

## Application Guidelines for Hokkaido Summer Institute (HSI) 2019

Hokkaido University (HU) accepts applications from students who wish to take courses in the Hokkaido Summer Institute (HSI) program. As there is no limit to the number of courses students can take, they are able to combine courses according to their major and interests. They will be admitted as special auditors based on the evaluation of application documents by relevant course supervisors. Enrollment periods are designated for individual courses. Students who pass the course examinations will be awarded credits for the courses.

\*The information concerning application and courses are subject to change. Please make sure to check the latest information on the website of HSI 2019.

<https://hokkaidosummerinstitute.oia.hokudai.ac.jp/>

### 1. Application Eligibility

The following students are eligible to apply for admission to the program:

- 1) Those enrolled in a university or a graduate school as full-time students at the time of application and during the HSI program period;
- 2) Those who have the English proficiency necessary to understand and participate in the course(s) they wish to take;
- 3) Those who meet the requirements for the course(s) they wish to take;
- 4) Those who agree that:
  - i) They must take out insurance covering medical expenses and liability during their stay at Hokkaido University, and submit a copy of the insurance policy by the designated deadline after receiving a notification of acceptance.
  - ii) They are not able to take courses without submitting a copy of their insurance policy by the deadline.

### 2. Online Application Process

- 1) Read the Application Guidelines.
- 2) Browse course information on each course page and choose course(s).
- 3) Go to "Application for Admission" page to create your account.
- 4) Log in to your account page and fill in the online application form.
- 5) Follow the instruction of the application page and upload all the required documents.

### 3. Application Documents

Application documents shall be written in English, unless otherwise specified.

- 1) Application Form  
Answer all the questions on the online application form.
- 2) Photo  
front-facing, upper body, no hat; 354 x 295 pixels
- 3) Official Certificate of University Registration  
showing the date of enrollment and the term of study at home institution.  
Applicants who will graduate from their home institution before the HSI program starts are required to submit a Certificate of Acceptance from the home institution at the time of enrollment in HSI.
- 4) Official Academic Transcript  
showing subjects and grades for at least one academic year prior to the application, including those of certain subjects if their completion is stated in the requirements for the course(s) students wish to take.
- 5) Official English Proficiency Test Certificate [Non-native English speaking students only]  
If relevant scores are unavailable, it can be substituted by a certificate of English proficiency written by their home-institution academic supervisors.
- 6) Copy of passport [Non-Japanese students only]
- 7) Written consent to enroll in Hokkaido Summer Institute [Students from within Japan only]  
A Sample form can be downloaded on the website.

\*Students unable to submit documents #3-5 at the time of application should use the Application Document Attachment Form to specify the reason for non-submission and the estimated date of submission, and follow the instructions given by Hokkaido Summer Institute Managing Section.

#### 4. Tuition Fee

Students granted permission for admission will be notified of the deadline for tuition fee payment. Tuition fees are payable by credit card. Tuition fees that have already been paid are not refundable.

Application Fee	Enrollment Fee	Tuition Fee
None	None	14,800 JPY per credit*

\*Those who enroll as exchange students from Hokkaido University (HU)'s partner institutions with which HU has concluded a memorandum of understanding on mutual tuition waivers are waived the tuition fees at HU. They must inform the relevant office at their home institution about their application before submitting application. Check the list of HU's partner universities on the website.

Those who enroll as exchange students from HU's partner institutions based on departmental exchange agreements are required to take at least one course organized by the HU department which their institution has concluded the agreement with.

#### 5. Application Period

\*As of January 29, 2019

##### ■ Graduate Course

	Application Period	Courses Available	Course Number* (Graduate)	Exception* (Courses not Applicable)
Early Application (1 <sup>st</sup> Application)	February 1 – 28	All courses	G001 – G116	
2 <sup>nd</sup> Application	April 4 – 10	Courses which start on July 1 or later	G003, G024 – G116	
3 <sup>rd</sup> Application	April 26 – May 8	Courses which start on August 1 or later	G065, G069, G072, G074, G083 – G102, G104 – G116	G101, G102
4 <sup>th</sup> Application	June 4 – 10	Courses which start on September 1 or later	G106 – G116	

##### ■ Undergraduate Course

	Application Period	Courses Available	Course Number* (Undergraduate)	Exception* (Courses not Applicable)
Early Application (1 <sup>st</sup> Application)	February 1 – 28	All courses	U001 – U023	
2 <sup>nd</sup> Application	April 4 – 10	Courses which start on July 1 or later	U006 – U023	
3 <sup>rd</sup> Application	April 26 – May 8	Courses which start on August 1 or later	U012, U019 – U023	
4 <sup>th</sup> Application	June 4 – 10	Courses which start on September 1 or later	U023	

Note:

- Application opens at 0:00 am on the first day and closes at 5:00 pm on the last day of the application period. [Japan Standard Time]
- Students from overseas institutions seeking accommodation for a week or more can apply for a place at a Hokkaido University (HU) student dormitory during early application in February. HU Dormitory is not generally available to applicants for the 2nd – 4th application.

## 6. Steps after the Online Application

Screening results will be notified to applicants via e-mail within a month after the application deadline. Students granted permission for admission will be notified of the further procedures such as Enrollment intent confirmation, Dormitory application, and Tuition fee payment deadline. Also, the following information will be available on each student's "My Page" on the website.

