



السيد الأستاذ الدكتور/ محمد محفوظ محمد الموجي

وكيل كلية الحاسبات والمعلومات لشئون التعليم والطلاب

تحية طيبة وبعد،،

إيماءة الى الخطاب الوارد الينا من الإدارة العامة للعلاقات الثقافية "إدارة البعثات والمنح الدراسية" بشأن  
منحة التبادل الطلابي بجامعة أوتشانوميزو باليابان للعام الدراسي ٢٠٢٥.  
مرسل لسيادتكم للتفضل بالعلم والإحاطة والتوجيه بما يلزم.  
مرفق " استمارة التقدم وخطاب التوصية وبيانات الاتصال ".

وتفضلوا سيادتكم بقبول وافر التحية والتقدير،،،

مدير عام شئون التعليم والطلاب

د. وليد علي الطنطاوي

١٩ افرس ٢٠٢٤

مدير إدارة شئون الدراسة

أ. السعيد مأمون فودة

المختص

ردي

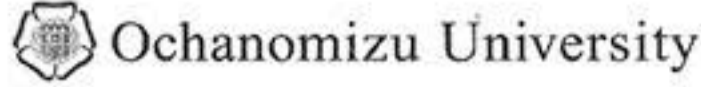
٢٠٢٤/٨/١٩



MSE-03-FM-08



# إيميل منح تبادل طلابي لجامعة أوكونوميزم للعام 2025



2-1-1 Otsuka, Bunkyo-ku, Tokyo 112-8610 JAPAN

## Application Guidelines for Exchange Students to Ochanomizu University (Fiscal Year 2025)

### A. Educational Characteristics

The most distinguishing feature of the educational programs Ochanomizu University offers is the adoption of highly advanced curriculums taught in small class units. In the specialized education curriculum in particular, the intellectual capacity that each student aims for is cultivated through small seminars, labs and practical training. Another pivotal focus of the university's educational platform is "leader education" firmly grounded into the current trend toward globalization. In the quest to foster international caliber knowledge and abilities, we make keen efforts to instill superior language skills and cultural literacy applicable on the global front, in tandem with the development and practical application of educational research keyed to the lifestyle of modern women.

True to our mission statement to excel as "a place where all women who are motivated to learn can realize their earnest dreams", Ochanomizu University will continue to fulfill our role as an institution of higher education.

For details, please refer to <https://www.ocha.ac.jp/intl/studyjp-en/index.html>

### B. Academic Calendar

Period of Study/Research	• First (Spring) Semester (April 2025~ September 2025) • Second (Fall) Semester (October 2025 ~ March 2026)
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### C. Admission

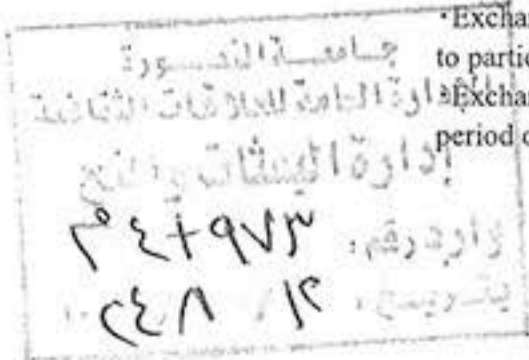
Number of exchange students from your University	Pursuant to the Memorandum for Student Exchange. We accept both one semester and one year students within limit.
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Application Deadline	• October 18, 2024 for the first semester 2025 (April entry) • April 18, 2025 for the second semester 2025 (October entry) *If applicants require any kind of special support, please contact us ( <a href="mailto:ryunai@cc.ocha.ac.jp">ryunai@cc.ocha.ac.jp</a> ) at least one month ahead of the application deadline for us to consider what support we will be able to provide for the applicant.
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Application Requirement	• Applicants should be female or women-identified students only. *For those whose gender identity differs from the record on their family register or passport, we can provide information and guidance, such as regarding the use of rooms, to help the student after the semester begins in advance. Please contact us for further details.
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\*Exchange students are expected to have the Japanese language capability necessary to participate in lectures, seminars and tutorials at Ochanomizu University.

\*Exchange students should return and graduate from their home university after their period of study/research at Ochanomizu University.



Required Documents	<p>Please complete the following application procedures before the application deadline above.</p> <p><b>For exchange partners (Universities):</b> Please access to the following link and register your student's information. <a href="https://forms.office.com/r/1vAfmFYy7g">https://forms.office.com/r/1vAfmFYy7g</a></p> <p><b>For applicants (Students):</b> Please access to the following link and register information and also upload the materials below. <a href="https://forms.office.com/r/cb42qtCJbd">https://forms.office.com/r/cb42qtCJbd</a></p> <p>When uploading please access to "<a href="https://link.directcloud.jp/PschrVGIjo">https://link.directcloud.jp/PschrVGIjo</a>" and enter the password "7T5MGORM".</p> <ul style="list-style-type: none"> <li>• Photocopy of Passport (ID page)</li> <li>• Academic transcript</li> <li>• A photo with no background for the Application for Certificate of Eligibility.</li> <li>• Japanese-Language Proficiency Test Certificate of Result and Scores (if applicable)</li> <li>• Recommendation Letter.</li> </ul> <p>*These can be uploaded by student's supervisor or coordinator, too.</p>
Selection and Notification	The result of selection will be sent to the partner university in around two months after each application deadline.

