

Student Exchange Application Guidelines for Postgraduate Students

Autumn-Winter 2024 Admission

交流学生（大学院）入学申請について

2024年9月入学

Attention: Applicants and Partner Institutions' Exchange Coordinators (申請者、協定校担当者 各位)

These application documents are for students from partner institutions that have formal student exchange agreements with Hitotsubashi University. After partner institutions nominate students selected for the exchange, the applicants and/or the partner institutions must submit all the required documents to Hitotsubashi University (Section 4, Educational Affairs Division). Direct applications from students without nomination by partner institutions **will not be accepted**.

この申請書は、一橋大学と学生交流協定を締結している協定校の学生用です。

申請書は、協定校が学生を推薦した後、申請者または協定校から一橋大学教務課教務第四係に提出してください。協定校による推薦のない学生からの直接の申請は受け付けていません。

1. Overview – Postgraduate Student Exchange (大学院交換留学生 (交流学生) プログラム概要)

Hitotsubashi University accepts postgraduate exchange students in six graduate schools. Students from partner institutions who have been nominated as exchange students can apply to study at Hitotsubashi University for 1 semester (from Sep. to Dec.) or for 1 academic year (2 semesters from Sep. to the following Jul.). Once accepted after the screening process, each student will be placed in one of the six graduate schools. Exchange students can take courses offered by each graduate school and Japanese language education courses. For details of each graduate school, please refer to our university website (http://www.hit-u.ac.jp/eng/education/graduate_program.html).

*Note: Before the semester begins, there will be a mandatory orientation week (face-to-face) in early Sep.. Please note that all exchange students will have to enter the country before the orientation.

一橋大学では6つの大学院（研究科）で交流学生を受け入れています。協定校の学生は、所属大学（機関）から交流学生としての推薦を受けたうえで、秋冬学期の1学期間（9月～12月）または秋冬学期から春夏学期までの2学期間（9月～翌年7月）の交換留学への申請が可能です。申請書類の審査後、受入れが決まると、下記いずれかの研究科に所属することとなります。交流学生は、各研究科の科目や日本語教育科目（Japanese Language Education Courses）を受講することができます。各研究科についての詳細は、ウェブサイト（<http://www.hit-u.ac.jp/faculties/index.html>）をご覧ください。

※注：学期開始前の9月初旬には、全員参加必須のオリエンテーション週間（対面）があります。すべての交流学生は、オリエンテーションまでに来日する必要がありますのでご注意ください。

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| <ul style="list-style-type: none"> - Graduate School of Business Administration* <ul style="list-style-type: none"> ・ School of Business Administration (SBA) ・ Master of Business Administration (MBA) ・ School of International Corporate Strategy (ICS) - Graduate School of Economics - Graduate School of Law* <ul style="list-style-type: none"> ・ Graduate School of Law ・ Business Law ・ School of Law - Graduate School of Social Sciences - Graduate School of Language and Society - School of International and Public Policy | <ul style="list-style-type: none"> 経営管理研究科（※） <ul style="list-style-type: none"> ・ 経営管理専攻 ・ MBA プログラム ・ 国際企業戦略専攻 経済学研究科 法学研究科（※） <ul style="list-style-type: none"> ・ 法学研究科 ・ ビジネスロー ・ 法科大学院 社会学研究科 言語社会研究科 国際・公共政策大学院 |
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*Courses offered under the Master of Business Administration Program (MBA), the School of International Corporate Strategy (ICS), Business Law, and School of Law are **NOT open** to exchange students.
 (※) 交流学生は、MBA プログラム、国際企業戦略専攻 (ICS)、ビジネスロー及び法科大学院の科目は**履修できません**。

The online application form asks applicants to identify which of the six Graduate Schools they are particularly interested in, as a reference for their graduate school assignment. Please note that, once accepted, it is not possible to change the graduate school assignment without permission of the Dean of the Graduate School.

オンライン申請時に、本学での所属大学院（研究科）を決定する際の参考として、6つの大学院（研究科）の中から希望の所属先を一つ選択していただきます。入学許可証を受け取った後の所属変更は、研究科長の許可が必要となります。

2. Language Requirement and GPA Score Requirement (語学要件と GPA 要件)

Students must fulfill the following [language requirement](#) and [GPA score requirement](#) to apply for the exchange program. Partner institutions must confirm the applicants' language skills and academic records and prepare [Letter of Verification](#) for each applicant.

