



Application Guidelines for Hokkaido Summer Institute (HSI) 2024

<For undergraduate or graduate students*HU students are excluded.>

Hokkaido University (HU) accepts applications from currently enrolled students who wish to take courses in the Hokkaido Summer Institute (HSI) program. As there is no limit to the number of courses applicants can choose, they are able to combine courses according to their own majors and interests. They will be admitted as special auditors based on the evaluation of application documents by relevant course supervisors.

Enrollment periods of successful applicants are designated for individual courses. Course participants (special auditors) who pass the course examinations will be awarded credits for them.

*Information concerning applications and courses is subject to change.

« Courses »

Advanced Research Course:

This course offers cutting-edge classes in specific areas of expertise. As lecturers include many researchers from overseas universities and other institutions, their lectures include content that can only be studied at HSI. The lecturers also include researchers in Japan at the forefront of their fields.

Global Liberal Arts Course:

This course offers classes in interdisciplinary fields and those with liberal arts elements. It requires no expertise and is open to students from a wide array of academic backgrounds, such as liberal arts and the sciences.

HSI extension/professional program:

This program offers courses for working adults to engage in re-learning as well as the acquisition and development of expertise. Please note that although students are also eligible to attend this program, you can't earn credits for the courses taught in Japanese. Also, different amount of tuition fee is applied for the courses in Japanese.

1. Application Eligibility

In order to be considered for the HSI Program, applicants must meet all the following requirements:

1) Applicants must be enrolled in a university or a graduate school as degree-program students at the time of application and during the HSI program period.

*For applicants who are high school/university graduates or working adults, please refer to the Application Guidelines for Non-Students.

2) Applicants must have the English proficiency necessary to understand and participate in the course(s) they wish to take.

3) Applicants must meet the prerequisites indicated in the syllabus of course(s) they wish to take.

Important Note: Only for students participating in HSI from outside Japan

Successful applicants, who are overseas residents and plan to come to Japan and take courses face-to-face, are required to 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. They are not able to take courses without submitting a copy of their insurance policy by the deadline.

2. Online Application Process

Before the Online Application Starts:

1) Read the application guidelines.

2) Browse the course information (syllabus and schedule) on each course page and choose course(s).

3) Prepare your application documents.

During the Online Application Period:

4) Go to the "Application for Admission" page to create your account.

- 5) Log in to your account page and fill out the online application form.
- 6) Follow the instructions on the application page and upload all required documents.
Application guidance notes will be available on the website prior to the start of application.

Note:

Applications are considered complete once all documents have been accepted as valid by Hokkaido University.

3. Application Documents

Application documents shall be written in English or Japanese, unless otherwise specified. Insufficient and/or incomplete documents WILL NOT BE ACCEPTED for application.

1) Application form

Answer all of the questions on the online application form. Applicants who wish to check the contents of the application form before applying online can download the application form from the website.

2) Photo

Front-facing, upper body, no hat; 354 x 295 pixels

3) Official certificate of student status

showing 1) the date of enrollment and 2) the duration of study or the expected graduation date at home institution. Applicants who are unable to obtain a certificate meeting the above requirements may use a certificate form downloaded from the website and obtain a certificate from the academic affairs department at their university.

◀ Important note: University enrollment at the time of HSI2024 participation ▶

Even if applicants are enrolled in university at the time of application, those not enrolled as regular students when taking HSI2024 courses may not apply as undergraduate or graduate students.

However, those who are scheduled to graduate from their current university after March 31, 2024, and plan to enter graduate school by October 1, 2024, will be allowed to apply as a graduate student by submitting their current certificate of enrollment and certificate of passing the entrance examination of the school they plan to enter (alternatively, a copy of the acceptance letter). Please note that even if applicants meet the relevant requirements, those who do not submit a certificate of acceptance from the school they plan to go to, including cases where the school they will go to is undecided, will not be able to apply as university students.

4) Official academic transcript

*Only for applicants who take courses with the indication "This course requires an academic transcript at the time of application" on "Additional Information" of the course page.

showing 1) subjects, 2) grades, and 3) grading criteria for at least one academic year* prior to the application.

