



TUAT

STEP@TUAT COURSE CALENDAR

Short Term Exchange Program in Science and Engineering at
Tokyo University of Agriculture and Technology

2017-2018

Deadline of the application is 3 March 2017 !

International Center

Tokyo University of Agriculture and Technology

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Course Calendar

(1) Objectives

- (1) To provide international students with opportunities for education and research regarding the latest industry and technology in Japan.
- (2) To contribute to the development of science and technology through cooperative research and work with international students.
- (3) To promote the globalization of TUAT by fostering the relationship between TUAT students and international students.
- (4) To give a better understanding of Japan to international students, and further develop competent individuals familiar with Japan is to enable them to work in international fields.

(2) Outline

- (1) Program starts in October.
- (2) Courses are offered in English.
- (3) Credits are awarded in the courses.
- (4) Number of students enrolled is about 25.

(3) Academic Calendar (2017-2018)

Fall Semester	Fall and Spring Semester
October 2017 - March 2018	October 2017 - September 2018
Category U1	Category V2, GR

(4) Admission Requirements

- (1) Applicants must be enrolled in either a regular undergraduate (3rd or 4th year : **U1** or **V2**), master program(**V2** or **GR**), or doctoral program (**GR**) at overseas institutions which have concluded a student exchange agreement with TUAT as of October 1, 2017.
- (2) Applicants must be enrolled in regular undergraduate (**U1** or **V2**), master program (**V2** or **GR**), or doctoral program (**GR**) at their home institutions as of the end of study at TUAT.
- (3) A basic knowledge of Japanese language is not an essential requirement for the STEP@TUAT students. Applicants must, however, be proficient in English. Students from non-English speaking countries should submit the results of TOEFL or other equivalent documents.

(5) Student Status at STEP@TUAT (3 Categories)

Status	Category	Present Status in Home institution as of October 1, 2017
Special Auditing Student (Fall Semester)	U1	Undergraduate (Yr.3 or Yr.4)
Special Auditing Student (Fall and Spring Semesters)	V2	Undergraduate (Yr.3 or Yr.4) Master's Program
Special Research Student (Fall and Spring Semesters)	GR	Master's and Doctoral Program

(5-1) Admission Process for Special Auditing Student (Category U1 and V2)

Students interested in STEP@TUAT should contact the International Exchange Office of their home institution for information about STEP@TUAT. Applicants need to go through the selection process for students from their home institution, established by the academic exchange agreement.

The following documents are necessary for application:

- (1) Completed STEP@TUAT Application Form-A-1~9.
- (2) Certificate of Enrollment issued from home institution (either in English or in Japanese).
- (3) Transcript of Academic Records (either in English or in Japanese).
- (4) Explanation for Grade System of your Transcript of Academic Records with an authorized signature (either in English or in Japanese).
- (5) Two recommendation letters written by the faculty members of the home institution. Letters should be written in either English or Japanese.
- (6) Completed Health Certificate Form 2017-B (in English).
- (7) Result of TOEFL or other equivalent documents (for non-English speaking countries only).
- (8) Copies of Passport and ID (Students who have a passport must attach the copy to the application).
- (9) Students applying for JASSO Scholarship must include a completed application Form 2017-C.

(5-2) Admission Process for Special Research Student (Category GR)

Students interested in STEP@TUAT should contact the International Exchange Office of their home institution and find an academic advisor at TUAT with the help of professor or the International Exchange Office of applicant's home institution. When mailing the following documents, please remember to include correspondence records with your future academic advisor at TUAT, such as copies of e-mails, showing the agreement of acceptance by the academic advisor in the package with the application.

The following documents are necessary for application:

- (1) Completed STEP@TUAT Application Form-A-1~9.
- (2) Certificate of Enrollment issued from home institution (either in English or in Japanese).

