

**School of Law / Graduate School of Law and Politics**

**Osaka University**

**2024-2025 Student Exchange Program**

**Application Package**

**Date** (dd/mm/yyyy):

**Name of Applicant**:

**Home Institution**:

**The following documents must be included in your application package.**

|  |
| --- |
| **Check List** (Check in the boxes.)   1. Application Form (\*prescribed form) 2. Study Plan/Research Plan (\*prescribed form) 3. Nomination letter from home institution 4. Official academic transcript from home university in English or Japanese 5. Certificate of language proficiency in Japanese and/or English 6. Financial Resources Confirmation Form (\*prescribed form) 7. Bank balance statement in English or Japanese   If it is written in other language, please attach a translation in English or Japanese.   1. Certificate of scholarship in English or Japanese (if applicable) 2. A photocopy of passport, which students will enter Japan with |

**The application package should be sent to the following address from the office responsible for student exchange at the applicant’s home institution. We will send acceptance letter to applicant’s home institution, not directly to applicants.**

***Educational Affairs Section, Graduate School of Law and Politics, Osaka University***

***1-6 Machikaneyama, Toyonaka, Osaka 560-0043, Japan***

***Phone : +81-6-6850-6942 / Fax : +81-6-6850-5089***

**Application Deadline:**

For enrolment in April 2024: **November 10, 2023**

For enrolment in October 2024: **May 10, 2024**

**Application Form**

Photo

Should be taken within 3 months

Please write your name on the backside

**Note:**

* Check the appropriate box and/or fill-in the blanks.
* Should be filled out in English or Japanese.
* Numbers should be Arabic numerals.
* Proper nouns should be written in full, no abbreviations.

**Section 1: Personal Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1-1 Name as in your passport** | | | | |
|  |  |  |  |  |
| Family Name |  | First Name |  | Middle Name |
|  |  |  |  |  |
| Name in Chinese characters (if applicable) |  | Name in Japanese characters(フリガナ) (If there is something you want to use)\*  If you blank this column, we will set for our university record. | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1-2 Gender** | |  | **1-3 Date of Birth** | | | | | |
| ☐ Male | ☐ Female |  |  |  |  |  |  |
|  |  |  | Day | | Month | | Year | |

|  |  |  |  |
| --- | --- | --- | --- |
| **1-4 Nationality** |  |  | |
|  |  | Do you currently have Japanese nationality? | ☐ Yes ☐ No |

|  |  |
| --- | --- |
| **1-5 E-mail Address** |  |

**1-6 Current Living Address**

|  |  |
| --- | --- |
|  | |
| Tel: |

**1-7 Permanent Address**

|  |  |
| --- | --- |
|  | |
| Tel: |

**1-8 Person to be notified in case of emergency**

|  |  |  |  |
| --- | --- | --- | --- |
| Name : |  | Tel: |  |
| Relationship with you: |  | E-mail: |  |
| Postal address: |  | | |

**Section 2: Home Institution Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **2-1 Home university:** |  | | |
| **2-2 Faculty, Department**  **or School:** |  | | |
| **2-3 Major of your study:** |  | | |
| **2-4 Degree currently sought:** | ☐ Bachelor ☐ Master ☐ Doctor ☐ Other ( ) | | |
| **2-5 Date of admission to**  **above program:** |  | **2-6 Expected date of award**  **of above degree:** |  |
|  | (mm/yyyy) |  | (mm/yyyy) |

|  |  |
| --- | --- |
| **2-7 How many academic years you will have completed at currently registered program by the time of exchange?** |  |
|  | (ex. 2 years) |
| **2-8 Expected school year when you will start student exchange at Osaka** |  |
|  | (ex. Undergraduate 3rd, Master 1st) |

|  |  |  |  |
| --- | --- | --- | --- |
| **2-9 Will you proceed to another (higher) degree program**  **by the time of exchange at your home university?** | | ☐ Yes →If yes, please give the details below.  ☐ No | |
| **Degree title:** |  | **Scheduled date of enrollment:** |  |
|  |  |  | (mm/yyyy) |

**Section 3: Education Background and Experiences**

Please provide the academic background after university/college enrollment *EXCEPT current one* and other experiences if any.

**3-1 Education Background**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(1)** | **Full name of university/college:** |  | | | |
|  | **Faculty, school, or major:** |  | | | |
|  | **Degree awarded:** | ☐ Bachelor ☐ Master ☐ Other ( ) | | | |
|  | **Period of attendance** | From |  | To |  |
|  |  |  | (mm/yyyy) |  | (mm/yyyy) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(2)** | **Full name of university/college:** |  | | | |
|  | **Faculty, school, or major:** |  | | | |
|  | **Degree awarded:** | ☐ Bachelor ☐ Master ☐ Other ( ) | | | |
|  | **Period of attendance** | From |  | To |  |
|  |  |  | (mm/yyyy) |  | (mm/yyyy) |

**3-2 Details of Other Experiences**

Please detail your past employment, internship, study-abroad, national/civilian service or other relevant experiences.

