

6. How Do I Apply to OUSSEP?

Admission Requirements;

To be eligible for **OUSSEP**, an applicant **must**:

1. Be enrolled in one of the universities and colleges that have concluded Inter-University (or Inter-Faculty) Student Exchange Agreements with Osaka University, including the provisions for a mutual tuition waiver and credit transfer.
2. Normally, be a junior or senior (3rd or 4th year) full-time student in an undergraduate course at his/her home institution during his/her study duration as an OUSSEP student.
3. Pay tuition fees to his/her home institution during his/her study duration as an OUSSEP student.
4. Be recommended by the academic staff of his/her home institution.
5. Return to his/her home institution upon completion of OUSSEP.

Knowledge of the Japanese language is not an essential requirement for applicants of the OUSSEP programs; Full-year OUSSEP, Half-year OUSSEP.

Applicants must, however, be proficient in English. A TOEFL score of 550 or more on the paper based test, or 213 or more on the computer based test, is a prerequisite for students from non-English speaking countries.

Application Process;

Students interested in the **OUSSEP** programs should first consult their academic adviser and student exchange officer. On approval from the adviser, applicants should obtain the necessary forms from their university or college office. These should be completed and submitted, through the same office, to Osaka University together with supporting documents. The following documents are required:

1. A completed OUSSEP application form (refer to Form: Appl)
2. At least two letters of recommendation written by faculty members of the home institution. Only one letter from a language instructor is acceptable.
3. Academic transcripts
4. A short essay of approximately 500 words in total (refer to Form: Essay)
5. Independent Study Form (refer to Form: Ind. Study-1) (All applicants)
6. A proposed topic for the Independent Study Course of approximately 500 words in total (refer to Form: Ind. Study-2) (This is for applicants who elect to take the Independent Study Course)

7. TOEFL score record (For applicants from non-English speaking countries)

8. A completed Certificate of Enrollment of the Applicant for the JASSO Short-term Student Exchange Promotion Program (Inbound) Scholarship* (refer to Form: 3-3) (For applicants who wish to apply for the JASSO Scholarship)

9. A Financial Resources Confirmation Form and Bank Statement

For all applicants for the OUSSEP programs;

All the documents should be written either in English or in Japanese.

Application procedure

How to fill the form out and apply to Osaka University

In the 2009-2010 academic year, Osaka University requires OUSSEP applicants to use a free software, Adobe Reader®, for filling-out the new PDF application form.

Recently, the number of OUSSEP applicants has been constantly increasing. Owing to this, we believe the new half digitalized application system helps to avoid some confusion, such as misunderstanding information from the hand-written documents. This half digitalized system also offers a fairer and transparent application process amongst the increasing number of applicants, since their submission timing is clearly time stamped. Moreover, the contents of the applications are more fairly controlled, since all applicants are required to use the same forms.

1. It will likely take 30-40 minutes to complete the entire process.
2. It is advisable that applicants prepare for a 500 word Essay and Post-OUSSEP plan beforehand. Those who opt to take Independent Study should also write a Proposal. Applicants may paste the texts into the PDF form.
3. Students should have prepared (1) two letters of recommendation and (2) an academic transcript. Those who are willing / able to join the program without JASSO / OU funding, should prepare a Bank Statement as well. All of these documents must be originals. Copies are not permitted.
4. Visit the OUSSEP Website (<http://ex.isc.osaka-u.ac.jp/oussep/>)
5. Click 'CALENDAR' and download the 'OUSSEP-application.pdf'.
6. Open the 'OUSSEP-application.pdf', using Adobe Reader®.
In the case you do not have Adobe Reader®, download and install it on to your computer from this website: (<http://get.adobe.com/reader/>)
7. Fill in the fields.
8. Choose the appropriate answer, in case of an alternative choice.
9. Fields in red are required.
10. After completing the process, save it under the file name of 'home university-family name.pdf'.

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11. Send the form as an attached file to; oussep@ex.isc.osaka-u.ac.jp. The email subject heading / title should be; 'OUSSEP Application' . This is considered as a preliminary submission, but without the processes 12-14 being completed, applicants shall not be recognized as qualified candidates.
12. Please print out the file.
13. The signatures of the applicant and the supervisor should be written in the designated fields. Use a pen or ball-point pen.
14. Submit the completed form and original supporting documents to your international office / exchange coordinator in time. Important: Note that all the documents should reach Osaka on or before March 20, 2009 for the 2009 Fall enrollment and November 01, 2009 for the 2010 Spring enrollment.

Original and Authentic Documents / Signatures

The University requires hand-written signatures in the application forms. The University also strongly requires all of the supporting documents to be original ones. Without proper authorization or authentic documents, it is not possible for the University to recognize the applicants as being serious enough and qualified candidates for the exchange.

In this way, the entire application process shall not be completed until the University receives the printed out application with hand-written signatures and original supporting documents. We do not accept photocopied or scanned supporting documents.

Also, it is essential that all of the communications, including the submission of the application forms should be done between the Osaka coordinator and coordinator of partner institutions. The University shall reject any applicants, who apply to the program without any recognition from their home university.

Important!

Form; Coordinator

As noted, Osaka University does not accept any application forms sent by individual applicants, but does accept the packages posted by coordinator / exchange officers. What is more, Osaka University requests each coordinator / exchange officer to fill **Form; Coordinator** out, then to enclose it with OUSSEP application form(s) written by student(s). As a representative of one of Osaka University's partner institutions, Osaka University (OUSSEP) requires each coordinator / exchange officer to clarify (1) name(s) of the OUSSEP applicant(s) and (2) exchange policies of the institution such as tuition fees and credit transfer issues, and to sign the bottom of the form. Osaka University considers this as an important part of the authorization process by the institutions.

