



Application Guidelines

September 2021 - August 2022



Message from the Ex-Exchange Students

"My exchange at Gakushuin University was only for half a year but was indeed a rich and unforgettable experience. Even if sometimes the classes were quite difficult, everyone was here to help me out when I had questions, or needed encouragement. All my classes were in Japanese, which might seem scary at first but help me improve my ability much quicker than having classes in English, and I was having class with other Japanese students, not only exchange students, which was a big plus compared to other universities.

It was really encouraging to study with the teachers of Gakushuin, they were all truly helpful and compared to my home university. I am thankful, because of those intensive studies I was able to get much better, especially thanks to the presentations in Japanese and the help of other Japanese students in my department of Politics.

The campus is lovely, and walking every morning through the beautiful vegetation, being able to go to the pond and greet the fishes at my lunch break was a relief in such a big city as Tokyo. Everything was so convenient, there was many options to eat on campus, even a convenience store directly here with an ATM and all required services. I am a vegetarian and was afraid I might have difficulties to eat in Japan but there was always something I could eat, and if I had



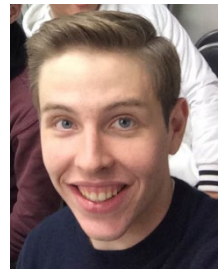
time I would walk around the lovely neighbourhood of Mejiro, just next door from the campus, where you could find many restaurants, such as soba.

I was happy to meet much other students, Japanese and from all over the world at the International centre, a place open to everyone that was always full of nice people. Particularly, the chat rooms organized every month were a perfect chance to meet new friends, speaking in your native language, Japanese or English."

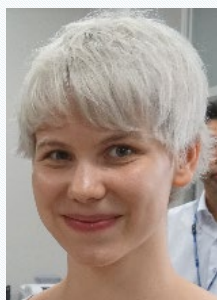
— **DUPORGE, Alice Marie Andrée** (from Université Paris Diderot, France / 2016-2017)

" My decision to come to Gakushuin over other universities in Japan turned out to be the smartest decision I could have made. From day one, my time at Gakushuin has been unforgettable.

I would like to thank all of those at Gakushuin who made my time here an absolute pleasure. I can say with absolute confidence that my experience on exchange would not have been the same if I had gone anywhere other than Gakushuin. I hope to revisit and reunite with my new friends many times in the future. "



— **Butler, Sam William** (from University of New South Wales, Australia / 2015-2016)



"Taking a year off from university in Germany was the perfect opportunity for coming to Japan and studying at Gakushuin University.

I am enrolled as a law student and I am having a great time learning about the Japanese law system and exchanging views with the Japanese law students. Gakushuin University also offers Japanese language courses that are a great help for improving my Japanese.

All my law professors are very kind and helpful and the relaxed atmosphere of the campus makes me feel at home.

Thanks to the buddy system I made many Japanese friends. Together we go on trips in and around Tokyo (mostly Karaoke though). "

— **Seibert, Saskia Katharina** (from University of Bayreuth, Germany / 2014-2015)

以前の協定留學生が書いたレポートは、↓の URL から見られます。

You can read the reports by the ex-exchange students from URL below:

<http://www.univ.gakushuin.ac.jp/global/prospective/messagefromstudents.html>



1. 学習院大学について Gakushuin University

学習院大学は、1874 年、京都に設立された、貴族子弟のための教育機関「学習院」にその起源を持つ。太平洋戦争（第二次世界大戦）の後、華族制度の廃止に伴い、1949 年、「学習院大学」が、純粋な私立大学として設立された。

現在、本学では、5 学部 17 学科、専門職大学院、及び 6 研究科（大学院）20 専攻を擁し、広範囲にわたる学習の機会を提供している。学習院大学は、東京の中心部、目白に位置しながらも、キャンパスは豊かな緑に包まれ、1 年をとおして四季折々の表情に彩られている。

Gakushuin's origins lie in the "Old Gakushuin" established in Kyoto in 1847 as an educational institution for the Imperial Court. After the Asia-Pacific War, owing to the abolishment of the nobility, "Gakushuin University" was established as a purely private university in 1949.