- (3) Transcript of Academic Records (either in English or in Japanese).
- (4) Explanation for Grade System of (3) with an authorized signature (English or in Japanese).
- (5) Two recommendation letters written by the faculty members of the home institution. Letters should be written in either English or Japanese.
- (6) Completed Health Certificate Form 2017-B (in English).
- (7) Result of TOEFL or other equivalent documents (for non-English speaking countries only).
- (8) Copies of Passport and ID (Students who have a passport must attach the copy to the application).
- (9) Students applying for JASSO Scholarship must include a completed application Form 2017-C.
- (10) Copies of correspondence records with TUAT Advisor, showing the arrangement of acceptance by the academic advisor.

Note: Applications for STEP@TUAT 2017-2018 should reach Tokyo University of Agriculture and Technology in a complete package containing all the above documents no later than March 3, 2017.

Incomplete applications will not be considered after March 3, 2017.

We request the applicants to refrain from applying for the JASSO scholarships concurrently with other Japanese universities.

TUAT will begin selection process from March 3, 2017 and will notify the applicants and their home institutions of the results.

(6) Academic Program

This program consists of four courses.

- Japanese Language Course
- Japanese Studies Course
- Science and Technology Course
- Independent Study

Note: Under the direction of the program coordinator, students can choose classes in their major from established courses in Japanese, depending on their qualifications. A full list of such courses is included under the title of Regular Courses of TUAT.

(7) Credits Requirements

All the courses offered in STEP@TUAT are elective. Students will select and register for the courses of their choice at the beginning of fall semester.

Minimum Requirements for 2 Semesters

Student Status and Category	Japanese Language Course	Japanese Studies Course	Science and Technology Course	Independent Study Compulsory	Total
Special Auditing Student (Category U1)	3	4	10	-	17
Special Auditing Student (Category V2)	3	4	10	5	22
Special Research Student (Category GR)	0	0	0	10	10

Those students who have completed studies at STEP@TUAT will be given a certificate of completion. Students from the special auditing students specified in TUAT rules and regulations, who registered for the first semester but were judged to have no possibility of completing the second semester due to credit authorization, in principle will have his/her studentship canceled by the Director of the International Center at TUAT through a decision by the steering committee, with the consent of the home institution and concluding an agreement between the institutions or between the departments of the institutions.

(8) Credits Transfer

TUAT will allow students to transfer to their respective institutions but the final decision will depend on the respective home institution's policy.

(9) Immigration Procedures

Before coming to Japan, prospective students will need to obtain a "College Student" (Ryugaku) visa issued at the Japanese Embassy or Consulate in their country.

We will send a certificate or a letter of acceptance to students who are officially accepted to STEP@TUAT. Concurrently TUAT will request Japanese Immigration Bureau to issue a Certificate of Eligibility for Status of Residence (CESR) for each student. CESR will serve as a proof of student status when the student applies for the visa which is a requisite for entering Japan as a student. The process of obtaining CESR takes time and the certificate usually does not arrive until the last moment. Applicants should follow the advice of the Japanese diplomatic office in their home country concerning the procedure for obtaining the visa.

(10) Insurance

STEP@TUAT students must join a comprehensive health, personal accident, and fire insurance plans arranged by TUAT, called "the National Health Insurance", "Disaster and Accident Insurance for Students Pursuing Education and Research", "Personal Liability Insurance for Students and Members of University CO-OP" and "Fire Insurance", respectively.

(11) Tuition

Tuition fee is waived for students from institutions that have concluded student exchange agreement with TUAT.

(12) Accommodation

TUAT will arrange.

(13) Mailing Address for Application

All STEP@TUAT application materials should be sent to:

STEP Coordinator Office, International Center
Tokyo University of Agriculture and Technology
2-24-16 Naka-cho, Koganei-shi, Tokyo 184-8588, Japan
Tel & Fax +81-42-388-7618
Email steptuat@cc.tuat.ac.jp

Note: Only the documents of the application mentioned above sent by post are acceptable. However, please send it by **e-mail** (steptuat@cc.tuat.ac.jp) or **FAX** (+81-42-388-7618) before sending it by post.

(14) Web site

Information regarding STEP@TUAT may be found on our web site:

<http://www.tuat.ac.jp/~step/>

(15) Closing

Your application package should reach the office of STEP@TUAT no later than Friday, March 3, 2017.

Appendix: If an action by a student among the Short-Term Exchange Program is deemed to be against public order and standards of decency, the student shall be disciplined.



