



# KANAZAWA UNIVERSITY

Kakuma, Kanazawa, Ishikawa 920-1192 Japan

October 8, 2013

Dear Exchange Partner,

Please find enclosed the Guidelines for Applicants to Kanazawa University Short-term Exchange Program (2014-2015) and the application forms for each exchange programs (Program A, C, D and E). It would be highly appreciated if you could recommend your students to these programs by the date mentioned below.

Please also refer to the attached Notes on Recommendation of Students in making your recommendation.

Regarding the application form for Program B, we will send it to you around the end of January 2014.

## 1. Application Deadlines

Application documents should arrive at our university by

- **November 22, 2013**: for Program C (beginning in April) and Program D
- **February 28, 2014** : for Program A, Program C (beginning in October) and Program D

## 2. Notes

- We accept applications sent by post. In case it is difficult to meet the deadlines, please fax the applications first prior to the deadline, and send the original documents by express mail later.
- The guidelines and the application forms may be downloaded from the website: <http://isc.ge.kanazawa-u.ac.jp/eg/index.html>
- If you have any questions, please feel free to contact Ms. OGAWA Mayumi or Ms. BAMBA Atsuko, at the International Student Section, Global Affairs Support Office, Kanazawa University (Tel: +81-76-264-5293, Fax: +81-76-234-4043, E-mail: [st-exch@adm.kanazawa-u.ac.jp](mailto:st-exch@adm.kanazawa-u.ac.jp)).
- We will release the brochures and syllabus for Program A 2014-2015 in January.

I would like to express my deepest appreciation to you for your cooperation in advance.

Sincerely yours,

A handwritten signature in cursive script that reads "W. Takeshima".

TAKESHIMA Wataru (Mr.)

Head, Global Affairs Support Office  
Kanazawa University

## **【Notes on Recommendation of Students】**

1. As it is required to report to Japan Student Services Organization (JASSO) the student's academic performance in order for him/her to receive the scholarship, please mention in the recommendation form of Program A and E the applicant's rank based on his/her overall academic performance in the department which he/she belongs to at your university. Also, if there is more than one student you would like to recommend for a program, please indicate for each of them the order of recommendation priorities by using numbers.
2. If your institution has concluded a memorandum on mutual tuition waiver with Kanazawa University, students of up to the number specified in the memorandum shall have their tuition waived unless other exchange program doesn't use the tuition waiver quota. Regarding tuition in the academic year 2014, please refer to the "The Guidelines for Applicants to Kanazawa University Short-term Exchange Programs".
3. An applicant can apply for only one program from Program A, B, C, D or E.
4. Please note that some students cannot be accepted when we have more applicants than the maximum number of students to be admitted in a program, and enrollment in the program does not guarantee that the student could receive the scholarship.
5. Before applying to Program C, students are required to contact a Kanazawa University professor under whom they wish to undertake research or study. They need to obtain the professor's consent to accept them as a student. Please indicate the professor's name and the faculty he/she belongs to in the application form. Also, please attach a document (e.g. a printout of an email message or a letter) that proves approval of acceptance from the professor. Applicants who have not done this by the time they turn in their application forms will be excluded from the selection process.

For information on Kanazawa University teaching staff, please visit the website:

[http://ridb.kanazawa-u.ac.jp/public/index\\_en.php](http://ridb.kanazawa-u.ac.jp/public/index_en.php)