下記の語学要件と GPA 要件を満たしている学生のみ申請が可能です。協定校は、申請者の語学能力および学業成績を確認のうえ、各申請者の [Letter of Verification](#) を作成してください。

Language Requirement (語学要件) :

Applicants must provide their proof of at least **one** of the following language qualifications.

日本語または英語の語学要件を満たしていること。※証明書のコピーを提出すること。

- ✓ **English:** TOEFL PBT 550 (iBT79)*, IELTS 6.0, CEFR B2, or equivalent level of English proficiency *TOEFL MyBest™ scores are also acceptable with a copy of the score certificate.
- ✓ **Japanese:** JLPT (日本語能力試験) Level 2, N2 or equivalent level of Japanese proficiency

***Exemption from the Language Requirement (語学要件免除について)**

- Applicants from partner institutions in [USA, Canada, UK, Australia, New Zealand, Singapore, and Hong Kong](#) are exempted from the above language requirement.
アメリカ合衆国、カナダ、イギリス、オーストラリア、ニュージーランド、シンガポールおよび香港の協定校からの申請者は上記の語学要件は免除となります。
- Applicants from partner institutions which programs are [fully conducted in English](#) are exempted from the above language requirement with a [letter of proof from the partner institutions](#).
全プログラム・授業が英語で行われている協定校からの申請者は、協定校からの証明書をもって上記の英語要件は免除となります。
- *For applicants who do not have TOEFL, IELTS, etc. scores (TOEFL、IELTS 等のスコアを持っていない場合)**
 - In addition to [Letter of Verification](#), partner institutions [must issue a supporting letter](#) stating that the applicants possess language proficiency equivalent to the above.
[Letter of Verification](#) に加えて協定校がレターを作成し、申請者に上記と同等の語学力があることを証明してください。

GPA Score Requirement (GPA 要件)

Applicants must have a cumulative GPA of 2.7 or above on a 4.0 scale.

累積 GPA が 4.0 スケールで 2.7 以上であること。

- *If applicants are from partner institutions that do not use a 4.0 scale, the partner institutions must [convert the applicants' grades to GPA on a 4.0 scale](#) and [indicate it on Letter of Verification](#).**
4.0 スケールを採用していない協定校の場合は、協定校が申請者の成績を 4.0 スケールの GPA に換算のうえ、[Letter of Verification](#) に記入してください。

3. Options for Postgraduate Exchange Students (交流学生 (大学院) のオプション)

There are four options available for postgraduate exchange students. Please read the following carefully and complete the online registration form.

大学院レベルの交流学生には下記の4つの選択肢があります。よく読んで、オンライン申請に回答してください。

A) Research under a Supervisor (研究指導)

The acceptance under this option is subject to availability of a suitable supervisor and resources.

研究指導を受けることを目的とする参加の可否は、学生の希望する指導教員やリソースの割り当てが可能なのかを検討の上、決定されます。

[Search for an Academic Supervisor](#)  [指導教員を探す](#) 

B) Enroll in Courses Conducted in Japanese (日本語による授業履修)

Postgraduate and advanced undergraduate courses in Japanese are available. Applicants who wish to take courses in English must possess minimum language proficiency in Japanese (JLPT Level 2 or N2). Please note that JLPT Level 2 is insufficient for most postgraduate courses and more advanced Japanese language proficiency is required in actual classes.

大学院レベルの交流学生は、学部発展レベル及び大学院レベルの日本語による授業を履修することができます。日本語による授業の履修を希望する場合は、最低でも日本語能力試験 JLPT (Japanese Language Proficiency Test) Level 2, N2 または同等レベルの日本語能力を有することが求められます。特に大学院レベルの授業においては、JLPT N2 以上の日本語能力が必要となりますのでご注意ください。

C) Enroll in Courses Conducted in English (英語による授業履修)

Postgraduate and advanced undergraduate courses in English are available. Applicants who wish to take courses in English must possess minimum language proficiency in English (TOEFL PBT 550/iBT 79, IELTS 6.0, or CEFR B2). Please note that most courses conducted in English are undergraduate-level, and only a limited number of postgraduate-level courses are available in English. (Courses offered under the Graduate School of Language and Society are available in Japanese only.)