Now we offer students ample opportunity with 17 departments in 5 faculties, 1 professional graduate school, and 20 graduate courses in 6 schools. Gakushuin University is located in Mejiro, in the centre of Tokyo. The campus gives many different impressions from season to season with its rich greenery.

協定留学プログラムでは、入学料や授業料などが免除され、例年、20 から 30 人の留学生が、協定校より本学へ留学している。

留学期間は、半年間ないし 1 年間で、4 月か 9 月の初旬から始まり、日本語や日本文化、また自分の専攻領域の講義に参加する。講義は、主に日本語で行われる。国際社会科学部では多くの授業が英語で行われている。詳細は 4) シラバスを参照のこと。

We accept approximately 20-30 exchange students per year from overseas partner universities under the Exchange Programme. Admission fees and tuition fees are waived.

The exchange period is fixed at either one half year or one whole year. Exchange students come to Gakushuin University in early April or September.

They attend lectures on Japanese language and culture, as well as those in their own area of specialization.

Lectures are mainly delivered in Japanese. There are many lectures taught in English at the Faculty of International Social Sciences. Please see below 4) Syllabus for the details.

1) 所在地 Location

東京都豊島区目白 1-5-1/1-5-1 Mejiro, Toshima-ku, Tokyo 171-8588 JAPAN

2) ホームページ Websites

<http://www.univ.gakushuin.ac.jp/> (Japanese)

<http://www.univ.gakushuin.ac.jp/en> (English)

3) 学部・研究科 Faculties and Graduate Schools

上記のウェブサイトを確認のこと。

See the above websites.

4) シラバス Syllabus

https://g-port.univ.gakushuin.ac.jp/campusweb_gk/slbssrch.do?clearAccessData=true&contentm=slbssrch&kjnmnNo=128

なお、2021年度のシラバスや授業形式の公開は、2021年3月8日頃の予定。

The syllabus and class format for the 2021 academic year will be available on or around March 8, 2021.

5) 学年暦 Academic Calendar

https://www.univ.gakushuin.ac.jp/life/2021-2022_English.pdf

協定留学の期間は、4月あるいは9月から開始する。

第1学期：4月～8月 第2学期：9月～翌年3月

学習院大学の授業は、通年科目（4月～翌年1月）、第1学期開講科目（4月～7月）、第2学期開講科目（9月～翌年1月）がある。9月から留学を開始する場合でも、通年科目を履修することは可能。

The exchange period starts in either April or September.

First semester: April-August

Second semester: September-March of the following year.

The length of courses is set for a full year - April to January, a first semester - April to July and a second semester - September to January. A full year courses can also be enrolled in from September.

2. 応募条件 Successful applicants are :

1) 学業優秀で、心身共に健康な者

Those with good academic records and sound physical/mental health.

2) 協定校より正式に推薦される者であって、応募時および留学期間終了時に本学の協定校の学籍を有する者（日本留学期間中に、協定校における学籍が消滅する者は対象外とする）

Those who are officially nominated by a partner university and who hold the partner university's student status when their applying for/finishing the Exchange Programme. (Those who will lose the home university's student status while in Japan are not eligible.)

3) 日本語能力については、次のいずれかの条件を満たす者

Regarding Japanese language ability, successful candidates must satisfy either of the following requirements in principle:

① 来日前に2年間以上の日本語学習歴があること

to have studied Japanese for 2 years or more before coming to Gakushuin

② 日本語能力試験N4級以上に合格しているか、同等レベルの日本語力があること

to have passed the Japanese Language Proficiency Test (JLPT) Level N4 or to have the

equivalent ability

- 4) 日本に滞在中の医療費を適切に補てんする保険に加入する用意がある者

Those who enrol in an appropriate insurance plan which covers medical expenses while in Japan.
※日本に3カ月を超えて滞在する留学生は、「国民健康保険」への加入が義務付けられている。
All international students who will stay in Japan for more than three months are required to enroll in the "National Health Insurance" system.

- 5) 国際社会科学部を希望する場合は、次の A および B（上記の日本語能力に加えて、①～③のいずれかの条件）を満たす者

Those who satisfy A and B (in addition to the Japanese language ability, either of the following three requirements) if you wish to apply for the Faculty of International Social Sciences.

