service from/to Kansai International Airport
 - Even if you will not use the certain airport pick-up service arranged by the program we will not arrange separately for you, and also not reimburse any charge for that.
- Application and enrollment fee

NOTE: Any commutation expenses between the campus and accommodation are NOT included in the program fee. Commutation expenses should be personal expenses.

5) Visa for the program:

All participants are required to obtain a “short-stay visa” before entering Japan, except for those who are from countries listed as “Countries and Regions that have visa exemption arrangements with Japan.” Please refer to the website of the Ministry of Foreign Affairs of Japan below.

http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

If you need an invitation letter and/or other documents issued by Osaka University for your visa application, please let us know immediately.

6) Insurance:

All participants are required before arriving in Japan to take responsibility for obtaining overseas travelers' personal accident insurance that is able to cover illness/injury and any other accidental expenses upon your travel and during your stay in Japan.

- We will separately purchase "Personal Accident Insurance for Students Pursuing Education and Research (PAS)" for you that covers on-campus activities only, which cost is included in the program fee.

7) Application and Materials to be submitted to Osaka University before starting the program:

7)-1. **For group application:** In the case a university coordinator will apply on behalf of students who are screened by the students' home university as a group.

[Application]

* Please submit **① by June 5th, 2012 for summer**, and **② by Nov. 10th, 2012 for spring**.

- Participant list: Please use the list named "Participants list", appendix 1.
- ◇ Language proficiency information (Japanese and English)

Applicants for the Japanese language program are required to take the level check test on the following OU website, and state the score.

http://nava.isc.osaka-u.ac.jp/sim_levelcheck/

[Enrollment]

* Please submit below-mentioned information of all participants **① by July 5th, 2012 for summer**, and **② by December 31st, 2012 for spring**.

- Electronically-based
 - Copy of insurance certificate which confirms to cover your travel to and stay in Japan.
 - Passport copy
 - Passport-sized photo for Identification card at Osaka University
 - Copy of air-ticket (round-trip) with fixed flight schedule
 - Certificate letters with the coordinator's authorization signature and the stamp of the department issued by the participant's home university which certifies the participants' status as a full time student.

7)-2. **For individual application:** In the case you apply individually.

[Application]

* Please submit **① by June 5th, 2012 for summer**, and **② by Nov. 10th, 2012 for spring**.

- Application form (Appendix. 2)
- Certificate letters with the coordinator's authorization signature and stamp issued by your home university which certifies your status as a full time student.

- Please send your application form and the letter by email first, and the originals later by mailing.

Send to: Masayo Yamashita, CIEE, Osaka University

Email: shortstay-programs@ex.isc.osaka-u.ac.jp

Mailing Address: 1-1, Yamadaoka Suita Osaka, 565-0871 JAPAN

[For enrollment]

*Please submit below-mentioned information of all participants ① **by July 5th, 2012 for summer**, and ② **by December 31st, 2012 for spring**.

- Electronically-based
 - Copy of insurance certificate which confirms to cover your travel to and stay in Japan.
 - Passport copy
 - Passport-sized photo for Identification card at Osaka University
 - Copy of air-ticket (round-trip) with fixed flight schedule

8) Important Schedule

<Program Schedule > * Schedule may be changed in accordance with future circumstances.

-Summer-

(TUE) Jun. 5 Due date of application

(MON) Jul. 5 Due date of “Payment for program fee” and “Submission of enrollment”

(MON) Aug. 6 AM: Arrival, PM: Orientation & Welcome Reception

(TUE) Aug. 7 Class starts

(MON) Aug. 27 Class ends, Closing Ceremony & Farewell Party

(TUE) Aug. 28 Departure

-Spring-

(SAT) Nov. 10 Due date of application

(THU) Dec. 31 Due date of “Payment for program fee” and “Submission of enrollment”

(SUN) Feb. 3 AM: Arrival, PM: Orientation & Welcome Reception

(MON) Feb. 4 Class starts

(FRI) Feb. 22 Class ends, Closing Ceremony & Farewell Party

(SAT) Feb. 23 Departure

FOR SPECIFIC INQUIRIES REGARDING THIS PROGRAM GUIDELINE, PLEASE CONTACT US.

<Contact Information>

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+81-(0)6-6879-7128

We look forward to your application!