*Students in the 1st year of the Master's (Ph.D.) course are required to submit the transcript of the Bachelor's (Master's) course.

5) Official English proficiency test certificate [Non-native English speaking applicants only]

Applicants must submit a score certificate listed below.

TOEIC Listening & Reading, TOEIC IP, TOEFL iBT, TOEFL ITP, IELTS,
The EIKEN Test in Practical English Proficiency

◀ Important note ▶

Applicants who do not have scores for the above tests must take the Duolingo English Test.

■ Duolingo English Test

This is an English proficiency test you can take online. Results are provided in two days.

For more information, please visit the website below.

<https://englishtest.duolingo.com/>

■ Score certificates for English proficiency tests not listed above, including the tests listed below, will not be accepted under any circumstances.

TOEIC Speaking & Writing Tests, TOEIC Speaking Test, TOEIC Bridge Test

◀ Important note ▶

■ Applicants who have received (or are receiving) university/graduate school education in English

Applicants who have received (or are receiving) university/graduate school education in English are exempted from submitting the above score sheet by submitting official documents showing that the applicant has received university/graduate school education in English issued by the university: Medium of Instruction certificate (MI).

« **Medium of Instruction certificate (MI)** »

This is proof that students have completed (or are enrolled in) a regular university/graduate school degree program offered in English only. If the academic transcript or graduate certificate states that the university/graduate school education was conducted in English, students may use it as an MI certificate.

If the applicants' university do not issue an official MI certificate, they will need to ask their university to issue a certificate stating that the entire curriculum at their university (graduate school) is conducted in English.

6) Japanese proficiency certificate

- Japanese language proficiency test certificate
- Other certificates that HSI accepts as application documents

*This requirement applies only to non-native Japanese speaking applicants who apply for courses in the HSI extension/professional program in Japanese.

7) Copy of passport

*Only for applicants who plan to come to Japan and take face-to-face courses

8) Copy of student ID card with photo [Residents in Japan and applicants applying for the online course only]

*Only for applicants who plan to take courses fully online

* If your student ID does not have a photo, please submit a copy of another ID with a photo.

9) Written consent to enroll in Hokkaido Summer Institute [Applicants who are residents in Japan only]

*A sample form can be downloaded from the website.

10) Documents showing where you will be staying during your participation in HSI (which must be submitted within one week after notification of the screening results).

*Within one week after notification of the screening results, you are required to submit documents, such as a hotel reservation confirmation sheet or an e-mail confirming the reservation, on your "My Page," showing that you have secured a place to stay. If you will be staying at your home or other private residence and not use commercial accommodations, please submit the address where you will be staying. Please be advised that if the documents are not submitted by the deadline, you may not be admitted to the program due to insufficient documentation.

4. Program Fee

Application Fee	Entrance Fee	Tuition Fee
None	None	Please see the table below.

« Tuition Fee »

	Advanced Research Course, Global Liberal Arts Course	HSI extension/professional program (Relearning Type)		HSI extension/professional program (Professional development type)	
		<u>Japanese</u>	<u>English</u>	<u>Japanese</u>	<u>English</u>
Domestic university students	14,800 yen 29,600 yen	38,000 yen 62,500 yen	14,800 yen 29,600 yen	76,000 yen 133,750 yen	14,800 yen 29,600 yen
Overseas Partner university students	0 yen	38,000 yen 62,500 yen	0 yen	76,000 yen 133,750 yen	0 yen
Overseas Non-partner university students	14,800 yen 29,600 yen	38,000 yen 62,500 yen	14,800 yen 29,600 yen	76,000 yen 133,750 yen	14,800 yen 29,600 yen

* Upper row is for 8 class hours (Experiment/Practical training: 15 class hours) lectures.

Lower row is for 15 class hours (Experiment/Practical training: 30 class hours) lectures.

– The fee for working adults apply to courses offered in Japanese in the HSI extension/professional program, even if the enrollee is a student. Please refer to the each course pages on the website for the tuition fee.

