**Exchange Program Information Sheet**

**1. General Information:**

|  |  |
| --- | --- |
| Name of university |  |
| Website |  |
| Location/ Address |  |
| Language of instruction |  |
| Brief introduction of the institute  (please help to give our student a general idea of the school e.g popular department) |  |
| Numbers of exchange quota |  |

**2. Requirements:**

|  |  |
| --- | --- |
| GPA |  |
| Language proficiency test score  *( e.g. TOEFL, JLPT, HSK )* |  |
| VISA |  |
| Insurance |  |

**3. Application Information:**

|  |  |  |
| --- | --- | --- |
| Application deadline | Semester 1 (Fall Semester): |  |
| Semester 2 (Spring Semester): |  |
| Website for application  (application information or online application) |  | |
| Required documents |  | |

**4. Semester Dates:**

|  |  |  |
| --- | --- | --- |
| Registration | Semester 1 (Fall Semester) | Semester 2 (Spring Semester) |
|  |  |
| Orientation |  |  |
| First day of semester |  |  |
| Last day of semester |  |  |
| Link of Exchange student calendar |  | |

**5. Course**

|  |  |
| --- | --- |
| Course Catalog (website) |  |
| Course in English |  |
| Language Course  *(e.g. German, French, Spanish…)* |  |
| Note |  |

**6. Housing Options:**

|  |  |
| --- | --- |
| Type of housing  *(e.g. Dormitory, Apartment)* |  |
| Website |  |
| Housing application deadline |  |
| Move-in date |  |
| Cost |  |
| Deposit (refundable) |  |
| Type of rooms |  |
| Method of payment |  |
| Note |  |

**6. Airport pickup Information:**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

**7. Fees:**

|  |  |
| --- | --- |
| Student’s Insurance Fee |  |
| Facility’s Maintain Fee |  |
| Activity Fee |  |

**8. Contact Information:**