大学院レベルの交流学生は、学部発展レベル及び大学院レベルの英語による授業を履修することができます。英語による授業の履修を希望する場合は、TOEFL PBT550 (iBT79), IELTS 6.0, CEFR B2 または同等レベルの英語力を有する事が求められます。大学院レベルの授業の大半は日本語による授業であり、英語による大学院レベルの授業の数は限られていますのでご注意ください。(言語社会研究科には日本語による授業しかありません。)

D) Enroll in Japanese Language Education Courses (日本語教育科目の履修)

Hitotsubashi University offers a wide variety of Japanese language education courses ranging from introductory to advanced levels. Most courses are credited as undergraduate-level courses with a few exceptions of advanced Japanese language courses for postgraduate students.

本学では初級から上級まで多様な日本語教育科目を提供しています。一部の大学院レベルの上級日本語科目を除いては、学部の授業としての単位が付与されます。

- ✓ **Search courses conducted in Japanese or in English**
➔ CELS (Online Syllabus Service): <https://syllabus.cels.hit-u.ac.jp/>
- ✓ **Search courses conducted in English *mostly undergraduate-level courses**
➔ HGP course list (Undergraduate) & Additional Course List (Graduate Schools):
<https://international.hit-u.ac.jp/courses/hgp/information-on-courses-classes/>
- ✓ **Japanese Language Education Courses:** <https://international.hit-u.ac.jp/en/courses/japanese/>

More information about course registration at HU can be found at the following website.

<https://international.hit-u.ac.jp/en/pros/exchange/reg/>

そのほか、一橋大学での履修登録についての詳細は、こちらのウェブサイトにも掲載しています。

<https://international.hit-u.ac.jp/pros/exchange/reg/>

4. Academic Calendar / Grade Release Day (学年歴・成績開示日について)

Please check the Overall Student Exchange Admission Schedule and the Academic Calendar in advance, and ensure that the time frames will not cause any problems with expected deadlines/procedures for graduation or advancement before or after the student exchange at HU.

Please note that HU does not accommodate any requests from students to release information about their grades before the university's designated official grade release day.

交換留学出願スケジュールの概要と学年歴を事前によく確認し、留学前後の卒業または進級に係る締切/手続きに支障がないかどうか必ず確認してください。本学では、いかなる理由であっても、学生からの個別の要望に対して、大学が定めた成績開示日より前に成績情報を開示することはいたしませんので、ご注意ください。

Overall Student Exchange Admission Schedule: https://international.hit-u.ac.jp/en/pros/exchange/grad/#Admission_Schedule

Academic Calendar: <https://international.hit-u.ac.jp/en/curr/exchange/#A>

5. Application Procedures and Required Documents (申請手続きと必要書類について)

STEP 1: STUDENT NOMINATION

Students must be nominated by their home institutions (partner institutions) before beginning the application process. The partner institutions must complete HU's Nomination List spreadsheet with basic information about the students selected for the exchange and upload it through the following online nomination form.

学生は、申請手続き開始前に必ず所属機関（協定校）からの推薦を受けなければなりません。協定校は、本学指定の Nomination List (Excel) に学生の基本情報を入力し、下記のオンラインフォームにアップロードしてください。

Nomination List Upload Form <https://hrs.ad.hit-u.ac.jp/v33/entries/add/704>

- ✓ Deadline for the online nomination: **March 15, 2024 (JST)**

STEP 2: ONLINE REGISTRATION

The applicants nominated by the partner institutions must complete the following online registration form with their personal data and current courses.

協定校からの推薦を受けた申請者は、下記のオンライン登録フォームから出願情報を回答してください。

Online Registration Form for Postgraduates <https://wuke.jp/app-international/entries/add/62>

- ✓ Documents to be uploaded: Valid passport copy **Passport must be valid during the exchange period.*
- ✓ Deadline for the online registration: **March 29, 2024 (JST)**

STEP 3: SUBMIT APPLICATION DOCUMENTS

There are documents to be prepared by the applicants and their home institutions. The applicants and/or the partner institutions must submit all the documents listed in the following Document Checklist by e-mail to us (Section 4, Educational Affairs Division) by the following designated deadline. Direct applications from students without nomination by partner institutions will not be accepted. If any changes are made after the document submission, please promptly notify us at:

edu-gs.g2@ad.hit-u.ac.jp .

