



Ochanomizu University

2-1-1 Otsuka, Bunkyo-ku, Tokyo 112-8610 JAPAN

Application Guidelines for Exchange Students to Ochanomizu University (Fiscal Year 2021)

A. Educational Characteristics

The most distinguishing feature of the educational programs Ochanomizu University offers is the adoption of highly advanced curriculums taught in small class units. In the specialized education curriculum in particular, the intellectual capacity that each student aims for is cultivated through small seminars, labs and practical training. Another pivotal focus of the university's educational platform is "leader education" firmly grounded into the current trend toward globalization. In the quest to foster international caliber knowledge and abilities, we make keen efforts to instill superior language skills and cultural literacy applicable on the global front, in tandem with the development and practical application of educational research keyed to the lifestyle of modern women.

True to our mission statement to excel as "a place where all women who are motivated to learn can realize their earnest dreams", Ochanomizu University will continue to fulfill our role as an institution of higher education.

B. Academic Calendar

Period of Study/Research	• First (Spring) Semester (April 2021~ September 2021) • Second (Fall) Semester (October 2021 ~ March 2022)
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C. Admission

Number of exchange students from your University	Pursuant to the Memorandum for Student Exchange. We accept both one semester and one year students within limit.
Application Deadline	• October 18, 2020 for the first semester 2021 (April entry) • April 17, 2021 for the second semester 2021 (October entry)
Application Requirement	• Applicants should be female or women identified students only. • Exchange students are expected to have the Japanese language capability necessary to participate in lectures, seminars and tutorials at Ochanomizu University. • Exchange students should return and graduate from the home university after their period of study/research at Ochanomizu University.
Required Documents	Please send the below items by e-mail. • Application for Exchange Students (Form 1) • Recommendation Letter (Form 2) • Study/research plan (Form 3) • Photocopy of Passport (ID page) • Academic transcript • Photo (40mm×30mm, backgroundless, clear and taken from the front) for Application for Certificate of Eligibility *Health Certificate is not required
Selection and Notification	The result of selection will be sent to a partner university in around two months after each application deadline.

D. Curriculum

Language of Instruction Japanese

Number of Required Classes Minimum: 8 classes per week (includes Japanese language classes)

Credit System Based on a credit unit system

Grading System Your academic achievements are evaluated by S, A, B, C or D grades although S is applicable only to the Undergraduate Courses not to the Graduate Courses.
Grade of "S" is given for excellent performance, "A" for good performance, "B" is for above average, "C" for average and "D" for failure.

Areas of Majors Undergraduate Courses
<http://www.ocha.ac.jp/en/education/index.html>

Graduate Courses (Master's Program and Doctoral Program)
<http://www.ocha.ac.jp/en/education/index.html>

Language Classes (Open to Exchange Students) The Japanese language classes are optional.
There are two classes, "Seminar: Japanese" and "Seminar: Japanese Culture", each of which corresponds to 2 credits and is offered at 5 different levels from beginning to advance.
There are also Tokusetsu Nihongo (literally translated as "Special Japanese") classes, such as "Introductory Japanese", "Intermediate Japanese", "Advanced Japanese", "Advanced Japanese Reading", "Advanced Japanese Writing", "Chinese Character", and "Japanese Language Proficiency Test".
Students will be advised to take classes based on the result of a placement test at the beginning of the semester.

E. Scholarship

Scholarships for exchange students under inter-university exchange agreements are very limited, so they are expected to support themselves while the stay in Japan.

F. Accommodations

Ochanomizu University has an International Student House outside the campus where international and Japanese students live. All the rooms are single and furnished with a bed, a desk, a fridge, an air conditioner, etc. Dining kitchens and shower rooms are mutual facilities. It is self catering and the cost of meals differs individually.

Room rent fee: 4,700 yen a month

Maintenance fee: 1,000 yen a month

Residents' association fee: 5,000 yen

Utilities: differs individually

Total cost: approximately 17,000 yen -20,000yen a month, meals are not included

The new dormitory will be available from April 2022. Students residing in the International Student House will be required to leave it in March 2022. Please note that the cost of living in the dormitory will change.

(Information on the new dormitory)

Room rent fee: 48,800 yen a month

Residents' association fee: 5,000 yen a month

Water fee: 1,500 yen a month

Internet fee: 1,000 yen a month

Fee for start living: 48,800 yen

Electricity and gas fee will be collected separately.

G. Others

Living in Japan

For details, please refer to the link below, you can find "Student Guide to Japan" which is a multilingual guidebook for international students planning to study in Japan published by Japan Student Services Organization(JASSO).

https://www.jasso.go.jp/en/study_j/sgtj.html

H. Contact

International Affairs Division

Ochanomizu University

Address: 2-1-1 Otsuka, Bunkyo-ku, Tokyo 112-8610 JAPAN

Email: ryunai@cc.ocha.ac.jp

Phone: +81-3-5978-5143

Fax: +81-3-5978-5951

お茶の水女子大学 交換留学生願書（2021年度）

Application for Exchange Students to Ochanomizu University 2021

お茶の水女子大学長 殿

Dear President of Ochanomizu University

私は、交換留学生としてお茶の水女子大学に入学を希望しますので、
別紙関係書類を添えて出願します。

I hereby apply for admission as an exchange student to Ochanomizu
University with documents attached.

Photo
写 真
Paste your
photograph
(4×3 cm)

日付: 年 月 日

Date: (Year) (Month) (Day)

申請者署名

Applicant's signature

(手書きで署名してください。in handwriting)

※このファイルに直接入力してください。

Please type the form directly to this file.

