Guide to Dispatch Students to

 　　　　Nagoya University of Economics

**1. Procedures Until Dispatch**

[Until students arrive in Japan]

1. Please send the "application documents" (see 2. for details) to Nagoya University of Economics by email.
2. Please wait two to three months after you have sent the documents.
3. As soon as the "Certificate of Eligibility " is issued by the Immigration Bureau, we will send it to your 　　　　university by international mail.
4. Students apply for a visa at a nearby Japanese embassy or consulate. The "Certificate of Eligibility" is required to apply for a visa.
5. Please inform Nagoya University of Economics of the airline company’s name, departure / arrival time, and the number of the students’ flight to Japan.

Please arrive at Chubu Centrair International Airport as much as possible.

[Flow and procedures of student’s arrival for your reference]

① Upon arrival at the airport in Japan, our staff will meet students at the airport arrival lobby and guide them to our university or dormitory except the weekend.

②　After the date of arrival, our staff will support the students with the procedures at the city hall (such as joining the National Health Insurance), the procedures to move into the dormitory, and shopping for daily necessities. In addition, we will explain the facilities on campus and introduce the faculty and staff members in charge to the students.

**2. Application documents**

Please send the following set of documents to Nagoya University of Economics by email (as attached files to the email).

(Please send all at once from your department, not from students)

 【Documents to be submitted】

 EXCHANGE STUDENT APPLICATION FORM (university designated form)

 RESUME (university designated form)

 APPLICATION FOR CERTIFICATE OF ELIGIBILITY (designated form)

 A copy of the student’s passport (as electronic data in PDF format)

 Electronic data of the student’s face photo (length 4 cm x width 3 cm)

 Certificate of enrollment at the current university/college (in English or Japanese) (If it is written in another language, please attach an English or Japanese translation)

 Academic Transcript (in English or Japanese) (If it is written in another language, please attach an English or Japanese translation)

 Documents certifying Japanese proficiency (Results of Japanese proficiency test, etc. A copy is accepted.)

 HEALTH CERTIFICATE (in English or Japanese, university designated form)

[Submit the document to]

cia@nagoya-ku.ac.jp

**3. Expenses during exchange study abroad**

 Living expenses

① Female dormitory (double room, 20,000 yen per person / month) (depending on the availability)

※ Utility costs are required separately.

②Share house (quadruple room, 30,000 yen per person / month)

※ Utilities costs included.

 National Health Insurance premium (about 20,000 yen / year)

※ Joining is compulsory.

 Student insurance premium (800 yen / semester)

* Joining is compulsory.

 Other living and miscellaneous expenses (about 50,000 yen / month)

**4. Contact Information**

Center for International Affairs, Nagoya University of Economics

[TEL] + 81-568-67-9325 (Monday-Friday / 9: 00-17: 00: Japan time)

 [E-mail] cia@nagoya-ku.ac.jp

Please send questions from students through the university department in charge.