JASSO Scholarship

Successful applicants to STEP@TUAT are encouraged to apply for the Japan Student Services Organization (JASSO) Scholarship for Short-Term Study in Japan. The program is intended to promote student exchange between universities in Japan and their overseas partner institutions, thereby mutually enhancing the quality of their educational and scholastic activities while promoting understanding and friendship between the participating countries.

(1) Requirements

- (1) The scholarship is open to students who are enrolled in regular courses of study at institutions of higher education outside of Japan until the end of STEP@TUAT, and who meet the following conditions:
 - ① Students must be enrolled at institutions having concluded an academic /student exchange agreement with TUAT.
 - ② Students must possess the nationality of a country with established diplomatic relations with Japan. Students who possess the nationality of Taiwan and Palestine are also eligible.
 - ③ Students must not possess Japanese Nationality.
- (2) Students must achieve **2.30** grade points or over in the previous academic year in, based on JASSO Grade Calculating System. (Refer to the calculating formula below)
- (3) Students must demonstrate that they will benefit from studying in Japan, and are required to produce a clear study plan with regard to their studies at TUAT.
- (4) Students must be able to acquire a residence status of “College Student” (Ryugaku) for this program participation.
- (5) Students must, for reasons of financial difficulty, be unable to finance their studies in Japan independently.
- (6) Students must, upon completion of the term of exchange, return to their home institutions to resume their studies or to be awarded their degrees.
- (7) If students receive other scholarships together with this scholarship for the study in Japan, the total amount of monthly stipend of other scholarships should not exceed the amount of this scholarship (JPY 80,000 per month).

Note: Students receiving “Monbukagakusho Honors Scholarship for Privately Financed International Students” are not allowed to apply for this JASSO Scholarship.

JASSO Grade Calculating System

Point Values per Grade Scale (Rounded off to three decimals places)

Scale	Grade				
4-grade scale (Pattern 1)	—	Excellent	Good	Average	Fail
4-grade scale (Pattern 2)	—	A	B	C	F
4-grade scale (Pattern 3)	—	100 ~ 80	79 ~ 70	69 ~ 60	59 ~ 0
5-grade scale (Pattern 4)	100 ~ 90	89 ~ 80	79 ~ 70	69 ~ 60	59 ~ 0
5-grade scale (Pattern 5)	S	A	B	C	F
5-grade scale (Pattern 6)	A	B	C	D	F
Point value	3	3	2	1	0

Calculating Formula

$$\frac{\text{Total Grade Points: } (a \times 3) + (b \times 2) + (c \times 1) + (d \times 0)}{\text{Total number of credits } (a + b + c + d)}$$

(Maximum grade points are 3.00.)

a: Number of credits of point value 3 b: Number of credits of point value 2
c: Number of credits of point value 1 d: Number of credits of point value 0
*To get total grade points, multiply each point value by its number of credits

(2) Monthly Stipend

Monthly Stipend (JASSO)	80,000 JPY*
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* The amount is subject to change depending on the Japanese Government decision regarding the 2017 Budget.

(3) Application Method and Closing Date

Students wishing to apply for JASSO scholarship award must submit both JASSO and STEP@TUAT 2017-2018 application forms (Form2017-A, B, C) to TUAT through their home institutions no later than Friday, March 3, 2017.

(4) Prohibition

Students are not allowed to apply to more than one institution for JASSO Scholarship admission at the same time. Also, students are not allowed to apply to Monbukagakusho Scholarship (Japanese Government Scholarship) while applying for JASSO Scholarship.