申請者と所属機関がそれぞれ準備する申請書類があります。以下の Document Checklist にある全ての書類を、以下の提出期限までに申請者または協定校から教務課教務第四係に提出してください。協定校による推薦のない学生からの直接の申請は受け付けていません。書類の提出後に記載内容の変更が生じた場合は、速やかに教務課教務第四係までお知らせください。

(メールアドレス : edu-gs.g2@ad.hit-u.ac.jp)

- ✓ **Application Package Download:** https://international.hit-u.ac.jp/en/pros/exchange/grad/#Document_Checklist
- ✓ **Document Submission Deadline:** **March 29, 2024 (JST)**

Document Checklist

Documents to be prepared by the applicant:		Submit via	Notes
1	Confidential Reference Form	 PDF	Should be completed by a person who can describe your academic potential. Required for everyone.
2	Official Transcript(s) *Cumulative	 PDF	All attended semesters should be included. <i>*Indicate clearly the number of credits and grades earned during the previous academic years.</i>
3	Copy of the English Test Score or JLPT Certificate	 PDF	Not required for those from our partner universities where the exemptions for English proficiency apply. See Section 2. Language Requirement and GPA Score Requirement (Page 2) for more details.
4	Personal Information Registration for COE Application <i>*Not required for those who enter Japan with a Japanese passport or a valid status of residence.</i>	Online	Please refer to Appendix 1 first and complete the form. <i>*COE application form is organized by HU's partner law firm on your behalf. Please wait for a first contact email from them, and then follow their instruction.</i> >> Visa application procedures
5	Statement of Financial Support <i>*Not required for those who enter Japan with a Japanese passport or a valid status of residence.</i>	Online	Required only for those who apply for COE. <i>*Please follow the instruction by HU's partner law firm.</i>
6	Proof document(s) of Financial Support in English or Japanese <i>*Not required for those who enter Japan with a Japanese passport or a valid status of residence.</i>	Online	Supporting documents of your financial support (e.g., certificates of bank balance, tax certificate, or scholarship, etc.) <i>*Please follow the instruction by HU's partner law firm.</i>
7	Accommodation Request Forms for Students with Disabilities (zip file) <i>*Needs to be submitted only if a student requests support.</i>	 PDF	<i>Needs to be submitted only if a student requests support due to the disability(-ies).</i> Should be completed and signed by the student. Please refer to and submit all of the following documents: <input type="checkbox"/> 7 Checklist for Students Requesting Support for Special Needs <input type="checkbox"/> 7-1 Personal Information Disclosure Form <input type="checkbox"/> 7-2 Application for Reasonable Accommodations for Students with Disabilities <input type="checkbox"/> 7-3 Coursework* <input type="checkbox"/> 7-4 Affirmation and Certification of Authenticity <i>*For 7-3, courses can be changed later until the actual course registration period, which is after the classes begin.</i>
Documents to be prepared by the home institution:		Submit via	Notes
9	Letter of Verification	 PDF	Please complete and sign the form.
10	Nomination List for JASSO Scholarship Application	 PDF	Please read through the eligibility first on page 1. If your students are eligible and wish to apply for this scholarship, please assign a rank to your student(s) and sign the form.

記入上の注意	Instructions
1. タイプするか、楷書または活字体で書くこと	1. Type or print legibly.
2. 数字は算用数字を用いること	2. Use Arabic numerals for numbers.
3. 年号は全て西暦を用いること	3. Note the year according to the Western calendar.
4. 固有名詞は全て正式な名称を記入し、省略しないこと	4. Write proper nouns in full; do not abbreviate.
5. 申請書内の氏名はパスポート名を用いること	5. Name in English must be the same as the passport name.
6. 申請書データのファイル名は変更しないこと	6. Do not change the file names of application documents.

CONTACT Info :

Hitotsubashi University
Educational Affairs Division Section 4
(Attn: Student Exchange Coordinator – Inbound)
Main Bldg. 1F, West Campus, 2-1 Naka, Kunitachi-shi,
Tokyo 186-8601, Japan

Tel: +81 42-580-8162 E-mail: edu-gs.g2@ad.hit-u.ac.jp

連絡先 :

〒186-8601
東京都国立市中 2-1 西キャンパス本館 1 F
一橋大学 教務課教務第四係
交流学生受入担当宛て

Remarks (お願い) :

*When submitting application documents, please indicate the **name of the home institution and the applicant** in the e-mail subject.

申請書を提出する際は、メールの件名に所属機関名と申請者名を明記してください。