[Payment of the tuition fee]

Applicants granted permission for admission will be notified of the deadline for tuition fee payment. Tuition fee are payable by credit card. Tuition fees that have already been paid are non-refundable. (Except if Hokkaido University issues a policy of refunding (due to infectious disease, disaster, etc.) If applicants fail to pay the tuition fee within the designated period, their permission will be canceled.

[Exemption for tuition fee]

Those who enroll as exchange students from Hokkaido University (HU)'s partner universities outside Japan with which HU has concluded a memorandum of understanding on mutual tuition waivers are waived the tuition fee 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

	Application Period	Courses Available
1 st Application Period	March 1—11	All courses
2 nd Application Period	April 12—22	All courses starting on or after July 1 *All courses only for working adults residing in Japan
3 rd Application Period	May 31—June 7	All courses starting on and after August 1

Note:

- Application submission opens at 12:00 on the first day and closes at 17:00 on the last day of the application period. [Japan Standard Time]
- Students who require a visa to enter Japan:
It takes at least about two months from receiving Screening Result Notice to the visa issuance.
If you have already completed your application and it has been admitted, and you wish to add course(s) in subsequent application periods, please make sure that your schedule allows you to obtain a visa in time for the first day of classes before you add the courses.
If your length of stay changes due to the addition of a course, please secure accommodations at the time of the course addition procedure.

6. Accommodation

HSI is a short-term summer program. Since it is difficult to secure rooms in the student dormitories at Hokkaido University for students who intend to stay for a short period of time, participating students are expected to make their own arrangements for private accommodations.

Due to the lifting of COVID-19-related entry restrictions and the recent popularity of summer tourism in Hokkaido, commercial accommodations are expected to be crowded, so applicants should make reservations for accommodations well in advance, either at the time of application, or when considering application. In FY2023, there were cases of students who only started looking for accommodations just before coming to Japan and who then had difficulty securing accommodations, forcing them to pay for expensive accommodations. Information on commercial accommodations that have been used by past participants is available on the HSI website. Please refer to this information to make your accommodation arrangements.

Please note that use of the accommodations listed on the HSI website is not arranged by Hokkaido university, and the university is not responsible for reservations, cancellations, or any other problems concerning the accommodations.

7. Steps after Submitting the Online Application

Applications submitted online will be screened to select successful applicants for the courses. Applicants will receive a pass/fail notification for each course approximately one month after the application deadline. Prospective enrollees will be asked to confirm their intent to enroll and also receive such information as the tuition fee payment deadline.

Prospective enrollees will also have their own "My Page" on the website, where the following information, needed for HSI2024 attendance, will be provided.

- Registered information (Personal information, courses, etc.)
- Payment
- Request for invitation letter (For visa application)
- Student handbook (HSI participation guideline)
- Event information

■Steps after completing application

1) Receive the result of screening.

	Application Deadline	Screening Result Notice and Confirmation of Intent to Enroll
1 st Application Period	March 11	Around the beginning of April
2 nd Application Period	April 22	Around the end of May
3 rd Application Period	June 7	Around the end of June

2) **【Important】** We will once again confirm each applicant's intention of enrollment as "Enrollment Confirmation" within the designated period.

*It will be assumed that those failing to complete their "Enrollment Confirmation" do not intend to enroll, and we will cancel their permission to take courses.

*Those who wish to cancel their enrollment after "Enrollment Confirmation" should notify us of their intentions by e-mail.

*Those who live in Japan will not be subject to any special procedures after "Enrollment Confirmation" and up until payment of the tuition fee.

3) **【Only for applicants who are overseas residents and plan to come to take a face-to-face course】**

Start admission procedures on "My Page." (visa documents request, etc.)

4) Pay tuition fee on "My Page."

	Tuition Fee Payment Period
Students who start their studies in June	End of April
Students who start their studies in July	Beginning of June
Students who start their studies in August	End of June
Students who start their studies in September	End of July
Students who start their studies in October	End of August

*A detailed schedule will be sent by email.

5) Make travel arrangements. (visa, flights, etc.)

*Only for applicants who plan to come to Japan and take face-to-face courses.