List of Courses

Japanese Language Course /Fall Semester	Credits
Elementary Japanese I	3
Intermediate Japanese I	3
Advanced Japanese I	2
Elementary Japanese IS	2
Intermediate Japanese IS	2
Advanced Japanese IS	2

Japanese Studies Course /Fall Semester	Credits
Intercultural Communication	2
Japanese Culture	2
Language and Society	2



Science and Technology Course /Fall Semester	Credits
Japanese Science and Technology	2
International Science and Technology	2
Science and Technology in the Global Era	2
Engineering for Sustainable Society	2
Sustainable Society and Environment	2
Environmental Rehabilitation and Conservation	2
Aquatic Environmental Assessment	2
Utilization of Regional Biological Functions	2
Improvement of Biological Functions	2
International Cooperation on Sustainable Agriculture	2
Advanced Chemical Process Engineering II	2
Wastewater Engineering and Environmental Microbiology	2
Advanced Control System Analysis	2
Advanced Theory of Elasto-Plasticity	
Advances in Mechanical Systems Engineering	
Parallel Processing and Computer Network	
Visual Computing	

Independent Study /Spring Semester or 1 year	credits
Independent Study	5 or 10



Course Description

Japanese Language Course

Elementary Japanese I

◇ Tomoko HONGO and others

This course helps students to acquire a basic understanding of Japanese sentence structure and vocabulary to enable them to carry out simple everyday conversations for students who have little or no background of the Japanese.

Textbook: Tsukuba Language Group “Situational Functional Japanese”

Intermediate Japanese I

◇ Tomoko HONGO and others

This course expands the basic Japanese and prepares students for advanced Japanese.

Textbook: Tsukuba Language Group “Situational Functional Japanese”

Advanced Japanese I

◇ Tomoko HONGO and others

The objective of this course is to develop students' higher language skills needed in their academic and research life in Japan.

Japanese Studies Course

Intercultural Communication

◇ Atsuko TASAKI

The objective of this course is to increase students' awareness of cultural diversity issues and cultivate their ability to conduct intercultural communication. We explore various themes that demonstrate the unique value of each culture, and examine cultural differences and similarities from a variety of perspectives. At the same time, the students are provided with opportunities to reconsider their own cultures. Active participation in class discussions, through the sharing of different experiences and points of view, is expected to stimulate students' cultural awareness.

Japanese Culture

◇ To be announced

This course provides an introduction to Japanese culture and life. We discuss various aspects of life in contemporary Japan including Japanese customs, social events, society, history, economy, and science in order to help students to acquire the knowledge to live and study effectively in Japan.

Language and Society

◇ Tomoko HONGO

This course explores how the languages reflect the societies they are used in. By examining the language use in specific social contexts, the students observe and analyze its intentions and the social significance. The participants are expected to find the pragmatic similarities and differences between Japanese language and their native languages and develop the new perspective for understanding our global society.

Science and Technology Course

Japanese Science and Technology

◇ Tatsuo NOMA

This course is intended to cultivate a better understanding Japanese Science and Technology among students. We focus on current science and technology issues in Japan through a keyword “Materials Science.” These lectures will not only provide students with an important foundation in science and technology, but also help them to develop ideas of their own research.

International Cooperation of Science and Technology

◇ Yoshiko KAWABATA

The objective of this course is to cultivate a better understanding of the cooperation between science and technology. We focus on international cooperation projects between the areas of science and technology, including the use of technologies to solve global environmental problems. These lectures will help students to develop new perspectives on their own research.

Science and Technology in the Global Era

◇ Yuki YASUMURA To be announced

Engineering for Sustainable Society

◇ Tatsuo NOMA

This course is intended to cultivate a better understanding engineering for sustainable world among students. We focus on the current issues in Japan and also compare with the situations in other countries. These lectures will not only provide students with an important foundation in engineering, but also help them develop ideas of their own research and global point of view.

Sustainable Society and Environment

◇ Yoshiko KAWABATA

Humans have always inhabited two worlds. One is the natural world that preceded us and of which we are a part. The other is the world of social institutions and artifacts that we create for ourselves using science and technology, and political organization. Both worlds are essential to our lives, but integrating them successfully causes enduring tensions. In this course, we introduce relationships between natural world and environmental science and technology.

Environmental Rehabilitation and Conservation

◇ Yuji KOHGO

In this lecture, we provide fundamental and advanced knowledge of geotechnical engineering in order to maintain and repair farmlands and agricultural facilities. Especially, we classify their damages due to natural disasters and study about theories and methods to repair the facilities on the base of environmental geotechnical engineering.