- A. 在籍大学で、法律、経済、ビジネス、社会学、地域研究などの社会科学を専攻していること。
be majoring in social sciences including, but not limited to, Law, Economics, Business, Sociology, and Area Studies at your home university.

- B. 日本語能力に加え、

In addition to Japanese language ability, those who

- ① 母国語が英語の者 または

be native speakers of English or,

- ② 協定校で主に英語で講義を受けている者 または

enrolled in a partner university where English is the major language of instruction or,

- ③ TOEFLiBT80 又は IELTS6.0 を有しているか、同等レベルの英語力がある者

have the proficiency equivalent to 80 on the TOEFL iBT or 6.0 on the IELTS

- 6) 新型コロナウイルス（COVID-19）に対する日本国政府や学習院大学の方針を遵守する者。
に従う者。

3. 応募手続 Application Procedure

下記の提出書類を、所属大学のインターナショナル・オフィスを通じて、提出締切日までに学習院大学に到着するよう郵送で提出すること。なお、「7) 在留資格認定証明書交付申請書」はエクセルの書式に入力し、メールで送付すること。宛先は「10. 問い合わせ・書類提出先」を参照のこと。

書類は志望する学部や研究科で審議され、通常、提出締切日から3ヶ月以内に受入れの可否が決定される。それから更に3ヶ月以内に、入学許可証やビザ申請に必要な書類等を送付する。なお、このスケジュールは多少前後することがある。

Submit the required documents by MAIL via the International Office of your home university.

Exception: The "APPLICATION FOR CERTIFICATE OF ELIGIBILITY" [see 7) below] shall be made using MS-Excel form and sent by EMAIL. The documents have to arrive at Gakushuin University on or before the application deadlines. The address is found in "10. Contact / Submission Information" below.

Gakushuin University screens applications and announces decisions within 3 months after the deadline.

Acceptance letters, visa documents, etc. are sent to you within 3 months from the time you receive a decision regarding your application. This schedule is subject to change.

<提出締切 Application Deadlines>

4月入学の場合：入学前年の10月31日

9月入学の場合：入学年の3月15日

For April admission: 31 October (the end of October of the preceding year)

For September admission: 15 March (the middle of March of the same year)

<提出書類 Required Documents>

1) 本学所定の応募書類一式 A complete set of application documents includes :

- ① 志願票 Application Form
- ② 日本語能力について Japanese Language Proficiency Form
- ③ 健康診断書 Health Certificate
- ④ 在籍証明書 Certificate of the Applicants' student status at home university
- ⑤ 英語能力証明書及び履修希望科目調査票について（国際社会科学部を希望する場合）
English Language Proficiency Form and Registration Form, if you wish to apply for the Faculty of International Social Sciences.

2) 上半身の写真(4.0×3.0 cm) 3枚(同一のもの。1枚は志願票の所定の位置に貼付すること。)

3 passport-style photographs (4.0×3.0cm, exactly the same photos, paste one of them on the above application form)

3) 日本語能力試験の合格証のコピー（合格している場合）

A photocopy of the "Japanese Language Proficiency Test" certificate (if applicable)

4) 在籍大学の成績証明書

An official transcript of the applicant's home university

5) 在籍大学における指導教授、又は所属学部長の推薦状

A letter of recommendation from the Dean or an academic supervisor at your home faculty

6) パスポートの写し

A photocopy of the passport

7) ⑥在留資格認定証明書交付申請書（申請人等作成用1～3）

APPLICATION FOR CERTIFICATE OF ELIGIBILITY (for applicant, part1-3)

留学ビザの取得に必要な書類。学習院大学はこの書類に基づき「在留資格認定証明書」を留学希望者に代わり取得する。「在留資格認定証明書」は、各国の日本公館にて留学ビザを申請する際に必要になる。

この書類のみ、エクセル (MS-Excel) の書式に入力し、メールで送付すること (宛先は「10. 問い合わせ・書類提出先」を参照)。

This document is necessary for student visa. Gakushuin University obtains a "Certificate of Eligibility" on student's behalf according to this application. "Certificate of Eligibility" will be required when you apply for a College Student Visa at the Embassies / Consulates of Japan in your home country.

