



Osaka University of Commerce (OUC) Exchange Program

Eligibility

To qualify as an exchange student at Osaka University of Commerce (OUC), you need to meet the following requirements:

- Be enrolled at one of OUC's partner institutions
- Be formally nominated as an exchange student by your home institution

Application Deadlines

The application must arrive at OUC NO LATER than the deadlines below.

2022 Fall Admission: April 30, 2022

2023 Spring Admission: September 30, 2022

Application Documents

- (1) OUC Student Exchange Application Form with a photo attached (4cm×3cm)
- (2) Application for Certificate of Eligibility
- (3) Official copy of transcripts
- (4) A photocopy of your passport (the page with your name and passport number)
- (5) Certificate confirming the applicant's bank account balance
- (6) Copy of TOEFL score (Only for applicants whose native language is not English)

*** Some other documents may be requested depending on the applicant's country or personal situation.**

How to apply for the exchange program

Submit your **application documents** to your home institution's International Office. Have the International Office forward all required documents to the following address by the deadline.

E-mail:

oucintl@daishodai.ac.jp

Delivery address:

**Office of Comprehensive Education & Exchange,
Osaka University of Commerce
4-1-10 Mikuriyasakae-machi Higashiosaka City,
Osaka, 577-8505, Japan**



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Important dates / Procedures for applying to OUC on exchange

【Fall 2022 Admission】

Time	Procedures
January	<u>Application begins</u> <ol style="list-style-type: none">1. Obtain information on OUC's Student Exchange Programs.2. Ensure you meet OUC's eligibility criteria3. Apply to be an exchange student at your home institution.4. Your institution may conduct an internal selection Process.5. Be nominated by your home institution
April 30, 2022	<u>Application Deadline</u> <ol style="list-style-type: none">1. After you have been nominated by your home institution to study at OUC, prepare the application documents required by OUC.2. Submit your application documents to the International Office at your home institution, and have your International Office forward all required documents to OUC by e-mail and airmail by the deadline.
April - May	<ol style="list-style-type: none">1. OUC's exchange student selection committee will screen the application documents.2. Once you have been accepted, we will send acceptance documents to your exchange coordinator by express mail.
June	OUC will apply for a Certificate of Eligibility (COE) at the Immigration Services Agency of Japan on your behalf.
June – July	OUC will send you a Certificate of Eligibility (COE) as soon as it arrives from the Immigration Services Agency of Japan. Submit this certificate when applying for a Student Visa at the Japanese Embassy or Consulate.
July - August	You need to purchase a plane ticket to Kansai International Airport (KIX) only and overseas travel insurance in your home country on your own.
Mid-September, 2022	Arrival and Airport Pick-up at KIX. Housing check-in.
September 13 - 22, 2022 (tentative)	You must attend Orientation for exchange students at OUC.
September 23, 2022	Classes start.



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【Spring 2023 Admission】

Time	Procedures
Now	<u>Application begins</u> <ol style="list-style-type: none">1. Obtain information on OUC's Student Exchange Programs.2. Ensure you meet OUC's eligibility criteria3. Apply to be an exchange student at your home institution.4. Your institution may conduct an internal selection Process.5. Be nominated by your home institution
September 30, 2022	<u>Application Deadline</u> <ol style="list-style-type: none">1. After you have been nominated by your home institution to study at OUC, prepare the application documents required by OUC.2. Submit your application documents to the International Office at your home institution, and have your International Office forward all required documents to OUC by e-mail and airmail by the deadline.
October - November	<ol style="list-style-type: none">1. OUC's exchange student selection committee will screen the application documents.2. Once you have been accepted, we will send acceptance documents to your exchange coordinator by express mail.
December	OUC will apply for a Certificate of Eligibility (COE) at the Immigration Services Agency of Japan on your behalf.
December - January	OUC will send you a Certificate of Eligibility (COE) as soon as it arrives from the Immigration Services Agency of Japan. Submit this certificate when applying for a Student Visa at the Japanese Embassy or Consulate.
February - March	You need to purchase a plane ticket to Kansai International Airport (KIX) only and overseas travel insurance in your home country on your own.
Mid-March, 2023	Arrival and Airport Pick-up at KIX. Housing check-in.
April 3 - April 7, 2023 (tentative)	You must attend Orientation for exchange students at OUC.
April 10, 2023 (tentative)	Classes start.



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Important Notes

- **Incomplete applications will not be processed.**
- Applications sent directly by students will not be accepted.
- Your application will be reviewed by the selection committee at OUC.
- Acceptance to OUC is confirmed once; your home institution's International Office receives your acceptance letter.
- **Extending your study period** is not permitted in principle. Please plan and choose your study period very carefully when you apply.