Aquatic Environmental Assessment

◇ Hirozumi WATANABE

The objectives of this course are to gain broad knowledge and concept which can be applied for the investigation and assessment of the environmental risk associated with the inorganic as well as organic pollutants such as nutrients, pesticides and heavy metals in the aquatic environments such as streams, rivers and lakes.

The lecture materials are prepared considering interdisciplinary approach in which students can be exposed to the fundamentals of stream biology, aquatic chemistry, and hydrology as well as the applications of environmental monitoring and modeling.

The first half of the class lectures introduce basic concept in hydrologic cycle and aquatic biology followed by the environmental hydrology, water chemistry and pollution. The second half of the class continues with discussion of the environmental fate, chemical analysis, monitoring and modeling for aquatic pollutants.

Utilization of Regional Biological Functions

◇ Yoshikazu FUJII

Sustainable agriculture based on ecology, biological interaction will be discussed. Allelopathy and chemical ecology, concepts and its application to agriculture through domestic or natural plants will also be discussed and successful example by teachers will be demonstrated. Presentation by students will be encouraged.

Improvement of Biological Functions

◇ Shin OKAZAKI

This lecture outlines biological functions from the viewpoints of molecular biology and biotechnology. Case studies will be provided to explore, develop, and improve new biological functions for biological production, resource management, and environmental conservation.

International Cooperation on Sustainable Agriculture

◇ Masaaki YAMADA

This course provides practical knowledge and skills for writing development proposals, which are related to and often mixed up with research proposals, especially in the rural settings where agricultural researchers and extension specialists endeavor towards sustainable rural development. Special case-study sessions will be given by the staff of international technical cooperation projects launched by this university. The course participants are encouraged to share experience of development initiatives with classmates for deepening their insights in sustainability question. Finally, pilot proposals for technical cooperation will be made by groups and presented in class.

Advanced Chemical Process Engineering II

◇ Yoshiyuki YAMASHITA

This course will provide the student with the ability to model engineering problems. It also introduces various methods for to formulate, solve and interpret engineering optimization problems.

Wastewater Engineering and Environmental Microbiology

◇ Akihiko TERADA and Masaaki HOSOMI

The 21st century is called as the century of "Water". Due to population explosion and rapid development of industries in the late 20th century, the necessity of water/wastewater treatment is growing day by day. Throughout this course, students will learn how wastewater treatment plant works and how important biological reactions are to treat wastewaters.

Advanced Control System Analysis

◇ Pongsathorn RAKSINCHAROENSAK

This course introduces the basic design theory of feedback control systems for linear dynamical systems. Several applications on automotive control as well as aircraft dynamics control are described based on control theories. Classical control and Modern control theories are introduced in the class. The theory of state observer and Kalman filtering are also introduced.

Advanced Theory of Elasto-Plasticity

◇ Toshihiko KUWABARA and Hiroyuki SASAHARA

A lot of industrial products are manufactured by using the die and mold. Die and mold play an important role as a manufacturing system. "Manufacturing process of die and mold it self" and "Manufacturing process of final products using dies and molds" are the main subject of this course. Then the base manufacturing knowledge which is necessary for a mechanical engineer can be mastered.

Advances in Mechanical Systems Engineering

◇ Professors of Department of Mechanical Systems Engineering

This course is intended to provide both international students and Japanese graduate students with an innovative and inclusive scope on the Advances in Mechanical Systems Engineering. The course consists of fourteen 90 minutes classes and all lectures are given in English by selected speakers in various field of Mechanical Systems Engineering.

Parallel Processing and Computer Network

◇ Hironori NAKAJO

Currently, high performance computers consist of multiple computers connected via network and perform parallel processing efficiently. In this class, we discuss processor technologies especially on cache memory in a computing system. Cache technology for multi-processing is discussed, too.

Visual Computing

◇ Takafumi SAITO

Several topics from computer graphics, visualization, and shape processing are lectured.

Independent Study

Independent Study

◇ Professors of TUAT

Students who wish to pursue a particular research project not covered by STEP@TUAT can draft their own study proposal and be assigned to a professor in the appropriate faculty. The professor and the student should agree upon a study topic and its scope at the beginning of the semester, and the student will submit a report on the topic at the end of the semester.



