

Tokyo University of Foreign Studies

Information Sheet for AY2025



GENERAL INFORMATION	
University Name	Tokyo University of Foreign Studies (TUFS)
Office in charge of international academic exchange	Student Exchange Division
Postal address	3-11-1, Asahi-cho, Fuchu-shi, Tokyo, Japan, 183-8534
Contact Information for exchange program	E-mail: inbound@tufs.ac.jp Tel: +81-42-330-5182 Fax: +81-42-330-5189

ACADEMIC CALENDAR 2025	
Spring quarter (First quarter)	April 1, 2025 to middle July, 2025
Summer quarter (Second quarter)	Middle July 2025 to late September, 2025 (Intensive)
Fall quarter (Third quarter)	Late September or October 1, 2025 to late January, 2026
Winter quarter (Fourth quarter)	Late January, 2026 to March 31, 2026 (Intensive)
Academic Calendar	https://www.tufs.ac.jp/student/calendar/ (Japanese) https://www.tufs.ac.jp/english/student/calendar/ (English)
<p>* Students whose period of study ends in the mid July 2025 are not able to take any subjects during Summer quarter in principle. * TUFS only intake students either from Spring (1st) quarter or Fall (3rd) quarter. * This schedule is subject to change.</p>	

APPLICATION	Spring Entry 2025	Fall Entry 2025
Online-Application Open	From middle September 2024	From middle January 2025
Application Deadlines	November 15, 2024	March 15, 2025
Application Information	https://www.tufs.ac.jp/admission/international_applicant/application.html (Japanese) https://www.tufs.ac.jp/english/admission/non-degree/exchange/application.html (English)	

<p>Application Process</p> <p>TUFS will send an e-mail with the instruction for the application procedure to the exchange coordinators of Partner universities.</p> <ol style="list-style-type: none"> University coordinator forwards the email to the nominated students to share the necessary links and the log-in passwords. Nominated students fill out and prepare for the necessary documents. Nominated students complete online application form for the exchange program from the designated URL and forward the confirmation email to the university coordinator to notify the "application number". Nominated students who need to apply for student visa complete online application for the Certificate of Eligibility (CoE) from the designated URL. University coordinator will collect the necessary application documents and "application number" from the nominated students and send them to TUFS from the designated URL one by one. <p>* University coordinators do not have to send an e-mail to nominate their students. Just forward the e-mail to the nominated students and send the students' application documents through the website.</p>	
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Application Documents	<ol style="list-style-type: none"> ISEPTUFS CHECKLIST Participation Agreement Certificate of Health Latest official academic record at home university written in English or Japanese Certificate of English / Japanese language proficiency Study Plan A copy of Passport <p>Please download the latest formats from the links below: https://www.tufs.ac.jp/admission/international_applicant/application.html (Japanese) https://www.tufs.ac.jp/english/admission/non-degree/exchange/application.html (English)</p>
Qualifications for Incoming Exchange Students:	Undergraduate and Graduate *Doctorate courses are not open for exchange students.
Length of the Exchange Period	Full year or one quarter (either Spring (1st) or Fall (3rd) quarter.) *Students cannot extend the period of their study in principle after they arrive in Japan.
Schedules before Arrival	https://www.tufs.ac.jp/common/is/ryugakusei/www/schedules.pdf

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ELIGIBILITY REQUIREMENTS	
The Minimum Number of Semesters	Students are required to complete at least 1 semester and submit at least 1 semester's transcript at the time of application.
Language Requirements	<p>Since students take classes conducted in English or Japanese at TUFS, they need to have the appropriate English or Japanese ability.</p> <p><u>The nominated students must submit the language evidence which proves the students' language ability can meet the following requirement:</u></p> <p>English: CEFR (Common European Framework of Reference for Languages) B2</p> <p>OR</p> <p>Japanese: Level N2 of Japanese Language Proficiency Test (JLPT)</p> <p>Acceptable certificates: TOEFL iBT, IELTS, TOEIC L&R and TOEIC S&W, Cambridge English, or JLPT</p> <p>*Those who cannot submit the certificates above are required to submit the recommendation letter to prove the language proficiency issued by the home university.</p> <p>*Those whose first language is Japanese or English and/or whose degree program is taught entirely in Japanese or English must submit a letter to explain that the students' first language is Japanese or English and/or whose degree program is taught entirely in Japanese or English issued by the home university.</p>
GPA Requirement	2.0/4.0 or higher (For the calculation table, see the table in the last page.)