This document shall be made using MS-Excel form and sent by EMAIL (the address is found in "10. Contact / Submission Information" below).

※ 写真貼付欄には写真データを挿入しなくてもよい。

※ 9、11、12、21、27、28 と末尾の署名欄には記入しないこと。

※ 14 には予定留学期間に合わせて「5 ヶ月間」、「1 年間」から選んで記入のこと。

NB : Do not have to insert your photograph in this sheet.

NB : Leave the blocks 9, 11, 12, 21, 27, 28 and the Signature line unchanged.

NB : Fill in the block 14 with "5 months" or "one year" according to intended length of stay.

8) TOEFL iBT 又は IELTS のスコアの写し (該当する場合)

A copy of score report of TOEFL iBT or IELTS (if applicable)

※ 所定の書式は、

<http://www.univ.gakushuin.ac.jp/global/prospective/frompartneruniversities.html> からダウンロードできる。

※ 日本語または英語で書かれた書類のみ受け付ける。日本語または英語以外の言語による書類を提出の際は、必ず和訳または英訳を添付すること。

※ 空欄は全て記入すること。記入漏れがある場合、書類を受け付けることができない。

NB : The application forms can be downloaded from

<http://www.univ.gakushuin.ac.jp/global/prospective/frompartneruniversities.html>.

NB : All documents must be written/printed either in Japanese or English. Documents in other languages must be accompanied with their Japanese or English translation.

NB : You must fill in all the blanks with some exceptions. We do not accept incomplete documents.

4. 宿舎 Accommodation

- 1) 学習院大学では、志願票に基づき、次の宿舎のいずれかを予約するよう努めている。ただし、宿舎の空き状況によって希望どおりの宿舎を予約できないことがある。

Gakushuin University shall assist in securing your accommodation (see the following list) in accordance with your request in the Application Form. However, please note that we may not be able to secure it due to availability.

<http://www.univ.gakushuin.ac.jp/global/prospective/frompartneruniversities.html>

① アゼリアハウス Azalea House <http://www.azalea-house.com/>

自炊式のアパート。静かな住宅街にあり、学習院大学までは電車と徒歩で 30 分程度。

家賃：60,000 円／月（累積交換学生数が均衡している大学からの協定留学生には、35,000 円以内の補助をする場合がある）

※学習院とアゼリアハウスは独自に契約を結んでいるため、ホームページ記載の家賃等は適用されない。

Self-catering flat with private facilities, located in a quiet residential area, approximately 30 min. by train and on foot from the Gakushuin University campus, meals and utilities not included.

Rent: 60,000 yen/month (we may cover up to 35,000 yen/month of the rent if there is no imbalance in the number of exchange students between your university and Gakushuin.)

NB: Rent or other fees on Azalea House's web-site do not apply to Gakushuin students, since Gakushuin and Azalea House have an exclusive lease agreement.

② **和敬塾 Wakeijuku** <http://www.wakei.org/english/>

民間の男子学生寮。大学までは徒歩 15 分程度。朝夕食つき。個室にはベッド、机、イス、本棚あり。風呂(大浴場)、シャワー、トイレは共同利用。

保証金：100,000 円

家賃：約 100,000 円／月（光熱費込み／50,000 円以内の補助制度がある（後述））

Dormitory for Japanese/international male students run by a private organization, 15-min. walk to Gakushuin University, two meals (breakfast and dinner) included. Each room is equipped with bed, desk, chair and bookshelf. Students share the bath (public bath style), shower room and toilet.

Deposit: 100,000yen (refundable when leaving Wakeijuku, on the condition that there is no damage caused to the room or furniture.)

