



Kyoto University of Foreign Studies

Exchange Program Fact Sheet

University Name	Kyoto University of Foreign Studies (KUFS)
President	Takahiro ONO
University Website	http://www.kufs.ac.jp
Exchange Program Website	http://www.kufs.ac.jp/en/partner/

Division of International Affairs

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Academic Calendar

	Spring Semester	Fall Semester
Arrival/Pick-up/Move-in Date	End of March	Beginning of September
Orientation	End of March	Beginning of September
Lecture Period	April 10~End of July	September 20 ~End of January
Semester Period	April 1~September 19	September 20~March 20
Accommodation Period	Scheduled arrival date ~August 16	Scheduled arrival date ~End of February

※Please see the [Exchange Program Website](http://www.kufs.ac.jp/en/partner/) for more details.

Nomination and Application Procedure

	Spring Semester	Fall Semester
Nomination Period	October 1 – October 30	March 1 – March 31
Application Period	October 1 – November 20	March 1 – April 20

Procedure

STEP1. Nominations

Partner universities must fill in the Nomination Template and send it to incoming_oips@kufs.ac.jp.

Incomplete nominations will be returned.

STEP2. Online Application

Please refer to the [Exchange Program Website](http://www.kufs.ac.jp/en/partner/) for required application documents and application procedure.

The documents are to be obtained and completed through the online application system only during the application period.

Extension Request

If you (international students) wish to extend your exchange period, please send your request to incoming_oips@kufs.ac.jp from your university coordinator before the application deadline.

Requirements for Exchange Students

Academic Requirements	As per the Exchange Agreement.
Exchange Spaces Available	As per the Exchange Agreement; please contact your university's Outbound Coordinator.
GPA	No GPA requirement, but nominees are expected to have a good academic standing.

Language Proficiency

1. Japanese Course

- Required to have studied the Japanese language for 150 hours or more.
- To be able to read and write *Hiragana* and *Katakana*.

2. English Course

- To have the English language proficiency equivalent to a score of 62 on TOEFL iBT or 5.0 on IELTS for students in non-English-speaking countries and regions.

Courses

	Japanese Course	English Course
Minimum Course Load	13 subjects (14 units) per semester	6 subjects per semester
Language of Instruction	Japanese	English
Web Syllabuses / Course Guidelines	Please refer to the Exchange Program Website for details.	
Transcripts	KUFUS will send transcripts to its partner universities after the end of the semester(s). (Fall Semester: After March 20 / Spring Semester: After September 20)	

Acceptance Letter and Visa

For a student who has been accepted to KUFUS, KUFUS will do proxy application for a Certificate of Eligibility (COE). Once the COE is issued, KUFUS will send the original COE, together with the acceptance letter, to partner universities by mail (post). International students should obtain a Student Visa at the nearest Japanese Embassy or Consulate upon receipt of the acceptance letter and COE from KUFUS.

National Health Insurance

All international students residing in Japan for over 3 months are required to enroll in the Japanese Health Insurance. Those students holding the Student Visa are required to pay approx. 18,000 yen per year, covering 70% of your total medical cost, which means that you (patients) can pay only the remaining 30% claimed by your hospital(s) or other medical institution(s).

Accommodations

Accommodation Arrangement by KUFUS

KUFUS will arrange accommodations only for those who have submitted the application form for accommodations. All rooms arranged by KUFUS are furnished single rooms. The rent must be paid by credit card per semester (approx. 330,000 yen). The first rent payment (for the 1st semester) is due before coming to Japan, and the second rent payment (for the 2nd semester) is due before the second semester begins.

【Pick-up Service】

If you (international students) are moving into an accommodation arranged by KUFUS, you are eligible to use our pick-up service. Please refer to the [Exchange Program Website](#) for more details.

Finding Housing On Your Own

If you (international students) would like to find your housing on your own, please refer to the website for details, and directly contact the following apartment arrangement company:

【Choei Global Desk】

URL: <https://www.kk-choei.co.jp/global/kufs.html>

Cost of Living

It is recommended that you (all international students) have approx. 1,000,000 - 2,000,000 yen per year to cover your rent, meals, books, and mobile phone, as well as your living expenses and other personal costs.

Students Assistant

KUFUS local students will help you (international students) with moving into your accommodations and with getting your paper work processed at the local ward office, as well as with supporting your campus life.

Scholarship

None

Prayer Room

KUFUS has an on-campus prayer room for students, faculty and staff members. (Building 10)

Other Useful Website

School Location	http://www.kufs.ac.jp/en/about/school_location.html
Campus Map	https://www.kufs.ac.jp/en/about/facilities_equipment.html
KUFUS International Affairs Facebook	https://www.facebook.com/INTERNATIONAL.KUFS/?ref=hl
KUFUS Club Activities	http://www.kufs.ac.jp/universitylife/extracurricularactivities.html
Library Guide	https://www.kufs.ac.jp/toshokan/eng/eriyomain.htm
Canteen and Cafeteria (Non-Halal Food)	https://www.kufs.ac.jp/universitylife/cooperative_store.html
Local Information About Kyoto	http://www.kyotoguide.com/