

Participation Agreement/参加同意書

Dear President of Tokyo University of Foreign Studies 東京外国語大学長殿
If permitted to participate in the incoming exchange program at Tokyo University of Foreign Studies (hereafter referred to as TUFs), I hereby agree and pledge to the following articles.
私は、東京外国語大学（以下「本学」という）の交換留学プログラムへの参加を許可された場合、以下の事項に同意し、誓約します。

1. Compliance and Obligations/遵守事項及び義務

- (1) I agree to abide by Japanese laws and regulations and comply with all university rules, standards, and instructions for student behavior; I further agree to comply with any supplemental rules or standards adopted by TUFs for the program in which I am participating. I acknowledge that if I violate these standards, rules, and regulations, I may face disciplinary action, including immediate expulsion from the program.
日本の法令および本学の学則その他本学の定める規則に従うこと。従わなかった場合、プログラムの参加中止を含む処分を受ける可能性があること。
- (2) I understand the purposes of the exchange program of TUFs, and I will devote myself to my studies in order to achieve the goals of the program.
本学の交換留学プログラムの趣旨を理解し、学業に精励すること。
- (3) I will be sure to respond promptly and appropriately to communication from TUFs and to stay well- informed about the latest program information provided by TUFs in the form of emails and website communications. I will also take full accountability for any oversight or misunderstanding of the information due to my own carelessness or negligence.
本学からの連絡に必ず反応し、速やかに対応すること。本学によって提供されたメール及び本学のウェブサイトに記載のプログラムに関する情報をよく理解し、本人の不注意及び怠慢による情報の見落としや誤解については本人が責任を負うこと。

2. Expenses/費用

- (1) Tuition fees for the period of enrollment as an exchange student at TUFs must be paid to my home university, and tuition fees to TUFs will be exempted.
本学に交換留学生として在籍する期間の授業料は派遣元大学に納付し、本学への納付は免除されること。
- (2) I am entirely responsible for expenses such as visa fees, travel expenses, accommodation costs, insurance costs (outlined below in section 3(3)), medical expenses, and other living expenses.
ビザ取得費用、旅行費用、宿舍費用、以下 3(3)にかかる保険費用、医療費、その他生活にかかるすべての費用は自己負担とすること。

3. Health and Insurance 健康及び保険

- (1) I will be sure to embark on my exchange program in good physical and mental health.心身ともに健康である状態で留学すること。
- (2) I understand I must obtain permission from my doctor if I have a chronic illness, past illness, mental illness, or a physical disability.
持病、既往症、精神的・身体的障害がある場合は、必ず主治医の承諾を得ること。
- (3) After arriving in Japan, I will be sure to enroll in the National Health Insurance and the following insurance as designated by the university:
渡日後、国民健康保険及び本学の指定する以下の保険に加入すること。
・Personal Accident Insurance for Students Pursuing Education and Research “Gakkensai”/学生教育研究災害傷害保険（略称「学研災」）
・Comprehensive Insurance for Students Lives Coupled with “Gakkensai”/外国人留学生向け学研災付帯学生生活総合保険
・Inbound Medical Assistance Service インバウンドメディカルアシスタンスサービス
- (4) I understand that I must undergo a health checkup for international students conducted by the university after entering TUFs. If any abnormality is found, I will be sure to follow the instructions of the TUFs doctor.
入学後本学で行う留学生健康診断を受診すること。万が一異常が見つかった場合は、本学学校医の指示に従うこと。

4. Scholarship/奨学金

- (1) If I am receiving a scholarship, I understand that there are cases where I may be required to return the scholarship if the goals of the exchange program are not met (if I leave the program to return home due to personal reasons etc.).
奨学金が支給される場合において、交換留学の目的が達成されない場合（本人の自己都合による途中帰国の場合等）には返還が求められることがあること。
- (2) I understand that I must complete any necessary procedures required by the scholarship foundation, such as answering questionnaires or submitting transcripts, by the specified date.
奨学金支給財団が求めるアンケートへの回答や成績証明書の提出など必要な手続きを指定された期日までにを行うこと。