6) Buy insurance. (mandatory)

*Only for applicants who live outside Japan and plan to come to Japan and take face-to-face courses.

7) Register necessary information on "My Page."

8) Participate in the HSI 2024 program.

■**Visa, Air ticket and Insurance** 【Only for applicants who are overseas residents】

-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 should be sure to check the list of such countries and regions on the Ministry of Foreign Affairs website below before submitting application documents. Successful applicants who need to apply for a visa will be informed of the necessary procedures once they are granted permission for admission.

https://www.mofa.go.jp/j_info/visit/visa/

- Air ticket

Program participants, who plan to come to Japan and take courses face-to-face, must submit a copy of the e-ticket for the flight to Japan and back on "My Page" before paying the tuition fee.

- Insurance

Program participants, who plan to come to Japan and take face-to-face courses, 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 must also be covered by insurance in the event of an accident that results in injury or property damage for which they will be held legally responsible.

8. Points to Note

- 1) In principle, applicants may not add or change courses after submitting their application. Therefore, applicants should carefully consider their course selections before applying.
However, only those who have already completed the application and have been admitted may add courses during subsequent application periods.
- 2) Applications are screened by faculty members in charge of the relevant courses, and the screening method differs by course. When capacity is reached, some courses may not accept applications in and after 2nd application period.
- 3) Each course has a designated level. Before submitting an application, applicants should check the table below to see which level's courses they can take:

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

- 4) Successful applicants may be contacted by relevant course instructors before classes start.
- 5) Successful applicants who fail to confirm their intent to enroll and/or to pay tuition fee by the designated deadline are deemed as having decided not to enroll in the program and therefore cannot take courses.
- 6) Successful applicants who decide to cancel all or part of their courses after submitting an application should contact the Hokkaido Summer Institute Managing Section via the Inquiry Form or e-mail. In principle, tuition fees that have already been paid will not be refunded, except if Hokkaido University issues a policy of refunding (due to infectious diseases, disaster, etc.).
- 7) Hokkaido Summer Institute reserves the right to cancel the course due to unforeseen and/or unavoidable circumstances. In this case, any expenses incurred including tuition fee will not be reimbursed. In addition, Hokkaido University is not responsible for any costs associated with cancellations of airline tickets or accommodations. Applicants should keep this in mind when making travel arrangements.

9. 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, the EU's General Data Protection Regulation (hereinafter referred to as "GDPR"), 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) Personal information obtained through the 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 fee, and other administrative purposes.
- 4) The University also collects technical visitor information on the website, such as the date and time of access, the domain from which access is made, and the cookies (small information file stored on the hard drive of the computer used to access a website.) This information is not linked to individuals and cannot be used trace the identity of a visitor. The data collected and stored is used for statistical analysis of site usage and enhancement of the website.
- 5) 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.
- 6) The University processes applicants' personal data with their consent. (GDPR, Article 6, Paragraph 1 (a)).
- 7) The consent set forth in 6) may be revoked at any time. However, it will not affect the lawfulness of their personal data that has already been processed with their consent prior to the revoke.
- 8) Personal data collected will be kept for 10 years counting from the subsequent fiscal year (from April to -March) after the fiscal year their data was collected.
- 9) Data subjects (individuals whose personal data is collected, held and processed) have the following rights as stated in GDPR, as well as other related laws and regulations:
To access their personal data / To have their inaccurate personal data corrected/ To have their personal data deleted where appropriate/ To restrict the processing of their personal data / To object to the processing of their personal data/ To transfer their personal data to third-party entities.

- 10) If they are not happy with the way their personal data is handled, or the response they received from the University, they have the right to file a complaint to a supervisory authority defined in GDPR (Article 51, Paragraph 1).
- 11) The University is governed by the Incorporated Administrative Agency (IAA) Personal Information Protection Act. The European Commission's adequacy decision is not applicable to the University.

10. Other Information

Please refer to the HSI 2024 website for further information.

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

11. Inquiries

Hokkaido Summer Institute managing office, Student Exchange Division, Academic Affairs Department, Hokkaido University

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