STEP @ TUAT Q&A

1. Application

Q1: I found a mistake in the application form which I had already sent. Can I correct the mistake?

A1: Please send a mail or an e-mail to the coordinator as soon as possible. In case of sending message through e-mail, please use your own registered account which you specified in the 1st page of the application form. To avoid troubles, we may refuse accepting messages from unregistered accounts unspecified on the original application document.

Q2: I am not a student of a TUAT sister university. Can I apply to the program?

A2: No, you can't. Our program is open for the students from TUAT sister universities.

2. Selection

Q1: How many exchange students will be enrolled in this program?

A1: The total number is about 25 for STEP@TUAT 2017 - 2018 program.

Q2: So how many students will be enrolled from each sister university?

A2: "Theoretically", according to the bilateral contract between each sister university and TUAT, the maximum number of the students who can be enrolled in this program is 3 to 5. However, since there are more than 100 sister universities, the final number of the students from each university will be strongly influenced by the total number of applications.

Q3: What is selection process?

A3: Screening by the committee of TUAT will be held between March to April 2017.

3. Results

Q1: When can I know the results whether I am selected as an exchange student or not?

A1: Final results will be sent out by e-mail until the end of May 2017.

4. JASSO Scholarship

Q1: Do you accept STEP@TUAT students without JASSO scholarship?

A1: Yes, we do. Application to JASSO scholarship is an option and we also welcome students who do not require JASSO. The following table explains the comparison of conditions with/without JASSO scholarship. For more details, contact STEP coordinator.

Difference between with JASSO and without JASSO

Term	With JASSO Scholarship	Without JASSO Scholarship
	From October 2017 to March 2018 Or From October 2017 to September 2018	From October 2017 to March 2018 Or From October 2017 to September 2018
TUAT Tuition and Entrance Fees	Waived	Waived
Accommodation	TUAT will arrange	TUAT will arrange
Travel Expenses to and from Japan	Paid by the Exchange Student	Paid by the Exchange Student
Airline Ticket to and from Japan	Arranged by the Exchange Student	Arranged by the Exchange Student
Document for Visa Application 1: Certificate of Eligibility	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office
Document for Visa Application 2: Certificate of Admittance	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office
Document for Visa Application 3: Certificate for Expenses	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office based on the documents submitted from the Exchange Student
Monthly Stipend	Provided by JASSO	None
Arrival	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office
Guidance	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office

Q2: Is my travel expenses covered by JASSO Scholarship?

A2: No, it isn't. You have to secure the airline tickets by yourself.

5. Expenses

Q1: How much will I spend at the beginning?

A1: You will spend "ATLEAST"

- 3,000 JPY: Bus or Express Train > Narita Int'l Airport - Shinjuku
- 300 JPY: Train> Shinjuku - Campus
- 10,000-15,000 JPY: Bed linen (on arrival or next day)
- 1,000 JPY: Personal Accident Insurance for students (=GAKKENSAD) (for half or 1 year on arrival)
- 2,460 JPY: Personal Liability Insurance for Students (=GAKUBAI) (for 2 years on arrival)



- 5,000 JPY: Membership of University CO-OP (=SEIKYO) (for half or 1 year on arrival as a deposit. It will be refunded at the end of study at TUAT.)
- 3,000 JPY: Fire Insurance (for 1 half or year on arrival)
- 10,000 JPY: National Health Insurance (approx., for half or 1 year, after guidance)
- 5,000 JPY: Traveling Expense for field trip (after guidance)

Q2: How much will I spend monthly?

A2: You will spend

- 30,000 JPY: Housing (approx.)
- 3,000 JPY: Water and Electricity (average)
- 40,000 JPY: Food (approx.)
- Some JPY: Laundry
- Some JPY: Transportation Expenses
- Some JPY: Textbooks and Studying Materials

Q3: Must I bring some money?

A3: You should bring some amount cash in USD or JPY. Please exchange at the airport if possible. We recommend that you bring about 80,000JPY to cover initial expenses, transportation fee and in case of emergency.

NOTE: The costs estimated above will vary without notice depending on university policy and currency fluctuations.