5. Life at TUFs 東京外国語大学在籍中の生活

- (1) If I am entering a TUFs International Residence (on-campus dormitory for international students), I understand that I cannot choose which room or dormitory I want, I cannot change rooms once they have been allocated, and I will reside in my assigned room according to the dormitory rules. (Please note that this does not apply if you have submitted a medical certificate from your doctor and consulted with us by the time of the application.)
本学の国際交流会館（学生寮）に入居する場合は、号棟や部屋に関する要望を出すこと、および割り当て後の変更はできないことを理解し、規則で割り当てられた部屋に居住すること。
なお、応募時点までに医師からの診断書等を提出し相談した場合はその限りではない。
- (2) I understand that despite the best efforts of TUFs to arrange accommodation for me at the TUFs International Residences, this may not be possible as availability varies each semester.
本学は交換留学生のために国際交流会館（学生寮）の手配に努めるが、学期によっては本学の宿舍事情により国際交流会館（学生寮）を提供できない場合があること。
- (3) If I am entering a TUFs International Residence, I understand that I must pay the designated move-in fee and the monthly dormitory fee on time. If my payment is delayed without a valid reason, I will be evicted from the dormitory.
本学の国際交流会館（学生寮）に入居する場合は、指定された入居一時金及び毎月の寮費を遅滞なく支払うこと。理由なく期日までに支払わない場合は退寮となる。
- (4) If I am entering a TUFs International Residence, I understand that I must follow the dormitory rules.本学の国際交流会館（学生寮）に入居する場合は、寮の規則に従い生活すること。
- (5) If I am entering a TUFs International Residence, I understand that I cannot extend my stay at the dormitory for any reason. (Please note that this does not apply if you cannot return to your country due to uncontrollable forces, such as disasters, wars, etc.)
本学の国際交流会館（学生寮）に入居する場合は、滞在期限を延長しないこと。いかなる理由があっても期限を延長することはできない。なお、災害、戦争などの不可抗力により帰国できない場合はその限りではない。
- (6) If I am leaving Japan temporarily, such as to travel home for a visit, I understand that I must submit a ‘Overseas Travel Notification’ at the Student Exchange Division before my departure.
母国への一時帰国などで日本を一時的に離れる場合、出発前に本学留学生課に「一時帰国・海外旅行届」を提出すること。
- (7) I understand that I should maintain contact with my home university and my family during my exchange period, regarding my safety, health, and academic issues.
本学在籍期間中も、学業面、健康面、安全面について派遣元大学及び母国の保護者と連絡を取ること。

6. Academic Issues/学業

- (1) I understand that even though TUFs will make reasonable efforts to provide information on the course registration procedures and will provide access to the syllabi, this does not guarantee course registration and it is my responsibility to register for courses within the designated period.
本学は履修登録の手順やシラバスについての情報提供を十分に行うが、履修登録を保証するものではないことを理解し、指定された期間内に自身の責任で登録を行うこと。
- (2) I understand that once I arrive in Japan, I cannot change my exchange period without a valid reason.特別な理由がない限り、渡日後は留学期間の変更はできないこと。
- (3) I understand that though TUFs will make reasonable efforts to accommodate the accessibility needs of students, the learning format, support, and accommodation provided by TUFs may be different to those of my home country or home university. I will try to adapt to these differences.
母国や派遣元大学とは異なる環境及び学習形式・支援であることを理解し、その違いに適応しようと努めること。
- (4) I understand that at the completion of the exchange program, TUFs will only issue a Transcript Certificate, not a Completion Certificate.
プログラム修了時、本学は交換留学生に対して修了証明書は発行せず、成績証明書のみを発行すること。
- (5) I understand that after completing the exchange program, I will return to my home university and continue the degree program at my home university.
プログラム修了後、在籍大学に戻り学業を継続すること。

7. I acknowledge that Tokyo University of Foreign Studies will not be held responsible for the following/東京外国語大学が責任を負わない事項

- (1) Losses and damage caused by uncontrollable forces, such as disasters, wars, revolutions, riots, terrorism, accidents, diseases, or crime etc., while the student is enrolled at TUFs.
本学在籍中の災害、戦争、革命、暴動、テロ、事故、疾病、犯罪など不可抗力による損害。
- (2) Losses and damage, including physical or property damage, caused by the student violating a law and/or public order, intentional acts by the student, negligence by the student, or the student’s personal problems.
本人の法令違反、故意、過失、個人的問題から生じた損害または本人が与えた人的もしくは物的損害。

Note: Applications will NOT be accepted unless all required fields are not completed.

For applicant • coordinator / 申請者・コーディネーター記入欄

●● University

派遣元大学名/Name of Student's Home University

Gaidai Hanako

学生氏名/Printed Name of Student

Gaidai Hanako

学生署名/Signature of Student

November 1st, 20XX

日付/Date

※Signature of Coordinator must be filled in the date on or after the Signature of Student. 学生署名の日付以降にコーディネーター署名が記載された同意書を提出すること。

Gaigo Taro

派遣元コーディネーター氏名/Printed Name of Coordinator of Home university

Gaigo Taro

コーディネーター署名/Signature of Coordinator

November 1st, 20XX

日付/Date

※Signature of Coordinator must be filled in the date on or after the Signature of Student.