## D. Curriculum

Language of Instruction	Japanese
Number of Required Classes	Minimum: 8 classes per week (includes Japanese language classes)
Credit System	Based on a credit unit system
Grading System	Academic achievements are evaluated by S, A, B, C or D grades although S is applicable only to the Undergraduate Courses not to the Graduate Courses. Grade of "S" is given for excellent performance, "A" for good performance, "B" is for above average, "C" for average and "D" for failure.
Areas of Majors	<p>Undergraduate Courses <a href="https://www.ocha.ac.jp/en/education/index.html">https://www.ocha.ac.jp/en/education/index.html</a></p> <p>Graduate Courses (Master's Program and Doctoral Program) <a href="https://www.ocha.ac.jp/en/education/index.html">https://www.ocha.ac.jp/en/education/index.html</a></p>
Language Classes (Open to Exchange Students)	<p>The Japanese language classes are optional.</p> <p>There are two classes, "Seminar: Japanese" and "Seminar: Japanese Culture", each of which corresponds to 2 credits and is offered at 5 different levels from beginning to advance.</p> <p>There are also Tokusetsu Nihongo (literally translated as "Special Japanese") classes, such as "Introductory Japanese", "Intermediate Japanese", "Advanced Japanese", "Advanced Japanese Reading", "Advanced Japanese Writing", "Chinese Character", and "Japanese Language Proficiency Test". These classes are not regular courses. Students who wish to transfer credits should contact their own universities in advance.</p> <p>Students will be advised to take classes based on the result of a placement test at the beginning of the semester.</p> <p>Class Information <a href="https://www.cf.ocha.ac.jp/gec-in/j/menu/education/d009030.html">https://www.cf.ocha.ac.jp/gec-in/j/menu/education/d009030.html</a></p>

## E. Scholarship

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Not provided. Students are expected to manage their finances by themselves while staying in Japan.

## F. Accommodations

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A new dormitory on campus opened in April 2022. All the rooms are furnished with a single bed, a shower room, a toilet, a desk, a fridge, an air conditioner, etc. Laundry machines are mutual facilities. Meals are not served.

### Costs:

Entrance fee: 31,680 yen

Monthly cost : 61,900 yen

(Including room rent fee, residents' association fee, internet fee, insurance fee, and utilities except for gas.)

Model room (360view)

<https://mast-net.theta360.biz/t/c60122de-1151-11ec-af35-06d61ac6b8d1-1>

## G. Others

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### Living in Japan

Students can find the government-approved information site for studying in Japan operated by the Japan Student Services Organization in cooperation with the Ministry of Education, Culture, Sports, Science and Technology and the Ministry of Foreign Affairs through the link below.

<https://www.studyinjapan.go.jp/en/life/index.html>

## H. Contact

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International Affairs Division

Ochanomizu University

Address: 2-1-1 Otsuka, Bunkyo-ku, Tokyo 112-8610 JAPAN

Email: [ryunai@cc.ocha.ac.jp](mailto:ryunai@cc.ocha.ac.jp)

Phone: +81-3-5978-5143

Fax: +81-3-5978-5951



お茶の水女子大学交換留学生推薦書  
Recommendation Letter for exchange student  
to Ochanomizu University

1. お茶の水女子大学交換留学生としての推薦理由及び在学中の状況  
Please remark on the exchange student to Ochanomizu University and studying/research attitude  
in the home university.

2. 本人の健康状況等その他留学に係わる特記事項  
Please remark on any special matters (health and mental condition, etc.) during studying abroad.

日付: \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Date: (Year) (Month) (Day)

所属  
Affiliation \_\_\_\_\_

職名  
Title \_\_\_\_\_

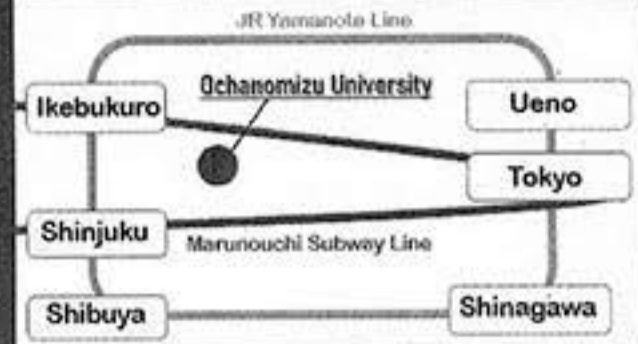
担当教員署名  
Supervisor's signature \_\_\_\_\_

担当教員氏名 (アルファベット表記、大文字で)  
Supervisor's name in the alphabet in full capital letters  
\_\_\_\_\_

# OCHANOMIZU UNIVERSITY

## [Contact]

International Affairs Division: [ryunai@cc.ocha.ac.jp](mailto:ryunai@cc.ocha.ac.jp)



## Overview

### ● Promotion Movie



### ● Website for International Students



### ● Number and Nationality/Region of International Students (Japanese)



## Program / Application Guidelines

### ● Exchange Student Program



### ● Summer Program



### ● EDI Program



### ● Voices from Exchange Students



## Classes

### ● Courses



### ● Japanese Class



### ● Syllabus for regular classes (Japanese)



### ● Japanese Class Level Table (Japanese)



## Dormitory

### ● General Information



### ● More Information



### ● Model Room (360°view)



Ochanomizu University  
will celebrate  
its 150th anniversary  
in 2025