

【Application Procedures for Exchange Program Coordinator】

1. Online Application

Please provide the selected candidates with the login IDs for the on-line application. Applicants can apply on-line from February 20 (10am, JST) through March 10, 2019 (7pm, JST), at the 'On-line Application' section of the HUSA website. Please see the section of 'How to Apply' (<https://www.hiroshima-u.ac.jp/en/husa/applprocedure>) on the HUSA Program Homepage.

HUSA Program Homepage: <https://www.hiroshima-u.ac.jp/en/husa>

Please advise your candidates that they should refrain from letting others know their login ID number since it can endanger the security of their provided information. If the applicants have a problem in using the on-line application, please inform the International Exchange Group by e-mail (kokusai-ryugaku@office.hiroshima-u.ac.jp).

2. Submitting the Application Documents (by email)※

Please collect the following documents from the selected candidates and submit the scanned copies (PDF) to the International Exchange Group (kokusai-ryugaku@office.hiroshima-u.ac.jp) in one package by email. Please be reminded that HUSA will process the completed application documents only and that we do not accept applications from students directly. These application documents must reach the International Exchange Group by March 20, 2019.

※The whole package of original Application Documents must be submitted on the orientation day. Please make your candidates bring it. Original Certificate of Acceptance (paper format) is to be handed to each student in the HUSA Program Orientation. For students who need the original copy of the Certificate of Acceptance before the departure, the Original Application Documents need to be sent to us **BY POST** for its approval

A) Forms to be downloaded and submitted

The following forms will become available on the 'How to Apply' section of the HUSA webpage around Early February. (<https://www.hiroshima-u.ac.jp/en/husa/applprocedure>)

1. Application Document Checklist
2. Certificate of Health
3. Certificate of Student Registration
4. Study Plan (For **Special Auditing Student ONLY**)
5. Confirmation of Student Registration
- 6-A. Research Plan (For **Special Research Student ONLY**)
- 6-B. Statement of Purpose and Proposal for Internationalization Support
7. Letter of Reference
8. Certificate of Bank Account
9. Statement of Financial Support

B) Other Documents to be submitted

1. Image of Passport Type Photo
2. Officially Certified Academic Record*
* Explanation of grading system in the academic records and the GPA if the academic record does not list it.
* GPA (Grade Point Average) if the academic record does not list it.
3. Proof of Language Proficiency: English OR Japanese
4. Copy of the On-line Application Form
5. Copy of Passport (Photo page only)

The deadline needs to be strictly observed. No late application will be accepted. The HUSA committee will start processing the applications immediately after the deadline.

The Application documents should be sent to the correct email address below.

HUSA Program International Exchange Group Student Plaza, Hiroshima University 1-7-1 Kagamiyama, Higashi-Hiroshima City 739-8514 JAPAN Email: kokusai-ryugaku@office.hiroshima-u.ac.jp TEL: +81-(0)82-424-6188/FAX: +81-(0)82-424-4545

3. HUSA 2019-2020 Program Schedule

February 20, 2019	Nomination deadline A coordinator at home university sends an email to us at kokusai-ryugaku@office.hiroshima-u.ac.jp with the nominee's information, 1) name, 2) gender and 3) HUSA Program Participation Period (A. 2019 Fall semester only OR B. 2019 Fall & 2020 Spring semesters.) After receiving nomination, we will notify the coordinator of Login ID(s) for online application.
February 20 - March 10, 2019	On-line application period* [Online Application Website: https://www.hiroshima-u.ac.jp/en/husa/applprocedure/onlineapplication] *When completing the on-line application, please make sure to print it out and send the printed copy with all other required documents by March 20,2019
March 20, 2019	Deadline for submission of ALL the application documents by email** **Only applications sent by the office in charge of student exchanges will be accepted.
Mid May 2019	Notification of the admission into the HUSA program and nomination for the JASSO Scholarship
May 31, 2019	Deadline of on-line application of the Certificate of Eligibility (CoE) for student visa application [CoE Online Application: https://nhusa.office.hiroshima-u.ac.jp/]
June 2019	Official Certificate of Acceptance sent to the coordinator by email*** *** Original Certificate of Acceptance will be handed on the orientation day
July 2019	Certificate of Eligibility (CoE) mailed to student's home address
Late September 2019	Notification of the JASSO Scholarship Awardees
September 25, 2019	Recommended arrival date
September 26 & 27, 2019	HUSA program 2-day Intensive Orientation by HUSA Staff and Academic Advisor The whole package of original application documents must be submitted.
October 1, 2019	Beginning of the 2019 Fall Semester

4. JASSO Scholarship

Each year the HUSA program is granted scholarship budget by the Japan Student Services Organization (JASSO) through the Student Exchange Support Program.

(http://www.jasso.go.jp/en/study_j/scholarships/scholarship/short_term.html)

Thanks to this program, we are able to provide scholarships to some of the selected HUSA applicants. Awardees are selected by the HUSA program committee based upon the academic records and application documents. The selected students receive a monthly stipend of JPY 80,000 during their stay in Hiroshima. The details of the Scholarship will be explained by the JASSO Committee in April and we will provide the information by email accordingly.

5. Special Support for Students with Learning Disability

If the selected candidate needs special supports for his/her learning disability, etc. via accessibility center, please be sure to inform us prior to the application.

If you have any questions, please contact the International Exchange Group

(kokusai-ryugaku@office.hiroshima-u.ac.jp) for the application and other student services issues, and Dr.

Naomi Tsunematsu (ntsunema@hiroshima-u.ac.jp) for academic matters.