Japanese Language Requirement

There is no Japanese proficiency required to apply to be an exchange students at OUC.

*Applicants whose native language is not English must submit a copy of their TOEFL score.

Housing

OUC provides off-campus housing for all exchange students. It is in a very convenient location, within walking distance of the OUC campus and close to supermarkets and convenience stores.

Student Visa

Exchange students must obtain a Student Visa in order to study at OUC. Exchange Students will need a Certificate of Eligibility (COE) to apply for a Student Visa at the Japanese Embassy or Consulate in their home country. The Student Visa will be valid for the length of one full term at OUC.

Certificate of Eligibility

The Certificate of Eligibility (COE) is an official document issued by the Japanese Ministry of Justice. After students are admitted to study at OUC, the Office of Comprehensive Education & Exchange (International Office) will apply for your Certificate of Eligibility on your behalf. Once the Certificate of Eligibility (COE) has been issued by the Immigration Services Agency of Japan, it will be sent to the students. Students need to apply for a Student Visa at the nearest Japanese Embassy or Consulate in their home country prior to arrival in Japan. We recommend that you do not purchase a plane ticket prior to issuance of the Certificate of Eligibility (COE).



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When will the Certificate of Eligibility be mailed?

Your Certificate of Eligibility will be mailed out in January for Spring semester applicants, and in July for Fall semester applicants.

Financial requirement (for one month)

Under the exchange agreement, exchange students will pay tuition only at their home university. Exchange students will be responsible for all other fees required for attending the host Institution.

***"The costs and charges described below are based on present market prices. The prices are subject to change."**

Item	Fee
Housing & Meal Plan ※1 ※2 (Breakfast & Dinner are included)	¥78,800
Support by OUC	—¥30,000
Food expenses ※3	¥20,000—¥30,000
Utility & communication fee ※4	¥10,000 (Average)
Linens & Daily miscellaneous expenses	¥10,000 (Average)
National Health Insurance	¥3,000
Transportation expenses ※5	¥0
Personal expenses ※6	¥20,000—¥30,000
Total	¥111,800—¥131,800

※1 : You pay ¥48,800 out of ¥78,800 for Housing & Meal Plan to OUC. Lunch is not included in Meal Plan.

※2 : You need to pay bed linen fees when you check-in the accommodation. (About ¥20,000)

※3 : Meals are not provided on Saturdays, Sundays and national holidays. You must prepare the meals on your own. You have to pay for the cost of meals yourself on Saturdays, Sundays and national holidays. The average cost of a meal on/off campus is ¥500–1,000 per meal.

※4 : Utility expenses depend on how much you spend.

※5 : There is no need to commute because the housing is located within walking distance of the OUC campus.

※6 : Personal expenses (e.g. Mobile phone, souvenirs, living ware, etc...) may differ, depending on the student's lifestyle and off-campus activities.



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Other necessary expenses (for one academic year)

Item	Fee
Materials, field trips or other course-related activities	¥30,000 – ¥50,000
Total	¥30,000 – ¥50,000

Purchase a plane ticket

All exchange students to OUC must purchase a plane ticket on their own. Please inform us of the flight schedule when you purchase a ticket. OUC staff will pick you up at the airport in Osaka, Japan. OUC does not offer a ride to the airport, so exchange students need to go to the airport at their own expense when leaving.

Insurance

All exchange students to OUC must purchase overseas travel insurance in their country on their own before their departure. They must submit a copy of the certificate of insurance.

Contact Information

Office of Comprehensive Education & Exchange,
Osaka University of Commerce

Address:

4-1-10 Mikuriyasakae-machi Higashiosaka City,
Osaka, 577-8505, Japan

E-mail :

oucintl@daishodai.ac.jp

Tel: +81-6-6785-6286

Fax: +81-6-6785-6133



Osaka University of Commerce (OUC) Exchange Program

Academic Calendar

Fall Semester:

Official Semester Dates	Late September - March 31
Airport pick-up & Residence check-in	Mid-September
Mandatory Orientation	Mid-September
Term Dates	Late September - Late January
Examination Periods	Late January - Early February
Term Breaks	Winter Break: Late December - Early January Spring Break: Early February - March

Spring Semester:

Official Semester Dates	April 1 - Late September
Airport pick-up & Residence check-in	Mid-March or Late March
Mandatory Orientation	Late March - Early April
Term Dates	Early April - Late July
Examination Periods	Late July - Early August
Term Breaks	“Golden week” (National Holidays) End of April - Early May Summer Break: Early August - September