An Exchange Semester at Kyoto Seika University

Kyoto Seika University has excellent on-campus studios and supporting facilities, located in the northern hills of Kyoto, Japan’s ancient imperial capital. The city of Kyoto is literally the heart of Japan, with cultural traditions that span more than 1,200 years. It has 254 National Treasures, 17 UNESCO World Heritage sites — and is also home to Kyoto Seika’s unique Kyoto International Manga Museum.

Kyoto Seika University was founded in 1968. We have over 3,200 students in undergrad and graduate programs in Faculties of Art, Design, Manga, Humanities, and Popular Culture.

Students from our 24 exchange partner art/design institutions are welcome to apply for single semester exchange at KSU. We host 10–15 exchange students here each semester.

- ANU School of Art, (Australian National University), Canberra, Australia
- Arts Academy, Turku University of Applied Arts, Turku, Finland
- Bard College, New York State, USA
- Braunschweig University of Art, Germany
- California College of the Arts, San Francisco, USA
- Camberwell College of Arts, University of the Arts, London, UK
- Central St. Martins College of Art & Design, University of the Arts, London, UK
- Chelsea College of Art & Design, University of the Arts, London, UK
- Cooper Union School of Art, New York, USA
- Ecole Speciale d’Architecture Paris, France
- Ecole Nationale Superieure d’Architecture Paris Malaquis, France
- Gerrit Rietveld Academie, Amsterdam, the Netherlands
- Glasgow School of Art, Glasgow, UK
- Edinburgh College of Art, Edinburgh, UK
- Hong Ik University, Seoul, Korea
- L’Ecole de Design, Nantes Atlantique, Nantes, France
- Paris College of Arts, France
- Rhode Island School of Design (RISD), Providence, USA
- Southern California Institute of Architecture (SCI-Arc), LA, USA
- University of Art & Design, Helsinki, Finland
- University of Kassel School of Arts & Design, Kassel, Germany
- University of Michigan School of Art & Design, Ann Arbor, USA
- Utrecht School of the Arts, Utrecht, the Netherlands
- Wimbledon College of Art, University of the Arts, London, UK

1: Courses open to exchange (See http://www.kyoto-seika.ac.jp/eng/edu/)

- Art: Oil Painting, Japanese Painting*, Sculpture, Ceramics, Textiles, Printmaking, Video & Media Arts
- Manga: Cartoon Art, Comic Art, Animation*, Character Design
- Popular Culture: Fashion, Music

*Japanese Painting, Illustration, Graphic Design and Animation all require a reasonable level of Japanese language proficiency. Japanese Painting will accept only students with a strong background in traditional painting.
2: Academic Calendar

KSU has two semesters:

Spring (April–end of July),
Fall (October–mid February).

- In some cases, mismatch with our partner institutions’ calendars limits exchange to our Fall semester. (It may be possible to finish classes at the end of December if necessary).
- Exchange is normally for one semester but may possibly be extended by special request, depending on available space, exchange balance, and approval by your home institution.

3: Applications (see also Step-by-Step Procedure, P.4)

- You must be selected for exchange by your home institution, before applying to KSU.

- After being selected, you need to send KSU’s Exchange Student Application form (which includes study objectives and a tentative study plan), and a representative portfolio of recent works (slides or other suitable reproductions, or digital images on CD-ROM or DVD, with descriptions), for approval by the department in which you want to study at KSU.

- Acceptance by a KSU course depends on availability of working space and a suitable academic supervisor.

*Exchange students generally take classes only within the course that they apply for. It is not possible to combine classes from different courses or different Faculties.*

4: Application Deadlines for Applying to Seika

For first semester (from early April): November 15th of the preceding year
For second semester (October): April 15th

5: Fees

Exchange students pay tuition fees to their home institution only.

- Exchange students may need to buy some studio materials at KSU (e.g. Printmaking provides inks but students buy their own paper, printing plates etc) or pay a set studio fee.

6: Language Requirements

For a successful exchange, study experience, at least basic Japanese language ability is recommended. No specific test score is required to study here, but we strongly advise studying Japanese for one semester before arrival, and more if possible.

*Classes and critique sessions are all in Japanese!*

- Some teachers (and students) speak some English, but it is important that you study at least basic Japanese before arriving in Japan, for communication with Japanese classmates and for use in everyday life off-campus. This will make a big difference to your life here.
- Japanese language tuition (a weekly class) is provided free for exchange students by qualified tutors (one-to-one), but no formal credits are given for this in Seika transcripts.
7: Accommodation

Exchange students usually stay in our international dorm, about 10 minutes walk from campus. A brand-new dorm will open in spring 2017.

- Dorm accommodation costs ¥160,000 (including utilities charges) per semester for a twin room shared with a Japanese student, with shared facilities (kitchen, showers, toilet). Futon bedding is provided for a per-semester rental fee of 10,800 yen (as of Spring 2016).

