

# Application Procedure for Cool Japan Program 2017

## Chiba University

### Instructions

Every participant must be enrolled as an undergraduate or graduate student in an institution of higher education that has concluded an inter university agreement with Chiba University or has a possibility of concluding an agreement in the near future. In addition, students must have the ability to communicate and understand lectures in English.

If you are a student who fulfils these conditions and wish to join “Cool Japan Program 2017”, please contact us and send a completed application form ( downloadable from our web site ) by the application deadline.

### Notice

- The program schedule and course contents may be subject to change.
- The minimum number of participants is approximately 15. If the program fails to meet the minimum enrollment requirement, it will be cancelled.
- If the application number exceeds the available number of places, you may be unable to enroll.
- Cancellation after payment of program fees will incur a cancellation fee.
- Participants are required to purchase appropriate overseas travel insurance during their stay in Japan.

### Procedures

1. Download and fill out the application form the web site
2. Send us the completed form by e-mail no later than **Tuesday, 10 Oct 2017**
3. Notification of acceptance and detailed information will be sent to applicants no later than 2 months before the start of the program
4. Prepare and submit all required documents for the registration
5. Check and sign the agreement regarding the program
6. Make a payment of the program fee to the designated bank account by the deadline

\*The deadline of remittance will be announced with the acceptance information.

### Required documents

1. Application form for the program (Downloadable from our web site)
2. Copy of passport (pages showing name, passport number and face photo)
3. Verification of student status at your home university
4. Data of your face photo in JPEG format

\*In addition, participants are required to purchase appropriate overseas travel insurance during their stay in Japan.

### Tuition and Fees

The participation fee of “Cool Japan Program 2017” is **130,000 JPY** per person. The fee includes tuition, admission, accommodation, school supplies, field studies and educational materials. Flights, overseas insurance, transportation (on your own time and from/to the airport), meals and other living expenses are not included.

### Payment

Payment information will be provided after your enrollment has been confirmed, and no later than 5 weeks before the start of the program.

Full program fees must be paid in Japanese Yen and received by wire transfer. You are responsible for paying all bank charges related to the transfer of fees (both on your side and on the receiving side).

### Cancellation policy

Please note that once you have settled your payment, the following cancellation policy will apply. Bank fee of refund will be deducted from the total fees.

*Cancellation notice 21-8 days before the arrival, 20% of the total amount will be charged*

*Cancellation notice 7 days before the arrival, 30% of the total amount will be charged*

*Cancellation notice 1 day before the arrival, 40% of the total amount will be charged*

*Cancellation notice at the arrival date, 50% of the total amount will be charged*

*Cancellation without notice, 100% of the total amount will be charged*

### Accommodation

Participants will stay at the designated hotel during the program. The check-in date is 17 Dec (Sun) and the check-out date is 23 Dec (Sat), 2017 (6 nights in total). Please note that you should arrive in Japan by the check-in date and arrange your flight according to this schedule. You also need to travel between airport, hotel and Chiba University Nishi-Chiba campus on your own since there is no transportation service provided by Chiba University.

### Credit and Certificate

We will issue a completion certificate to every person who has completed the program. As the credit transfer process is different for every university, each participant needs to negotiate with his / her home institution regarding attaining credits from this program.

### Visa application

Applicants may need a short term visitor visa to enter Japan, depending on their nationality. Please check the homepage of the Ministry of Foreign Affairs of Japan to see if it applies to you.

[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

### Contact

Foreign Student Support Section of International Student Division,

Department of Student Affairs, Chiba University

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