



*Explore Different Cultures*

**International  
University  
of Japan**

Exchange Programs 2025/2026

# FACT SHEET

Graduate School of International Management

MBA Program





# Application

## 1. Academic Calendar For The Year 2025/26:

Fall 2025: September 29 - December 12

Winter 2026: January 6 - March 23

Spring 2026: April 1 - June 13

\*Including exam week.

## 2. Nomination Deadline:

Fall exchange program – April 13

Winter exchange program – August 24

Spring exchange program – October 13

## 3. Applications Documents Should Be Received by:

Fall exchange program – April 29

Winter exchange program – September 7

Spring exchange program – October 26

## 4. Required Documents:

Please submit the following documents by the designated deadlines by E-mail:

- 1) Completed Exchange Application Form  
[www.iuj.ac.jp/im-info/exchange-programs/](http://www.iuj.ac.jp/im-info/exchange-programs/)
- 2) Latest resume (must be typed)
- 3) Latest official academic record (transcript)
- 4) A copy of applicant's passport clearly showing his/her name, birth date, passport number, etc.

*After the completion of your application, you will need to submit documents for your **Student Visa**. Please prepare Application Form for Certificate of Eligibility, Copy of your passport, Your photo (3cm x 4cm), Sponsorship statement, Scholarship award, and Extra documentation on financial backing.*

*For further information, visit our website: [www.iuj.ac.jp/im-info/exchange-programs/](http://www.iuj.ac.jp/im-info/exchange-programs/)*



### 5. Orientation Dates

A week-long orientation for new students takes place before the Fall term begins. Also, a shorter orientation for new students takes place before the Winter and Spring terms begin. We strongly recommend that you attend the orientation.

### 6. Workload of Exchange Students

An incoming exchange student must take a minimum of 2 credits per term, but normally must not exceed 12 credits per term. If you need to take more than 12 credits in order to fulfil the degree requirements at your home institution, you may exceed this ceiling.

### 7. Credit System

One classroom session lasts 90 minutes at IUJ.

#### ➤Content Courses (Non-language Courses):

One credit is given to a content course where 12 hours of classroom studies are conducted. (Eight 90-minute sessions in total).

#### ➤Japanese Language Courses :

One credit is given to a Japanese language course where at least 45 hours of classroom studies are conducted. However, classroom study hours designated for each one-credit Japanese language course vary according to the desired language ability level to which students are expected to reach within the designated period of time. For example, an Advanced-level course requires 45 hours of classroom studies while an Elementary course requires 65 classroom hours. A half credit (0.5) is given to a Japanese course that requires less than 45 classroom hours. For example, Basic 1, 2 and 3 require 38 classroom hours. Basic 4, 5, 6, 7, 8 and 9 require 26 classroom hours.

### 8. Compulsory Courses For Exchange Students:

None

### 9. Elective Courses For Exchange Students:

You can register for elective courses offered by the Graduate School of International Management (for course info please refer to: [www.iuj.ac.jp/im-info/](http://www.iuj.ac.jp/im-info/)) plus courses offered by the Graduate School of International Relations (for course info please refer to: [www.iuj.ac.jp/ir-info/](http://www.iuj.ac.jp/ir-info/))

Some of the core required courses offered in GSIM are not opened to exchange students. If you are interested in taking them, you have to get an instructor's approval to do so.

### 10. Grading System:

A (4.00) = Distinguished

A- (3.75) = Very Good

B+ (3.50) = Good

B (3.00) = Satisfactory

B- (2.50) = Satisfactory Low

C (2.00) = Poor

F (0.00) = Failure

W (--) = Withdrawal

I (--) = Incomplete

P (--) = Pass

NP (--) = Non-Pass

AU (--) = Audit

### 11. Language Requirement:

Proficiency in English



## 12. Housing and Internet Connection

### ➤ Dormitory Information

On-Campus Housing is available. On our campus, we have three student dormitories, called Student Dormitory 1, 2 and 3 (SD1, 2 and 3). Since it is quite challenging to find an accommodation for a short period near the school and it can be very costly, all exchange students will be assigned a room in one of the dormitories without reservation. The dorm buildings are situated close together. They are all within a 2 minutes' walk of each other.

### ➤ Internet Connection

Both cable LAN connection and wireless LAN connection services are available for free in the dormitories. If you would like to know more about our computing services at IUJ, please refer to the following URL: [www.iuj.ac.jp/cs/](http://www.iuj.ac.jp/cs/)

## 13. Approx. Costs at IUJ

- Dormitory fee: JPY39,000/month at most
- Dormitory maintenance fee: JPY10,000/once when check in
- GSO (Graduate Student Organization) membership fee: JPY1,500/term
- Meals: JPY30,000 ~ 40,000/month per person
- Books/cases: JPY10,000 ~ 30,000/term
- Miscellaneous: JPY30,000/month (for utilities and other personal expenses)

## 14. General Information:

The University is 230 km away from Tokyo, which can be reached by Shinkansen (bullet train) in about an hour and a half.

Students find themselves in an atmosphere which is both authentically Japanese and strongly international; this makes the experience particularly interesting.

IUJ Facilities:

- Library
- Computing rooms (Windows 10 environment)
- Cafeteria (Halal offered) & Snack Lounge
- Indoor and Outdoor Sports facilities
- School shop



# Insurance & Visa

## 15. National Health Insurance

All IUJ exchange students must join the National Health Insurance (NHI) when they enter IUJ, unless they already have another Japanese insurance plan (like one from their company). Without this insurance, medical costs can be high, especially if you become seriously ill or need to be hospitalized. NHI covers 70% of claimable medical treatment costs at clinics or hospitals, but you will need to pay the remaining 30%. The NHI premium is about 5,000 yen per term. However, NHI does not cover car accident injuries, injuries to other people, or property damage. We strongly recommend getting travel insurance before you leave your country to cover these and other unexpected expenses.

## 16. Visa

A student must obtain a student visa to enroll in IUJ. To facilitate this process, we will apply for your certificate of eligibility (CoE) at the immigration office and send it to you once it is issued. You need to then apply for your visa with the CoE at the Japanese Embassy or Consulate in your country that has jurisdiction over your home address. Detailed information about the visa application process is provided at [www.iuj.ac.jp/im-info/exchange-programs/](http://www.iuj.ac.jp/im-info/exchange-programs/)

## 17. Contact

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