- WiFi is available in dorm rooms at no additional charge (own computer required).

- Due to the limited number of rooms, we may not be able to accommodate all exchange students in the dorm. In such case, we will give priority to the students from our partner schools which offer accommodation for our outbound students, and our International Office will assist in finding suitable alternative accommodation as required.

8: Visa

You will need a student visa to enter Japan. If you do not have a current passport, be sure to apply for it well ahead of the time that you need to apply for your visa!

- After your application is approved here, we will apply for your Certificate of Visa Eligibility (CVE) at the Kyoto Immigration office. When it's ready (after about one month), we express-mail the CVE to you, with a visa application form, for you submit with your passport to your nearest Japanese Consulate or Embassy, to obtain the actual visa.

9: Flight Reservations

Students make their own flight reservations and cover all travel expenses. We assist by reserving shuttle van transportation from Kansai International Airport to the dorm, if required.

10: Insurance

Foreign exchange students with a student visa are required to join Japan's National Health Insurance (NHI or kokumin kenko hoken), which covers 70% of usual medical costs including doctor's, hospital, and dental fees for necessary treatment (accident or sickness). You sign up for NHI at the local ward office, during orientation. The premium is about 1,800 yen per month, paid by monthly installments at a bank or post office. Coverage begins immediately on joining up.

- Students at KSU are legally required to be covered by a specified comprehensive personal insurance (AIU) for accident and damages. Under this policy, if you cause accidental injury to other persons or accidental damage to property you will be covered for claims of up to 30,000,000 (30 million) yen. It also provides cover for 3,300 yen per day for hospitalization in the case of injury (for up to 180 days), and 3,000 yen per day for hospitalization in case of illness (for up to 60 days). Among other provisions it also provides life insurance (up to 1,136,000 yen).

This coverage is compulsory, even if you already have your own separate insurance. It costs ¥5,180 in spring, ¥5,220 in fall semester. Students join on arrival, paying at our Accounts office together with dorm rent (or by bank transfer).
**STEP-BY-STEP PROCEDURE FOR EXCHANGE AT KYOTO SEIKA**

**Before Arrival**

1) You apply to your home institution (our exchange partner). If officially approved, your school’s International Office notifies KSU’s International Office, sending us these documents:

   1) KSU’s Exchange Student Application Form (available as download from KSU website), including your statement of purpose / study plan,
   2) your most recent transcript,
   3) a letter of recommendation from your academic advisor or head of department, and
   4) your portfolio (slides, color printout, CD-ROM or DVD accepted)

2) KSU’s International Office contacts the relevant KSU department to obtain approval and the nomination of an academic supervisor. (Please be patient, this may take time). Acceptance of your exchange will also be confirmed at a KSU Faculty Meeting

4) KSU's International Office requests you to fill the following forms:

   - Certificate of Visa Eligibility Information Form
   - Dorm Application Form
   - Personal Information Form

5) You return the forms (by tracked express mail please) to KSU, together with a photocopy of the signed page of your passport, 2 standard 3 X 4 cm passport-type photos (smaller than US passport size!), and evidence of financial resources (bank statements etc showing availability of around ¥100,000 per month – more than you should actually need to spend).

6) KSU’s International Office submits a Certificate of Visa Eligibility (CVE) application form and other necessary documents to Kyoto Immigration Office for processing, which takes about a month. When it's ready, KSU’s International Office mails it to you, together with our Pre-Departure Guide. You then obtain the actual visa through your nearest Japanese Embassy or Consulate-General – this takes only a few days.

**After Arrival**

1) When you arrive at the airport, Japanese Immigration will issue a residence card.

2) After arrival at KSU, in orientation, you will fill out a Student ID card application and Enrollment Form. Our Student ID card is also used for library access and free entry to the Kyoto International Manga Museum.

3) All incoming students are required by law, as residents, to join Japan’s National Health scheme (kokumin kenko hoken), which reduces medical / dental bills by 70%. It costs around ¥1,800 per month (sign up at the local ward office during orientation).

4) KSU also requires on-arrival enrollment in sogo hoshoseido insurance, which covers fire, injuries caused to others, and hospitalization (in 2016 this cost ¥5,180 in spring, ¥5,220 in fall semester, ¥10,400 for a full year).

5) Exchange students are required to pay their dorm rent in advance for the full semester. This payment should be made soon after arrival, in cash. (Sorry, KSU can’t process payments by credit card). Bank transfer from your bank in your home country is also possible.

6) At the beginning of semester, you will meet your academic advisor and discuss study options, to select the most suitable classes for your exchange. Your classes will be registered with KSU’s Academic Affairs office for credit and a transcript will be sent to your school after the end of semester.

See also our Frequently Asked Questions: [http://www.kyoto-seika.ac.jp/eng/ie/faq/](http://www.kyoto-seika.ac.jp/eng/ie/faq/)

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