Rent: approximately 100,000 yen/month (including utilities / we may offer accommodation grants of up to 50,000 yen (see "5. Financial Support"))

③ **北園女子学生会館 Kitazono Women's Student Dormitory** <http://www.kitazono-j.co.jp>

家具付き（ミニキッチン、ユニットバスを含む）の自炊式の民間女子学生寮。大学までは電車と徒歩で 30 分程度。食堂も併設されており、三度の食事を取ることも可能。（別料金）

入館金等：40,000 円（返金不可）

家賃：約 90,000 円／月（ガス・水道料金込み／50,000 円以内の補助制度がある（後述））

Dormitory for Japanese/international female students run by a private organization, furnished, equipped with kitchenette and bathroom, approximately 30 min. by train and on foot from the Gakushuin University campus. Three meals are provided at the dormitory's cafeteria (extra cost)

Entrance Fee: 40,000 yen (not refundable)

Rent: approximately 90,000 yen/month (including gas and water bill / we may offer accommodation grants of up to 50,000 yen (see "5. Financial Support"))

2) これらの宿舎への入居は、決められた日にしかできないので、注意すること。

We would like to remind you that you must arrive on a designated date if you wish to stay at one of the accommodations mentioned above.

- 3) 志願票提出後の希望変更は認めていない。学習院大学が宿舍を予約した場合は、最低4ヶ月間は滞在すること。

Changing the choice of accommodation is **NOT** acceptable once application documents have been submitted. Once Gakushuin University makes a booking for you, you must stay at the accommodation for at least 4 months.

- 4) 累積受入学生数が一定数以上過多の大学からの協定留学生は、これらの宿舍へ入居できない場合がある。

If there is an excessive imbalance in the number of exchange students in your university, you may not stay at one of the accommodations mentioned above.

- 5) これらの宿舍への入居を希望しない場合は各自で宿舍探しを行うこと。

If you do not wish to stay at either above accommodations, you are responsible for making your own arrangements.

5. 補助金、奨学金 Financial Support

1) 学習院大学協定留学生奨学金

Gakushuin University Exchange Student Scholarship

特に優秀な学生で、日本学生支援機構が定める算出方法により、前年度の成績評価係数が2.30以上の学生には、協定留学生奨学金（原則として年間250,000円以内）を支給することがある。ただし、累積受入学生数が一定数以上過多の大学からの協定留学生には支給しない。

Gakushuin University may offer "Exchange Student Scholarship" (Up to 250,000 Japanese yen / year in principle) to those with an outstanding academic record having the minimum of 2.30 GPA, which is calculated using JASSO's GPA calculation method (on a 3.0 scale), based on a transcript from the previous academic year. However, this scholarship scheme may not be available to those partner universities in which there is an excessive imbalance in the number of exchange students.

2) 学習院大学協定留学生宿舍費補助金

Gakushuin University Exchange Student Accommodation Grants

和敬塾又は北園女子学生会館（前述）に滞在する協定留学生に、入居期間中、1ヶ月あたり5万円を限度（半月の場合は2.5万円）に宿舍費補助金を支給することがある。ただし、月額10万円を超える奨学金を受給する者、または、累積受入学生数が一定数以上過多の大学からの協定留学生は対象外とする。

We may offer accommodation grants of up to 50,000 yen/month (25,000 yen for half a month) to those who stay at Wakejuku or Kitazono Women's Student Dormitory (see "4. Accommodation").

However, those who receive a scholarship of 100,000 yen/month or higher, or those partner universities in which there is an excessive imbalance in the number of exchange students are not eligible.

3) (独)日本学生支援機構 (JASSO) の海外留学支援制度 (協定受入)

Japan Association Student Service Organization (JASSO) Short Term Study Scholarship

採択の可否は未定。詳細は、決まり次第、協定校担当者または候補者本人に通知する。なお、本奨学金は、協定留学生全員が受給できるものではない。

The details of the Japan Association Student Service Organization (JASSO) Short Term Study Scholarship for 2018 have not yet been announced. Gakushuin University will inform your home university's International Office or the scholarship candidates as soon as the application details are released. Please note that NOT all applicants can receive this scholarship and is highly competitive.

4) 授業料その他の納付金の免除 Tuition waiver

授業料及びその他の納付金は、願い出に基づき、原則、免除される。

Tuition fees can be waived upon application by qualified applicants.