ADMISSION and VISA	
Admission Process	
Once application documents have been reviewed by the Student Exchange Division and their acceptance is approved, Letter of Acceptance will be sent to the students by email in December for Spring entry (in May for Fall entry).	
Visa	
Exchange students must obtain 'Student' Visa authorized by Embassy or Consulate-General of Japan if they do not have valid status to enter in Japan. COE submission period is designated by the Immigration Bureau. Students can enter Japan after students receive the valid visa.	
<ol style="list-style-type: none"> 1. Students make an application form of electronic Certificate of Eligibility (CoE) through COE online application system. 2. The Student Exchange Division will apply for electronic CoE at the Immigration Bureau on behalf of exchange students. 3. Once the Student Exchange Division receive students' electronic CoE, it will be sent to the student by email. 4. Students apply at the Embassy or Consulate-General of Japan in their home country. They will be asked to submit their passport, Letter of Acceptance, and electronic CoE and other necessary documents there. 	
Detailed information is instructed in the following website.	
https://www.tufs.ac.jp/admission/international_applicant/immigration.html (Japanese)	
https://www.tufs.ac.jp/english/admission/non-degree/exchange/immigration.html (English)	

SCHOLARSHIP	
Scholarship Information	https://www.tufs.ac.jp/admission/international_applicant/scholarship.html (Japanese) https://www.tufs.ac.jp/english/admission/non-degree/exchange/scholarship.html (English)
Grade Requirement	In order to apply for JASSO scholarship, GPA (previous academic year at the home university) must be 2.3 (on a scale of 3.0) or higher. * If your home institution or university does not use the 3-point scale GPA system or does not use the GPA system, use the table in the last page to calculate the equivalent GPA. (Round to two decimal places)

COURSES	
Course Information	
Exchange students must take at least 7 classes per week for the Student Visa and program requirement. Information about courses offered can be found in Course Guidebook in the following websites.	
https://www.tufs.ac.jp/admission/international_applicant/course_details.html (Japanese)	
https://www.tufs.ac.jp/english/admission/non-degree/exchange/course_details.html (English)	
They can search syllabi from the following website: https://gakumu-web1.tufs.ac.jp/portal/Public/Syllabus/SylSearchMain.aspx	
Japanese Language Program (JLPTUFS)	
Fundamental Japanese courses are available for exchange students. Detailed information is instructed in the following website.	
https://www.tufs.ac.jp/student/international_student/Japanese_Program.html (Japanese)	
https://www.tufs.ac.jp/english/student/international_student/Japanese_Program.html (English)	
Global Linkage Initiative Program (GLIP)	
GLIP English Courses (except for Interactive English [English A]) and Lectures in English are available for exchange students.	
https://www.tufs.ac.jp/student/lesson_course/program/glip/ (Japanese)	
https://www.tufs.ac.jp/english/student/lesson_course/program/glip/ (English)	

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ACCOMMODATION

On-campus dormitory (International Residence Halls) information

NOT all the students who would like to live in the on-campus dormitory can live there though TUFS try to offer them a room in the on-campus dormitory. TUFS will provide the students with the necessary information to find accommodation.

Due to the capacity, it is not guaranteed that all the ISEP students can reside in on-campus dormitory in Spring 2025 entry even if the students wish.

<https://www.tufs.ac.jp/english/student/dorm/housing.html>

Available period for accommodation

Spring entry: From April 1st to the end of August or end of February

Fall entry: From late September to the end of February or end of August

Accommodation fee (Campus Dormitory) SINGLE ROOM ONLY

International Residence Hall No.1 32,000 JPY per month (Single room)

International Residence Hall No.2 31,000 JPY per month (Single room)

International Residence Hall No.3 46,000 JPY per month (Single room) plus key money (¥30,000)

* Accommodation fee is subject to change.

* Bedding Set ¥12,100 (Purchasing the Bedding Set is mandatory for all residents.)

* Students who would like to reside with another person in one room need to find private apartments on their own.

* Students cannot choose which residence they will live in.

How to Apply

In our online application, students will be asked whether they wish to stay in our on-campus dormitory. If they wish, please answer "Yes" to the question, "If you are accepted at TUFS, would you like to rent a room in the on-campus dormitory?" in the online application.

INSURANCE and HEALTH CARE SERVICES

National Health Insurance

Exchange students need to join the National Health Insurance Program. With this insurance, students will pay only 30% of the total medical expenses.

University Insurances*

Exchange students must join the University Insurances after coming to Japan regardless of whether they have already joined in other insurances in their home countries. It covers Personal liability, Death, Residual disability, and Rescuer expenses.