- Registered information (Personal information, Courses, Dormitory, Fees, etc.)
- Visa information
- Student Handbook
- Class preparation assignments

### ■ Steps after submitting application

#### 1) Receive the result of screening.

	Application deadline	Screening Result Notice and Confirmation of Intent to Enroll
Early Application	February 28	End of March
2 <sup>nd</sup> Application	April 10	Middle of May
3 <sup>rd</sup> Application	May 8	Middle of June
4 <sup>th</sup> Application	June 10	Middle of July

#### 2) Confirm your intention of enrollment and specify your desired period of stay at the dormitory.\*

\*Only for applicants who apply for the dormitory during the Early Application period.

#### 3) Pay tuition and dormitory fees.

	Tuition & Dormitory Fee Payment Period
Students who start their study in June	Beginning of May
Students who start their study in July	Beginning of June
Students who start their study in August	Beginning of July
Students who start their study in September	Beginning of August
Students who start their study in October	Beginning of September

\*Detailed schedule will be informed by email.

#### 4) Apply for Visa. (if necessary)

#### 5) Book Flights and accommodations. (if necessary)

#### 6) Buy Insurance. (mandatory)

#### 7) Register Necessary Information on "My Page."

#### 8) Arrive in Hokkaido, Participate in the HSI 2019 program.

### ■ Visa and Insurance

#### -Visa

Program participants who stay in Japan for up to 90 days will require short-term visas, with the exception of those from countries and regions with which Japan has visa exemption arrangements. Overseas applicants are advised to check the list of such countries and regions on the Ministry of Foreign Affairs website below before submitting application documents. Those who are granted permission for admission and need to apply for a visa will be informed of the necessary procedures once their courses are determined.

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

#### - Insurance

Program participants must take out travel insurance to cover possible accidents, injuries, illnesses or other incidents irrespective of their period of stay. Hokkaido University is not responsible for any unforeseen contingencies in which they may be involved. As such, they must follow the necessary procedures prior to departure from their country. Their insurance must cover death and medical care expenses due to sickness as well as accidental injury. Personal liability also must be covered by the insurance in the event that result in injury or property damage that they are held legally responsible for.

## 7. Points to Note

- 1) Students who fail to confirm their intent to enroll and/or to pay tuition fees by the designated deadline are deemed as having decided not to enroll in the program and therefore cannot take courses.
- 2) Students who decide to cancel all or part of courses after submitting application should use the Inquiry Form to let the Hokkaido Summer Institute Managing Section know of the decision and the related circumstances. Please note that

if students cancel their enrollment in the program, tuition fees and dormitory fees that have already been paid are not refundable under any circumstances, except in the event that the program is cancelled for any reason by HU.

- 3) Students generally cannot add the courses after submitting application. They should consider their course selections carefully before submitting application.
- 4) Students whose admission to the Hokkaido Summer Institute is confirmed may be contacted by relevant course instructors before classes start.
- 5) Each course has a designated level. Before submitting application, students should check in the table below which level's courses they can take:

	Undergraduate students	Master's students	Ph.D. students
Undergraduate level	Applicable	—	—
Master's level	—	Applicable	Applicable
Ph.D. level	—	—	Applicable
Graduate level	—	Applicable	Applicable

## 8. Handling of Personal Information

- 1) All personal information collected by Hokkaido University (hereinafter referred to as “the University”) will be completely protected in compliance with the Act on the Protection of Personal Information Held by Independent Administrative Agencies, etc., and other related acts and pursuant to the Hokkaido University Personal Information Management Regulations.
- 2) Names, addresses, and other personal information provided to the University through the application process will be used solely for (a) enrollee selection, (b) the announcement of exam results, (c) admission purposes, (d) surveys and research on enrollee selection methods, and (e) related processes.
- 3) Some of these processes may be outsourced by the University to a contracted service provider (hereinafter referred to as “the Contractor”). All or some of the personal information provided by applicants may be provided to the Contractor only as needed to perform the tasks for which it has been contracted.
- 4) Personal information obtained through application process will be used only for those who are admitted for (a) school administration purposes (student registration, etc.), (b) student support services (health management, participation in events, etc.), and (c) tuition and accommodation fees, and other administrative purposes.

## 9. Other Information

Please refer to the website of HSI 2019 for further information.

<https://hokkaidosummerinstitute.oia.hokudai.ac.jp/>

Courses: Course Categories, Find a Course, Course Number List, Course Calendar, Credits, etc.

Application: Application Guidelines, Application for admission, Visa / Insurance, etc.

Fees and Payment: Tuition & Other Fees Payment

Daily Life: Accommodations / Campus Facilities, Access to HU campus, Living Cost, etc.

FAQ

## 10. Inquiries

Hokkaido Summer Institute Managing Section

Student Exchange Division, Academic Affairs Department, Hokkaido University

Email: [hokkaido\\_summer@oia.hokudai.ac.jp](mailto:hokkaido_summer@oia.hokudai.ac.jp)

Address: North 15, West 8, Kita-ku, Sapporo, Hokkaido, 060-0815, Japan