



*Explore Different Cultures*

**International  
University  
of Japan**

Exchange Programs 2024/2025

# FACT SHEET

## Graduate School of International Relations Master's Programs

International Relations  
International Development  
Public Management & Policy Analysis



# Application

## 1. Academic Calendar For The Year 2024/25:

Fall 2024: Sept. 30 - Dec. 13,

Winter 2025: Jan. 6 - Mar. 21,

Spring 2025: April 1 - June 19

\*Including exam week.

## 2. Nomination Deadline:

Fall exchange program – April 14

Winter exchange program – August 31

Spring exchange program – October 14

## 3. Applications Documents Should Be Received by:

Fall exchange program – April 29

Winter exchange program – September 8

Spring exchange program – October 27

## 4. Required Documents:

Please submit the following documents by the above mentioned deadlines by E-mail:

- 1) Completed Exchange Application Form  
[www.iuj.ac.jp/ir-info/exchange-program/](http://www.iuj.ac.jp/ir-info/exchange-program/)
- 2) Latest resume (must be typed)
- 3) Latest official academic record (transcript)
- 4) Study Plan at International University of Japan
- 5) A copy of applicant's passport clearly showing his/her name, birth date, passport number, etc.

*After the completion of your application, you will need to submit documents for your **Student Visa**. Please prepare Application Form for Certificate of Eligibility, Copy of your passport, Your photo (3cm x 4cm), Sponsorship statement, Scholarship award, and Extra documentation on financial backing.*

*For further information, visit our website: [www.iuj.ac.jp/ir-info/exchange-program/](http://www.iuj.ac.jp/ir-info/exchange-program/)*





# Academics



## 5. Orientation Dates

A week-long orientation for new students takes place before the Fall term begins. Also, a shorter orientation for new students takes place before the Winter and Spring terms begin. We strongly recommend that you attend the orientation.

## 6. Workload of Exchange Students

An incoming exchange student must take a minimum of 2 credits per term, but normally must not exceed 12 credits per term. If you need to take more than 12 credits in order to fulfil the degree requirements at your home institution, you may exceed this ceiling.

## 7. Credit System

One classroom session lasts 90 minutes at IUJ.

### ➤Content Courses (Non-language Courses):

One credit is given to a content course where 12 hours of classroom studies are conducted. (Eight 90-minute sessions in total).

### ➤Japanese Language Courses :

One credit is given to a Japanese language course where at least 45 hours of classroom studies are conducted. However, classroom study hours designated for each one-credit Japanese language course vary according to the desired language ability level to which students are expected to reach within the designated period of time. For example, an Advanced-level course requires 45 hours of classroom studies while an Elementary course requires 65 classroom hours. A half credit (0.5) is given to a Japanese course that requires less than 45 classroom hours. For example, Basic 1, 2 and 3 require 38 classroom hours. Basic 4, 5, 6, 7, 8 and 9 require 26 classroom hours.

## 8. Compulsory Courses For Exchange Students: None

## 9. Elective Courses For Exchange Students:

You can register for elective courses offered by the Graduate School of International Relations (for course info please refer to: [www.iuj.ac.jp/ir-info/](http://www.iuj.ac.jp/ir-info/)) plus courses offered by the Graduate School of International Management (for course info please refer to: [www.iuj.ac.jp/im-info/](http://www.iuj.ac.jp/im-info/))

However, you will be required to obtain an instructor's approval signature in order to register for the courses offered in Graduate School of International Management .

## 10. Grading System:

A (4.00) = Distinguished  
A- (3.75) = Very Good  
B+ (3.50) = Good  
B (3.00) = Satisfactory  
B- (2.50) = Satisfactory Low  
C (2.00) = Poor  
F (0.00) = Failure  
W ( -- ) = Withdrawal  
I ( -- ) = Incomplete  
P ( -- ) = Pass  
NP ( -- ) = Non-Pass  
AU ( -- ) = Audit

## 11. GSIR's MA Programs:

International Relations  
International Development  
Public Management and Policy Analysis

## 12. Language Requirement: Proficiency in English



# Student Life

### 13. Housing And Internet Connection From The Dorm Room:

#### <Dormitory Information>

On-Campus Housing is available. An exchange student will be assigned a room in one of the Student Dormitories. Usually, it is quite difficult to find an accommodation for a short period near the school and it is very costly.

On our campus, we have three student dormitories, called Student Dormitory 1, 2 and 3 (SD1, 2 and 3). All exchange students are accommodated in one of these.

The dorm buildings are situated close together. They are all within a 2 minutes' walk of each other. The dorm room fee is the same for all the buildings (39,000/month).

Both cable LAN connection and wireless LAN connection services are available for free in the dormitories.

If you would like to know about computing services at IUJ, please refer to the following URL: [www.iuj.ac.jp/cs/](http://www.iuj.ac.jp/cs/)

### 14. Approx. Costs at IUJ

Housing: JPY 39,000/month (Rent for a single student dormitory room)

Dormitory maintenance fee JPY 10,000/once when check in

GSO\* membership fee JPY 1,500/term \*Graduate Student Organization

Meals: JPY 30,000 ~ 40,000/month per person

Books/cases: JPY 10,000 ~ 30,000/term

National Health Insurance JPY 4,000~5,500/term

Miscellaneous: JPY 25,000/month (for utilities and other personal expenses)

### 15.General Information:

The University is 230 km away from Tokyo, which can be reached by Shinkansen (bullet train) in about an hour and a half.

Students find themselves in an atmosphere which is both authentically Japanese and strongly international; this makes the experience particularly interesting.

Facilities:

- Library
- Computing rooms (Windows 10/8/7 environment)
- Cafeteria (Halal offered) & Snack Lounge
- Indoor and Outdoor Sports facilities
- School shop





# Insurance & Visa

## 16. Health Insurance

It is compulsory for IUJ exchange students to join National Health Insurance (NHI) upon entrance to IUJ (unless you are covered by another Japanese insurance plan, such as through your company). Without signing up for this insurance, medical expense can be costly. It becomes especially important if you become seriously ill or need to be hospitalized. By becoming a member of NHI, you need to bear only 30 percent of the claimable medical treatment costs at the clinic or hospital (not include car accident injury). The premium for NHI is about 5,000 yen per term (approximate 4,000 yen for a winter or a spring term, approximate 5,500 yen for a fall term).

NHI does not cover medical treatment for injuries incurred from car accidents, medical treatment for injuries to other people and compensation for property damage. Therefore, we strongly suggest that you will enter travel insurance before you leave your countries which will cover unforeseeable expenses during your stay.

## 17. Visa

A student must obtain a student visa. We will apply for your Certificate of Eligibility (CoE) at the immigration office and send it to you once it is issued. You will apply for your visa with the CoE at the Japanese Embassy or Consulate in your country that has jurisdiction over your home address. Detailed information about visa application is provided at

[www.iuj.ac.jp/ir-info/exchange-program/](http://www.iuj.ac.jp/ir-info/exchange-program/)

Director of Exchange Program: Professor Hiroshi Kato

Exchange Program Coordinator: (Incoming): Ms. Haruka Hobbs

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