

Student Exchange Application Guidelines for Undergraduate Students

Autumn-Winter 2023 Admission

交流学生（学部生）入学申請について

2023年9月入学

Attention: Student Exchange Office and Applicants（協定校担当者、申請者 各位）

These application forms are for students of Hitotsubashi University's partner institutions with the formal student exchange agreements. All the required forms must be submitted to Hitotsubashi University (Section 4, Educational Affairs Division) through confirmation of your institution's student exchange office. Direct applications from the students without nomination by the 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、必ず貴職が内容を確認された後に一橋大学教務課教務第四係に提出してください。協定校からの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 offers undergraduate programs in four faculties: Commerce and Management, Economics, Law, and Social Sciences. Students from the partner institutions who have been nominated as exchange students can apply to study at Hitotsubashi University for Autumn-Winter semester (from Sep. to the following Jan.) or for 1 academic year (2 semesters from Sep. to the following Jul.). Once accepted, each student will be placed in one of the four undergraduate faculties. However, **students can take courses offered by all four faculties**, and Japanese language courses are also available.

For details of each faculty, please refer to our university website at:

<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 late August. Please note that all exchange students will have to enter the country before the orientation.

一橋大学には商学部、経済学部、法学部、社会学部の4学部があります。協定校の学生は、所属先の大学（機関）から交換留学生としての推薦を受けた上で、秋冬学期の半年間（9月～翌年1月）または、9月から翌年度の春夏学期までの1年間（9月～翌年7月）の交換留学への申請が可能です。交換留学の申請書類の審査後、受入れが決まると、4学部のうちいずれかの学部へ交流学生として所属することとなりますが、**所属学部以外の学部が提供する科目を履修することもできます**。また、交流学生は日本語（Japanese Language）の授業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8月下旬には、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 the 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 Global education Program (taught in English) :	https://international.hit-u.ac.jp/jp/courses/hgp/index.html
Japanese Language Courses:	https://international.hit-u.ac.jp/en/courses/japanese/index.html

For more information about course registration at HU is listed on the following website.

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

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/jp/pros/exchange/reg.html>

3. Language Proficiency and GPA Score Requirements (語学要件と GPA 要件)

The students must fulfill the following language proficiency and GPA score requirements. Please confirm the applicants' language skills and academic record 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。協定校にて、申請者の語学能力および学業成績を確認の上、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 is 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

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

- Applicants from the partner institutions in USA, Canada, UK, Australia, New Zealand, Singapore and Hong Kong are exempted. 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 the partner institutions which programs are fully conducted in English are exempted with the 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英語要件は免除となります。

***For those who do not have TOEFL or IELTS scores TOEFL (TOEFL、IELTS のスコアを持っていない場合)**

- If applicants do not have TOEFL or IELTS scores, then their home institution must issue a supporting letter stating that they possess the equivalent language ability along with Letter of Verification. 申請時が TOEFL、IELTS、CEFR のスコアを持っていない場合は、協定校担当者が Letter of Verification と併せてレターを作成し、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.

4.0 スケールで 2.7 以上（累積 GPA）であること。

***If your institution does not use a 4.0 scale, please convert grades to GPA on a 4.0 scale and indicate it on Letter of Verification.**
貴学にて 4.0 スケールを採用していない場合は、4.0 スケールに換算のうえ Letter of Verification に GPA を記入してください。

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

Please check the overall Student Exchange Admission Schedule and our Academic Calendar before applying and ensure that the time frames meet any expected deadlines/procedures at your home institutions or at a new institution before/after your student exchange at HU.

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

交換留学の申請後のスケジュール概要と学年歴を事前によく確認し、帰国前・帰国後の進学または進級の手続きに影響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.html#Admission_Schedule

Academic Calendar: https://international.hit-u.ac.jp/en/curr/exchange/index.html#Academic_Calendar

5. Application for MEXT Japanese Studies Student Scholarship Program (recommended by the host university) 日本語・日本文化研修留学生プログラム（大学推薦枠）について

The Ministry of Education, Culture, Sports, Science and Technology (MEXT: 文部科学省, Monbukagakusho) offers scholarships to international students to study in Japanese universities in order to deepen their understanding of the Japanese language, Japanese affairs, and Japanese culture.

Applicants must be undergraduates at the partner universities majoring in the Japanese language or Japanese culture, starting their enrollment in September, with an exchange period of one academic year (one semester exchange students are not eligible to apply). For more details on the program, please read through the [MEXT Scholarship Program Course Guide](#).

In order to apply for this program, the home institutions must submit a [MEXT Japanese Studies Students nomination list](#) with assigning a rank to the applicant(s). Multiple nomination of 2 or more students from one partner university is acceptable. HU will conduct the preliminary selection, and then recommend the final candidates to MEXT. Applicants must have the nationality of a country that has diplomatic relations with Japan (i.e., students from Taiwan are not eligible). Applicants who has Japanese nationality is not eligible either.