|  |
| --- |
|  |

**Section 4: Exchange Study at Osaka**

|  |  |
| --- | --- |
| **4-1 Students status:** | ☐Special Auditor 特別聴講学生  ☐Special Research Student 特別研究学生 (PhD student ONLY) |
| **4-2 Date of enrollment:** | ☐ April 2024 ☐ October 2024 |
|  |  |
| **4-3 Intended exchange period:** | ☐ Single semester  (from April 2024 to September 2024, or from October 2024 to March 2025)  ☐ Full academic year  (from April 2024 to March 2025, or from October 2024 to September 2025) |
|  |  |
| **4-4 Name of intended supervisor**  **at Osaka University:** |  |
|  |  |
| **4-5 Post-exchange plan:** | ☐ I will continue my study at home university.  ☐ I will earn a degree from home university (without further study/research). |

**Section 5: Language**

All applicants must be able to prove an appropriate proficiency level either in Japanese or English.

**5-1 Language Self Evaluation** (Check the appropriate box.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Native Language | Excellent | Good | Fair | Poor |
| Japanese | ☐ | ☐ | ☐ | ☐ | ☐ |
| English | ☐ | ☐ | ☐ | ☐ | ☐ |
| (Others: Specify) | ☐ | ☐ | ☐ | ☐ | ☐ |

**5-2 Language Proficiency Certification**

If you have a certificate of language proficiency in English and/or Japanese, such as TOEFL, IELTS or JLPT (Japanese Language Proficiency Test), specify the details below and attach a certified copy of the certificate(s).

If the language of instruction mainly used at home institution is English and you have no certificate of English proficiency, submit a document by your institution to certify that the language of instruction is English and you have sufficient English proficiency to be able to successfully participate in the exchange program.

**5-2-1 English**

|  |  |  |  |
| --- | --- | --- | --- |
| **Test title:** |  | | |
| **Overall score:** |  | **Test date:**  **(dd/mm/yyyy)** |  |

**5-2-2 Japanese**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Test title:** |  | | | | |
| **Level (ex. N1):** |  | **Overall score:** |  | **Test date:**  **(dd/mm/yyyy)** |  |

**Section 6: Accommodation**

|  |  |  |
| --- | --- | --- |
| **6-1: Do you wish to apply for university accommodation?** |  | ☐ Yes ☐ No |
|  |  |  |
| **6-2: If Osaka University is not able to offer you to university dormitory due to the limited number of rooms available, you will have to find accommodation with the help of the Support Office for International Students and Scholars, Osaka University or private housing agency.**  **Are you willing to participate in exchange program, even if your accommodation is not assigned to university dormitory?** |  | ☐ Yes ☐ No |

Study Plan (for Special Auditor)

(Please type or print.)

|  |
| --- |
| Name in full: |

|  |
| --- |
| Major/ Minor field of study at your home university: |

|  |
| --- |
| Please describe in detail your studies at home university, your intended studies at Osaka University, and the courses you are interested in taking at Osaka University. |

Note: Some courses you are interested in might not be admitted to register due to some reasons such as class capacity, or might not be offered next academic year.

Research Plan (for Special Research Student)

(Please type or print.)

|  |
| --- |
| Name in full: |

|  |
| --- |
| Major/ Minor field of study at your home university: |

|  |
| --- |
| Intended supervisor at Osaka University  First choice:  Second choice: |

|  |
| --- |
| Please describe in detail your research at home university and your research plan at Osaka University (no more than 2 pages). |
|  |

Note: Osaka University does NOT guarantee that intended supervisor accepts applicant.

**Financial Resources Confirmation Form**

**Name of Applicant:**

Exchange students are responsible for all costs to live and study at Osaka. Please check the appropriate box and show the planned amount of money per month. Supporting documents must be submitted together.

1. **Your main financial resources during your stay in Japan**

|  |  |  |
| --- | --- | --- |
| ☐ Yourself (own savings): |  | yen per month |
| ☐ From financial supporter: |  | yen per month |
| →Please make sure to answer section 2. | | |
| ☐ Scholarship: |  | yen per month |
| →Please give the details below. | | |
| Scholarship title: |  | |
| Funding organization |  | |
| Amount of scholarship: |  | |
| Current status: | ☐ I have already awarded an exchange scholarship.  ☐ I have applied for a scholarship and my application is now being considered. | |
| ☐ Others: |  | yen per month |
| →Please describe the details below. | | |

|  |
| --- |
|  |

1. **Financial Supporter Information (If you checked “From financial supporter” in 1)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Relationship with you: |  | | |
| Occupation: |  | | |
| Annual income: |  | yen |

Date (dd/mm/yyyy):

Signature of Applicant:

Note:

Please submit an original bank statement to certify bank balances of yourself or your financial supporter if either party is to be your main financial resources during your study in Osaka. The statement should**:**

* be issued within 3 months,
* be written in English or Japanese,
* specify the name of the account holder, and
* the balance exceeding the expected living costs in Japan (multiply 89,000 by intended month(s) of stay)

in Japanese yen.