6. 試験と成績 Exams, Grades and Official Transcripts

1) 試験と成績 Exams and Grades

第1学期は7月中旬～下旬、第2学期は1月中旬～下旬に行う。成績評価は、S (90 点以上), A (80 点以上), B (70 点以上), C (60 点以上), F (59 点以下: 不可) の5段階評価となり、C以上の成績を修めることが単位取得の条件となる。

As a rule, first-semester exams are held in mid to late July, and second-semester exams are held in mid to late January. There are five possible grades: S (90 points or higher), A (80 to 89 points), B (70 to 79 points), C (60 to 69 points), F (59 points or lower: Fail). A grade of C or better is required to earn credits from a course.

2) 成績証明書 Official Transcript

留学期間終了後、第1学期 (8月末) に留学を終了する協定留学生には9月下旬頃に、第2学期 (3月末) に留学を終了する協定留学生には4月中旬頃に、大学宛に英文成績証明書を郵送する。

Your official transcript in English will be sent to the international office of your home university by the end of September (middle of October) or later (Term Ends in August), by the middle of April or later (Term Ends in March).

7. 学生生活の支援 School Support

1) 指導教授 Academic Advisors

受入学科の教員が、履修や学習の計画を立てるサポートをするほか、その後の学習・生活に関する相談に、必要に応じて対応する。

Academic advisors assist in creating study plans according to the interview held at Gakushuin University and consultation for study and student life.

2) バディ制度 Buddy System

留学生に 1 名に対し、2, 3 名の日本人学生が、バディとなる制度がある。バディの主な役目は、学習院大学や日本の生活についての実用的な情報を提供することである。

You can have a few Japanese students assigned as your buddy. The main task of the buddy is to provide exchange students with practical information about Gakushuin University and daily life in Japan.

3) 日本語 SA 制度 Japanese SA Lessons

SA レッスンと呼ばれる Student Assistant による日本語のレッスンは、日本語の授業と連携し、留学生の日本語学習を支援するため、留学生それぞれに割り当てられる。SA レッスンは、1 回 60 分間で、各留学生は、1 週間に 2 レッスン (1 学期間に 26 回まで) 無料で受けられる。

Lessons taught by a Student Assistant, called SA Lessons, are assigned to each student to help and support them in their Japanese learning experience in conjunction with Japanese Language Classes. SA Lessons are 60 minutes long. Each international student is eligible for two lessons a week (up to 26 lessons per semester) for free.

8. 協定留学生のための行事 Events for Exchange Students

1) 伝統芸能鑑賞 Traditional Japanese Arts Study Trip

歌舞伎や文楽鑑賞会の他、書道等の日本の伝統文化の体験の機会を提供している。

We provide international students with the study trip of kabuki, bunraku, and others. Students also experience traditional Japanese culture, example for calligraphy.

2) バス旅行 One-day Coach Tour

日本の歴史、文化、社会をより深く理解してもらうため、東京近郊の名所旧跡（富士山、日光、箱根、鎌倉）への日帰りバス旅行を行っている。

To help international students deepen their understanding of Japanese history, culture and society, we hold one-day coach tours to historical places in and around Tokyo. In the past, participants have visited Mt. Fuji, Nikko, Hakone, Kamakura, etc.

3) 短期ホームステイ Short-term Homestay

留学生と日本人学生及びその家族がお互いにより親しくなれる機会として、1 週間程度の短期ホ

ームステイを行っている。

We provide a short homestay program to help international students and the families of Japanese students get to know each other better. Homestay will be up to a week long.

9. 日本（東京）での生活費 Living Expenses in Japan (Tokyo)

外国人留学生の1ヵ月の生活費（学費を含まない）は次のとおりである。大都市（東京）の生活費は、地方に比べて高い。

The average monthly expenses (excluding academic fees) of an international student are shown below. The cost of living in metropolitan areas is higher than in rural areas.

National average 89,000yen

Tokyo 100,000yen

https://www.studyinjapan.go.jp/en/_mt/2020/10/SGminiEn.pdf (page.6)

10. 問い合わせ・書類提出先 Contact / Submission Information

学習院大学国際センター

International Centre, Gakushuin University

東京都豊島区目白1-5-1

1-5-1 Mejiro, Toshima-ku, Tokyo 171-8588 JAPAN

E-mail: guic-off@gakushuin.ac.jp

<https://www.univ.gakushuin.ac.jp/en/global/>

Facebook: <https://www.facebook.com/ic.gakushuin.ac.jp>