希望する項目にチェックしてください。

Please tick the following status:

☐ 交換留学生（学部生）：単位修得を目的とする者

Undergraduate Exchange Student aiming to obtain credits

☐ 交換留学生（大学院生）：単位修得を目的とする者

Graduate Exchange Student aiming to obtain credits

☐ 交換留学生（大学院生）：研究を目的とする者（単位修得なし）

Graduate Exchange Student aiming to research (non-credit)

1. 姓名（自国語／漢字）

Name: _____, _____, _____
(In native language/Kanji) (Family name) (First name) (Middle name)

アルファベット表記（パスポート表記のとおり大文字で記入）

Name: _____, _____, _____
(In Alphabet as spelled (Family name) (First name) (Middle name)
on the passport in Full Capital Letters)

カタカナ表記

Name: _____, _____, _____
(In "KATAKANA") (Family name) (First name) (Middle name)

2. 国 籍

Nationality _____

性別 女

Sex Female

3. 未婚・既婚の別（チェックしてください。）

Marital Status (Please tick) ☐ Single (未婚)☐ Married (既婚)

4. 生年月日

_____	年	月	日
Date of birth	(Year)	(Month)	(Day)

5. 在籍大学・所属・専攻・学年（申請時のもの）

Current Status: university, faculty/department or course/year of school (As of when you apply)

大学名：

Home University

☐ 学部

Undergraduate

学部等：

Faculty/Department

学年：

Year of school

☐ 大学院

Graduate

専攻

Course

学年：

Year of school

6. 在籍大学での担当教員氏名

Name of supervisor at home university _____

7. 留学期間（チェックしてください。）

Period of study/research at Ochanomizu University (Please tick)

☐ ①2021年 4月 – 2021年 9月 6か月 (April 2021 – September 2021 6 months)☐ ②2021年 4月 – 2022年 3月 1年 (April 2021 – March 2022 1 year)☐ ③2021年10月 – 2022年 3月 6か月 (October 2021 – March 2022 6 months)☐ ④2021年10月 – 2022年 9月 1年 (October 2021 – September 2022 1 year)

8. 希望する指導教員の氏名（下記のURLにある教員一覧を参考にしてください。）

下記の希望は参考とされますが、希望に添えないこともあります。

Name of desired supervisor at Ochanomizu University

(Please refer to the URL (list of professors) below.)

URL: <http://www.ao.ocha.ac.jp/information/kyouin/index.html>

*Your preference will be considered, but it may not be met.

第一希望 First choice

第二希望 Second choice

第三希望 Third choice

9. 勉強したい分野又は研究題目

Describe your academic field or research theme at Ochanomizu University.

10. 学 歴

Academic Background

	学校名及び所在地 Name, Location of School (city)	入学及び卒業年月 Year and Month of Entrance and Completion	資格・学位 Diploma/Degree conferred
高等学校 Senior High School	学校名 Name _____ 所在地 Location (city) _____	Year Month ~ Year Month	
大 学 Undergraduate Level	学校名 Name _____ 所在地 Location (city) _____	Year Month ~ Year Month	
大 学 院 Graduate Level	学校名 Name _____ 所在地 Location (city) _____	Year Month ~ Year Month	

11. 日本語の学習歴（学校名／独学、学習期間）

Japanese Language Background (School Name/Self Study, period of study)

12. 日本語能力を自己評価のうえ、該当欄にレ印を記入すること。

Evaluate your Japanese Language Proficiency and tick the appropriate box.

	優 Excellent	良 Good	可 Poor
読む能力 Reading			
書く能力 Writing			
話す能力 Speaking			

*授業等に参加できる程度の日本語能力を有していることが望ましい。

*Exchange students are expected to have the Japanese language capability necessary to participate in lectures, seminars and tutorials at Ochanomizu University.

- ・ 日本語能力試験取得級（該当者のみ）

Japanese-Language Proficiency Test (JLPT) (if applicable):

級 level _____

- ・ その他、日本語能力試験等（あれば）

Other Japanese Language qualification (if any): _____

13. 現住所

Current address _____

電話番号: _____

Phone (Country code) (Area code) (Phone number)

Eメール（常時使っているもの）: _____

Email (Your daily use email address)

14. 母国での住所

Address in home country _____

電話番号: _____

Phone (Country code) (Area code) (Phone number)

15. 緊急連絡先（本人との関係）

Emergency contact person (Relation to the applicant)

Mr/Ms _____ (_____)

電話番号: _____

Phone (Country-code) (Area-code) (Phone number)

Fax: _____

Email: _____

お茶の水女子大学交換留学生推薦書

Recommendation Letter for exchange student to Ochanomizu University

1. お茶の水女子大学交換留学生としての推薦理由及び在学中の状況

Please remark on the exchange student to Ochanomizu University and studying/research attitude in the home university.

2. 本人の健康状況等その他留学に係わる特記事項

Please remark on any special matters (health and mental condition, etc.) during studying abroad.

日付: 年 月 日

Date: (Year) (Month) (Day)

所属

Affiliation _____

職名

Title _____

担当教員署名

Supervisor's signature _____

担当教員氏名（アルファベット表記、大文字で）

Supervisor's name in the alphabet in full capital letters

学習・研究計画書

Study/Research Plan

直接入力してください。

Please type in Japanese or English. (Typing in Japanese is recommended)

1. 氏名

Name:

2. 学習又は研究計画内容（詳細に記載してください）

あなたが指導を希望する教員がこの計画書を読んで受入を判断します。

Please describe your study/research plan at Ochanomizu University in detail.

The desired supervisor will read this study/research plan in the decision to accept you as his/her advisee.

日付: 年 月 日
Date: (Year) (Month) (Day)

署 名

Signature