MEXT screens all applications recommended by the host universities under strict Japanese language requirements. Please note that grant holders must pass JLPT Level 2 (N2) or above before their enrollment starts at Hitotsubashi University once selected.

学生交流協定に基づいて、文部科学省（MEXT）が日本語・日本文化を学習する留学生を支援する制度です。日本語・日本文化を専攻している学部生で、1年間交換留学する学生のみ申請可能です（半年間の交換留学生は申請不可）。プログラムの詳細は、[MEXT Scholarship Program Course Guide](#)でご確認ください。

貴学より推薦者がいる場合には、[MEXT Japanese Studies Students nomination list](#)を提出してください。本学内で応募者の選考を行い、MEXTへ推薦します。当奨学金は、各協定校から複数名の推薦が可能です。日本政府と国交のある国の国籍を有することが必要です（例：台湾出身の学生は申請できません）。日本国籍をお持ちの方も募集の対象とはなりません。

MEXTにより大学推薦の語学要件は、厳しく規定されております。具体的には、本学入学時点において、日本語能力試験（JLPT）のレベル N2 以上に合格している必要がありますのでご注意ください。

✓ **Application documents for the MEXT Scholarship must reach us no later than: March 1, 2023 (JST)**

6. 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 before beginning the application process. The home institution has to complete HU's Nomination List spreadsheet with basic information about the student selected for the exchange and upload it through the following online nomination form.

交換留学の申請をする前に、必ず所属機関（協定校）からの推薦が求められます。協定校担当者は、本学指定の Nomination List (Excel) に申請者の基本情報を入力し、本学宛てに下記のオンラインフォームにアップロードし提出してください。

Nomination List Upload Form: <https://hrs.ad.hit-u.ac.jp/v33/entries/add/578>

✓ Deadline for the online nomination: **March 17, 2023 (JST)**

STEP 2: ONLINE REGISTRATION

The nominated student must complete an 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、出願情報を下記のサイトから登録してください。

Online Registration Form for **Undergraduates** <https://wuke.jp/app-international/entries/add/52>

✓ Documents to be uploaded: Valid passport copy **Passport must be valid during the exchange period.*

✓ Deadline for the online registration: **March 31, 2023 (JST)**

STEP 3: SUBMIT APPLICATION DOCUMENTS

Students and their home institutions must send all the following documents by e-mail to us (Section 4, Educational Affairs Division) by the following designated deadline of the student exchange office. Direct applications from students with no nomination by their home institutions will not be accepted. If any changes are made after the document submission, you must promptly notify us at:

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

申請者と協定校担当者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提出期限までに貴学の交換留学担当者を通じて一橋大学教務課教務第四係に提出してください。協定校からの推薦のない申請者からの直接応募は受理されません。書類の提出後に、記載内容の変更が生じた場合は、教務課教務第四係にお知らせください。




(メールアドレス: edu-gs.g2@ad.hit-u.ac.jp)

✓ **Application forms download:** https://international.hit-u.ac.jp/en/pros/exchange/undergrad.html#Document_Checklist

✓ **Document submission deadline:** **March 31, 2023 (JST)**

Document Checklist

Documents to be prepared by the STUDENT :		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 last academic year.</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 3. Language Proficiency and GPA Score Requirements (Page 2) for more details.
4	Submission of personal information for COE Application <i>*Not required for those who enter Japan with a Japanese passport or a valid status of residence.</i>	 and Online	Please refer to Appendix. 1 first and complete the form. *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. >> 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>	 and Online	Required for those who only apply for COE. *For the documents No. 4, 5, and 6, please follow the instruction by HU's partner law firm.
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>	 and Online	Supporting documents of your financial support (e.g., certificates of bank balance, tax certificate, or scholarship, etc.) * For the documents No. 4, 5, and 6, please follow the instruction by HU's partner law firm.
7	Accommodation Request Forms for Students with Disabilities (zip file) <i>*Needs to be submitted only for students with special needs</i>	 PDF	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 Accommodations for Students with Disabilities <input type="checkbox"/> 7-3 Coursework* <input type="checkbox"/> 7-4 Affirmation and Certification of Authenticity *For Form 7-3, courses can be changed later until the actual course registration period, which is after the classes begin in April 2023.
8	<i>(Only if applicable)</i> MEXT Scholarship Application Form ✓ Deadline: March 1, 2023	 Original	This form is sent to the applicant upon request. Please complete and print out, and then attach one passport photo (3 x 4 cm) to the form. Submit this form along with a copy of Certificate of Enrollment issued by the home university. *Please do not staple the documents, use paper clips instead.

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. when your students are eligible and wish to apply for this scholarship, please assign a rank to your student(s) and sign the form
11	<i>(Only if applicable)</i> Nomination List for MEXT Scholarship Application Form ✓ Deadline: March 1, 2023	 PDF	Please read through the eligibility first on page 1. when 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 same as appears in your passport.
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

Remarks (お願い) :

*Please indicate the **name of your institution and applicant** in the e-mail subject.

申請書を提出する際は、メールの件名に協定校名と学生氏名を明記してください。