

To: Members of Overseas G-DORM Project Committee;

Important Notice on Selection of Participants and Submission of Necessary Documents For Short-term Student Exchange Program 2023 in Niigata, Japan

1. Selection of Participants

- It is asked for each university to select **three (3) undergraduate students** as participants in this exchange program. **The criteria and methodology of the selection can be decided by each university.**
- Niigata University has prepared a sample of application guide for the selection of participants so that each university can announce the exchange program (please refer to the attached document “[Sample] Application Guidance (for the selection of the participants)”). Basically, this can be used by only changing red letters to be suit for the situation of each university. For the selection of participants at each university, it would be good to use this sample with the revision by you, or to make an original document for its purpose based on the information in this sample. However, in any case, we request for you that **the necessary information is surely delivered to the participants** because this sample includes very important points to be announced to the participants. Detailed schedules and contents are also available in the sample.
- For students who would like to apply for the exchange program, it seems to be important if they obtain financial support or not. Requirements for applicants that were directed by JST (the fund of Sakura Science Program) are as below. We request each university to instruct your students who would like to apply for this program to check whether he/she has eligibility or not.
 - **Undergraduate students** who are engaged in **studies related to science and technology**, are of **non-Japanese nationality**, and are **below 40 years old**.
 - Participants **must be the first stay in Japan after enrolling institution of the undergraduate level** (Or, those who have visited Japan only for short-term sightseeing (up to 10 days) are still eligible). Be enrolled as a full-time student at each university and **shall maintain the same student status throughout the program period** (until August 29 in 2023).
- The selection of participants should be conducted to meet the timing for them to be able to prepare and send the necessary documents by the due date mentioned below 2. The deadline for the submission of the scanned documents to Niigata University is **June 2, 2023**.

2. Submission of Necessary Documents to Niigata University

- After the selection of participants for the exchange program, please ask the students to prepare the necessary documents which are written in English. As mentioned in the application form that is attached, the necessary documents are as below;
 - (1) Application Form (Use attached form)
 - (2) Attachments of the application form as below;

1. CV (Use the attached form)
* NOTE: All the students shall answer all questions in the designated CV form. However, a student does not have to fill out the blank on Question 9 “Proposed study program in Niigata University” in the CV form, in case the student is an undergraduate student.
2. Personal Statement (Use the attached form) * Please fill out the form by typing in Word file.
3. Interview Sheet (Use the attached form) * Please fill out the form by typing in Word file.
4. Written Pledge (Use the attached form)
5. Certificate of Enrollment (Original. It is a document issued by your university to certify the registration as a regular student of the university)
6. Academic Transcript (Original)
7. Letter of Recommendation from the Dean of your University (Original)
 - Undergraduate Students: Address the letter to the “**Dean of the Faculty of Engineering, Niigata University**”
8. Face Photo Image Data (JPEG. Passport size. A face-to-shoulder colored photo (full front face, without headwear, white background))
9. Photocopy of Passport (Be sure to check the expiration date) * In case an applicant has not gotten a passport by June 2, please submit a photocopy of an official identification that shows the alphabet of the applicant’s name in English. This is for preparing a visa support document as well as purchasing air tickets for applicants. Please note that if the name is misspelled by even one letter, the visa support document and air ticket will be invalid.
10. Photocopy of English Scores (TOEIC, TOEFL, IELTS, etc.)
11. Agreement on The Use of Personal Information (Use the attached form)

- Niigata University prepares a format for the abovementioned Application form, CV, Personal Statement, Interview Sheet, Written Pledge and Agreement on The Use of Personal Information. Please ask your students to use the format.
- Niigata University must receive scanned data of all the necessary documents from your university **by June 2, 2023**. Furthermore, **the Word files of only Personal Statement (Document No.2) and Interview Sheet (Document No. 3) are also required** in addition to these scanned files since these can be shared with companies accepting internship. After receiving the data, Niigata University will check all documents whether they meet the conditions or not. After the completion of checking, Niigata University will inform you of a request to send the original documents to Niigata University by EMS or DHL. Please keep the original documents until you receive the corresponding from Niigata University.
- The documents include the required documents for applying to financial support from Sakura Science Program. **If scanned data of the documents did not reach Niigata University by June 2, your students would miss the financial support.** Repeatedly, please make sure to send the scanned data by the due date.

3. Passport and Visa

- All the students who are selected as a participant of this program shall apply for a passport (if the participant does NOT have one) and visa. Niigata University asks you to instruct this to your students.
- JST has a support system for Visa so that NU will coordinate with JST for Visa application and the required documents for visa issuance will be provided to those who submitted the documents for the sake.
- According to the Ministry of Foreign Affairs of Japan (MOFA), a single entry visa would be acceptable

for your students except for Thailand students who hold ePassport. For nationals of Thailand who will stay in Japan within 15 days, visas are not required only for holders of ePassport in compliance with ICAO (International Civil Aviation Organization) standards. However, MOFA advised you to ask and confirm the procedures of getting a visa to the Embassy of Japan in your country in any case. As for reference, general information on the application procedures for a single-entry visa provided by MOFA is as below;

[Countries except for Vietnam]

https://www.mofa.go.jp/j_info/visit/visa/short/other_visa.html

[Vietnam]

https://www.mofa.go.jp/ca/fna/page23e_000538.html

- Niigata University recommends you or your students check the application procedures for a visa to the Embassy of Japan in your country in accordance with the advice by MOFA. Online information is available at below websites;

[Embassy of Japan in Cambodia]

<http://www.kh.emb-japan.go.jp/consular/visa/visa-index-e.htm>

[Embassy of Japan in Lao PDR]

http://www.la.emb-japan.go.jp/la/la_visa.html

[Embassy of Japan in Thailand]

http://www.th.emb-japan.go.jp/itpr_th/visaindex.html

[Embassy of Japan in Vietnam]

https://www.vn.emb-japan.go.jp/itpr_ja/visanhapcanhnhatban.html

Attachments:

[Sample] Application Guidance (for the selection of the participants)

[Format] Application Form for Short-term Student Exchange Program 2023 in Niigata, Japan

[Format] CV

[Format] Personal Statement

[Format] Interview Sheet

[Format] Written Pledge for Short-term Student Exchange Program 2023 in Niigata, Japan

[Format] Agreement on The Use of Personal Information

For Further Information:

G-DORM Project Team of Niigata University

International Education Division, Education Center for Engineering and Technology,

Faculty of Engineering, Niigata University

8050 Ikarashi-2-no-cho, Nishi-ku, Niigata-city 950-2181, Japan

E-mail: g-dorm@eng.niigata-u.ac.jp