*Personal Accident Insurance for Students Pursuing Education and Research "Gakkensai"

*Comprehensive Insurance for Students Lives Coupled with "Gakkensai" For International Students

Inbound Medical Assistance Service

Exchange students must enroll this service. They can receive a 24/7 service for international students that provides medical consultations by telephone. (e.g., referrals to appropriate hospitals, telephone interpretation services for hospital visits (available in a total of 18 languages including Japanese, English, and Chinese), etc.)

This service is not a medical insurance, so please be sure to enroll in the National Health Insurance and the above two insurances designated by the university.

Health Care Center/Student Counseling Room on campus

Health Care Center and Student Counseling Room on campus are available for exchange students.

Health Care Center: <https://www.tufs.ac.jp/institutions/facility/hoken/> (Japanese)

<https://www.tufs.ac.jp/english/institutions/facility/hoken/> (English)

Student Counseling Room: <https://www.tufs.ac.jp/institutions/facility/scs/> (Japanese)

<https://www.tufs.ac.jp/english/institutions/facility/scs/> (English)

*Note: Exchange students must be in good physical and mental health at the time when they apply.

If necessary, exchange students should bring necessary medicines from their home country.

https://www.tufs.ac.jp/common/is/ryugakusei/www/TUFS_medical_information.pdf

OTHERS

Part-time Job

Exchange students may work up to 28 hours a week if you receive the permission from the Immigration Bureau before you start working. Since TUFS has a quarter system, exchange students can work up to 28 hours a week throughout a whole academic year.

Estimated Living Costs

Textbooks/Stationery	: 20,000 JPY / quarter
Food	: 50,000 JPY / month
University Insurance	: 7,340 JPY for 4 months or 12,020 JPY for 10months
National Health Insurance	: About 1,100 JPY/ month
Inbound Assistance Service	: About 2,000 JPY/ exchange period
Accommodation	: Dormitory on campus 31,000-46,000 JPY/month
Utilities	: About 12,000 JPY/ month

OTHER INFORMATION

(TUFS INFORMATION)

Tokyo University of Foreign Studies

<https://www.tufs.ac.jp/english/>

TUFS Exchange Program

<https://www.tufs.ac.jp/english/admission/non-degree/exchange/>

TUFS PR Movies

<https://www.tufs.ac.jp/english/abouttufs/pr/movies.html>

(Other Organizations)

JASSO Study in Japan (Scholarship)

<https://www.studyinjapan.go.jp/en/>

Ministry of Education, Culture, Sports, Science and Technology- Japan (MEXT: Educational affairs in Japan)

<https://www.mext.go.jp/en/>

Tokyo Fire Department (Disaster prevention)

<https://www.tfd.metro.tokyo.lg.jp/eng/index.html>

<https://www.tfd.metro.tokyo.lg.jp/eng/earthquakes.html>

Means to Communicate Information on Civil Protection (Disaster prevention)

<https://www.kokuminhogo.go.jp/en/about/means.html#siren>

How to calculate GPA for ISEP TUFS GPA requirement and JASSO GPA

If your institution or university does not use the 4-point scale GPA system, 3-point scale GPA system or does not use the GPA system, use the table below to calculate the equivalent ISEP TUFS GPA and JASSO GPA. (Round to two decimal places.)

	Grade				
Pattern 1		Excellent	Good	Sufficient	Fail
Pattern 2		A	B	C	F
Pattern 3		100-80	79-70	69-60	59~
Pattern 4	100-90	89-80	79-70	69-60	59~
Pattern 5	S	A	B	C	F
Pattern 6	A	B	C	D	F
Grade Point (ISEP TUFS GPA)	4	3	2	1	0
Grade Point (JASSO GPA)	3	3	2	1	0

How to calculate GPA for the ISEP TUFS requirement (ISEP TUFS GPA):

$$\frac{(Total\ Credits\ of\ GP4) \times 4 + (Total\ Credits\ of\ GP3) \times 3 + (Total\ Credits\ of\ GP2) \times 2 + (Total\ Credits\ of\ GP1) \times 1 + (Total\ Credits\ of\ GP0) \times 0}{Total\ Credits\ earned\ in\ the\ previous\ semester}$$

How to calculate GPA for JASSO scholarship (JASSO GPA):

$$\frac{(Total\ Credits\ of\ GP3) \times 3 + (Total\ Credits\ of\ GP2) \times 2 + (Total\ Credits\ of\ GP1) \times 1 + (Total\ Credits\ of\ GP0) \times 0}{Total\ Credits\ earned\ in\ the\ previous\ academic\ year\ (full\ year)}$$