COORDINATOR

Nominations to OUSSEP at Home



- The applicant must be nominated as an OUSSEP applicant at home.
- The applicant must have discussed their exchange plans with coordinators and supervisor.
- The coordinator will supervise the applicants' preparations, such as their academic transcripts, letters of recommendation, and some other supporting documents.

1. Each applicant should download the PDF formatted OUSSEP Application Form 2009-2010, from the OUSSEP homepage.
2. This is a specially designed PDF document, on which each applicant can fill in their personal information, essay and research proposals.
3. If necessary, download Adobe Reader (free software).
4. Use Adobe Reader to fill-out the forms.
5. Fill-out all of the required fields by yourself, then save it on your computer as a PDF document. Desirably, the file name is 'your university-your family name.pdf', such as 'osaka-washida.pdf'.
6. Send the PDF formatted application form to Osaka, preliminary.
(oussep@ex.isc.osaka-u.ac.jp)
7. Osaka University naturally expects, all the application forms to be printed out by the applicants, signed by applicants and/or coordinators, using a pen or ball-point pen.
8. The University and JASSO shall not accept any documents without appropriate written confirmation or confirmation signatures using erasable pencils.



You may find the downloadable OUSSEP application form by clicking on the 'Calendar' link on the OUSSEP Website. Unlike other PDF documents, certain parts of the file can be filled-out by students using Adobe Reader. In this way, Osaka University expects applicants to do so by themselves, then (1) send it to Osaka as an attached file, and (2) print it out and sign it for confirmation. Students should submit the paper to Osaka University through the International Office.

(<http://ex.isc.osakau.ac.jp/oussep/about/caleindex.html>)

Send Forms to Osaka through the Office



- The coordinator collects the filled-out paper forms and some other supporting documents from individual students.
- The coordinator checks and certifies the application documents.
- The coordinator sends the documents to Osaka by post or international courier services.

APPLICANTS

1. Student exchange is an inter-university business. So that those who are not nominated by a student exchange coordinator / officer shall be automatically disqualified.
2. If you are short-listed as an OUSSEP 2009-2010 applicant from your institution, read the OUSSEP Calendar carefully (this leaflet) and understand the outline of this English speaking program.
3. Those who apply from non-English speaking countries need TOEFL scores of 550 (PBT), 213 (CBT) , 79 (iBT) or above.



Fill-out the Forms on the Computer

- Download the PDF formatted Application Form from the OUSSEP homepage.
- Fill the Forms out (Appl; 1-4, Ind., Stud; 1-2 and Essay) using Adobe Reader on your computer.
- Save the completed application as a PDF file.



Preliminary Submission via E-mail

- Send the above application as a PDF attached file to Osaka University.
- E-Mail address; oussep@ex.isc.osaka-u.ac.jp
- E-Mail title; OUSSEP 2009-2010 applications
- At this stage, Osaka University recognizes you as a potential OUSSEP candidate, but without the process below being completed, you will not be short-listed as a qualified OUSSEP 2009-2010 candidate.



Written Confirmation / Authorizations

- Print-out the above file, then fill in the appropriate fields in writing. Use a pen or Ball-point pen.
- Ask your supervisor to sign the document as well.
- Osaka University never accepts computerized signatures, such as machine printed ones, but only accepts hand-written signatures.

1. Before submitting the documents to the international office at your home institution, please use the check list to confirm whether your documents are sufficiently prepared.
2. Osaka University never accepts any OUSSEP application sent by individual applicants. All OUSSEP applications must be posted by exchange coordinators / international officers with their appropriate authorizations.
3. The deadline for the entire process above is March 20, 2009 (2009 Fall Enrollment). Thank you for your cooperation.



Selection Process for the 2009 Fall Enrollment

The International Affairs Committee of Osaka University will be responsible for selecting the students to be admitted to OUSSEP. By mid-May, Osaka University will unofficially notify the applicants and their home universities of the results of the preliminary selection. At this point, through the communications with exchange coordinators of partner institutions, we may require some applicants to reconsider the programs to be participated in, in order to optimize our educational resources and to offer the best program for each applicant according to his/her skills and/or purpose of his/her exchange.

We will request, in mid-May, each of those selected to submit a confirmation of his/her intention to come to **OUSSEP**. Based on their response, the International Affairs Committee will decide its final selection by the middle or end of May. **Understand that withdrawal from the OUSSEP programs of any applicant after this point will be highly detrimental to the program.**

In late May, upon approval by the committee, Osaka University will immediately file JASSO applications for those applicants selected, except for those who do not need the scholarship. At the same time, Osaka University will officially notify the applicants and their home universities of the decision regarding admission to OUSSEP. We will notify those admitted and their home universities of the official decisions concerning JASSO Scholarships by the end of June 2009.

OU Scholarship

Excellent JASSO Scholarship applicants who are not chosen by JASSO may have a second chance of receiving an Osaka University Scholarship for Exchange Students (OU Scholarship), which consists of 80,000 JPY monthly stipends, but without a settling-in allowance. This university's own funding system is to promote student exchange and the internationalization of OU. No scholarship application form is required for the OU Scholarship. JASSO Scholarship applicants will be automatically shortlisted to the OU Scholarship list. Note that it is not possible for any students to be funded by the JASSO Scholarship and OU Scholarship concurrently.



Wellcom Party



Wellcom Party at IRIS