

# Student Exchange Application Guidelines for Undergraduate Students

## Autumn-Winter 2024 Admission

### 交流学生（学部生）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 – Undergraduate Student Exchange (学部交換留学生（交流学生）プログラム概要)

Hitotsubashi University accepts undergraduate exchange students in four faculties: Commerce and Management, Economics, Law, and Social Sciences. 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 four faculties. Regardless of their faculty, exchange students can take **courses offered by all four faculties** and Japanese language education courses. For details of each faculty, please refer to our university website (<http://www.hit-u.ac.jp/eng/education/undergraduate.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、商学部、経済学部、法学部、社会学部の4学部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上で、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、4学部のうちいずれかの学部にも所属することとなります。交流学生は、所属学部に関係なくどの学部の科目でも履修することができ、日本語教育科目（Japanese Language Education Courses）を受講することもできます。各学部についての詳細は、一橋大学のウェブサイト（<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。

## 2. Undergraduate Courses at Hitotsubashi University (学部レベルの授業科目)

Undergraduate courses at Hitotsubashi University are conducted in either **Japanese or English**.

Please refer to the course syllabi for details of each course.

学部レベルの授業は日本語または英語で行われます。各科目の概要は下記のオンラインシラバスで閲覧できます。

CELS (Online Syllabus Service):

<https://syllabus.cels.hit-u.ac.jp/>

Hitotsubashi University Global Education Program (conducted in English) :

<https://international.hit-u.ac.jp/courses/hgp/>

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/>

### 3. 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。

### 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/undergrad/#Admission\\_Schedule](https://international.hit-u.ac.jp/en/pros/exchange/undergrad/#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 **Undergraduates** <https://wuke.jp/app-international/entries/add/63>

✓ 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](mailto: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申請者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](mailto:edu-gs.g2@ad.hit-u.ac.jp))

✓ **Application forms download:** [https://international.hit-u.ac.jp/en/pros/exchange/undergrad/#Document\\_Checklist](https://international.hit-u.ac.jp/en/pros/exchange/undergrad/#Document_Checklist)

✓ **Document submission deadline:** **March 29, 2024 (JST)**

## Document Checklist

Documents to be prepared by the <b>applicant</b> :		Submit via	Notes
1	<a href="#">Confidential Reference Form</a>	 PDF	Should be completed by a person who can describe your academic potential. <b>Required for everyone.</b>
2	<b>Official Transcript(s) *Cumulative</b>	 PDF	All attended semesters should be included. <i>*Indicate clearly the number of credits and grades earned during the previous academic years.</i>
3	<b>Copy of the English Test Score or JLPT Certificate</b>	 PDF	Not required for those from our partner universities where the exemptions for English proficiency apply. See Section 3. Language Requirement and GPA Score Requirement (Page 2) for more details.
4	<b>Personal Information Registration for COE Application</b> <i>*Not required for those who enter Japan with a <a href="#">Japanese passport</a> or a valid status of residence.</i>	Online	Please refer to <a href="#">Appendix. 1</a> 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> >> <a href="#">Visa application procedures</a>
5	<a href="#">Statement of Financial Support</a> <i>*Not required for those who enter Japan with a <a href="#">Japanese passport</a> 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	<b>Proof document(s) of Financial Support in English or Japanese</b> <i>*Not required for those who enter Japan with a <a href="#">Japanese passport</a> 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	<a href="#">Accommodation Request Forms for Students with Disabilities (zip file)</a> <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 <b>after</b> the classes begin.</i>
8	<i>(Only if applicable)</i> MEXT Scholarship Application Form <i>*This form is sent to the applicant upon request.</i>	 PDF	Please complete the form and attach one photograph (original or digital data , 3.5 cm x 4.5 cm) to it. The form must be submitted along with a copy of Certificate of Enrollment and Letter of Recommendation issued by the home university. <ul style="list-style-type: none"> <li>Application documents must reach to us no later than March 1, 2024</li> </ul> For more details on the program, please read though the Course Guide: <ul style="list-style-type: none"> <li>MEXT Scholarship Program Course Guide (Japanese)PDF File(527KB)</li> </ul>

Documents to be prepared by the <b>home institution</b> :		Submit via	Notes
9	<a href="#">Letter of Verification</a>	 PDF	Please complete and sign the form.
10	<a href="#">Nomination List for JASSO Scholarship Application</a>	 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.
11	(Only if applicable) <a href="#">Nomination List for MEXT Scholarship Application</a>	 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. • Application documents must reach to us no later than <b>March 1, 2024</b>

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](mailto: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

**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。