

## Reminder for Outgoing Exchange Students

- To facilitate further communication between you and CU when you are in Japan, you should **CREATE an EMAIL ACCOUNT** other than the one registered at CUHK before you leave HK. And you should inform JAS the full particulars of your **contact information, including postal address, e-mail address, telephone and fax (if any) numbers**, in Japan. If there is any change in your contact information (such as your address in Japan) during the exchange period, you **must notify JAS immediately** with the updated information.
- Respond **promptly** to e-mails from JAS, when a response is called for.
- Be fully prepared for the **PLACEMENT TEST**, both written and oral, which will be held at your host universities.
- Bring along your **name seal (圖章)**, if any, for the purpose of opening bank account in Japan.
- Bring an **inexpensive gift**, e.g. HK postcards, for your host family and remember to send greetings to your host family before arriving in Japan.
- If you plan to further studies in the future, you should consult professors for the courses you should take in university and collect information for the subject(s) you are interested in. We recommend that you take courses which will provide you with fundamental knowledge useful for your further studies.
- Please have the **admission letter** issued by the host university handy for possible checking by the Immigration Officer upon arrival in Japan.

*Please turn over >...*

## Course selection & unit recognition

### A. Major Program Credits (23 credits)

The following formula for calculating the credit transfer towards the major program is for your reference. This will be useful when planning your course selection. The maximum number of credit that you can transfer is 23.

Total converted =	Total contact hours (*1) spent for all Japan related <b>ACADEMIC</b> (*2)
unit earned	$\frac{\text{courses taken at host university (*3)}}{15}$

- \*1 Each contact hour at CUHK is 45 minutes. If duration of one lecture at your host university is 90 minutes, the number of hours counted should be 2 when doing the calculation.
- \*2 Non-academic courses, such as flower arrangement (「華道」), tea ceremony (「茶道」) and Japanese calligraphy (「書道」), will not be recognized.
- \*3 Host university is the exchange university you attend in Japan.

### B. Suggestions to Major Students

If it is possible, you are suggested to complete **all the Major Course Requirements** in your **First and Third years** in the University.

### C. Non-JAS Program Credits

Other than the above-mentioned 23 units, you may also apply for unit and course exemption for non-JAS courses, including GEE courses. Before you take any of these courses in Japan, you need to check whether there are similar courses offered by CUHK from the student handbook. If yes, confirm with the respective department(s) if these courses will be eligible for exemption as well as the application procedure for exemption. When you come back from Japan, you have to send your application to the respective department, through the Registration Office on prescribed application form, with the following supporting documents:

1. The official transcript of the course(s) taken, issued by your host university in Japan
2. Course description
3. Timetable of the course
4. School calendar

Relevant teaching materials may also be required.

*Please turn over >...*

## Things that you should note during your stay in Japan

- You are representing the Department and the University thus you must abide by the Rules and Policies of JAS. The Department may recall any students who do not follow the guidelines or advice provided by the host university; such students will be asked to return from Japan.
- Follow the recommended safety precautions in case of earthquake.
- Keep in touch with your family and/or guardian. Contact them as soon as possible when you arrive in Japan and in special circumstances, such as earthquakes.
- No absence from classes is allowed without sufficient justification.
- Engage with enthusiasm in the activities your host universities arrange for you. True understanding of people from other countries cannot occur unless you take advantage of every opportunity available to interact with them.
- Students must take extra initiative when making friends with the Japanese.
- Ask your host family before making phone calls, both local and long distance calls, in Japan. Local phone calls are also charged on time-basis, i.e. charged per minute.
- Even if you have a valid student visa, you **MUST** also obtain a **RE-ENTRY PERMIT** before you travel outside Japan. Without this you may lose your visa when you return. Please check with the nearest immigration office in the city where you will be staying.
- JASSO scholarships are contingent on satisfactory attendance and academic performance in each month during your stay in Japan. You will continue to receive your monthly scholarships as long as you comply with the regulations of the host universities. Failure to do so might result in scholarship payment(s) being withheld.
- To receive your regular JASSO scholarship payments, do **SIGN** your scholarship **each month** following the instructions of your host universities. If you cannot sign your scholarship, contact the person in charge of scholarships in advance relatively.

## When you have settled in

Please try to note down all expenditures i.e. meals, transportation, utility bills, etc. incurred during the first month. JAS will be sending you a questionnaire for completion of such information around October. Please complete and return by airmail or fax. Please also send us a few photos of your dorm and the university. The information will be made available to the next group of outgoing students for reference.

*Please turn over >...*

## **Before returning to Hong Kong**

- Please make sure you bring back to CUHK the host university's school calendar, time table, course description, course registration list, official transcript (if available) and text books to support your application for credit transfer.
- Apply for an official transcript and make a copy of the descriptions or outlines of the courses you have taken at your host university before coming back to Hong Kong. Normally, transcript will be forwarded to this Department. If students want to have their own copy, they need to apply to the host institution.
- You must return the green card (foreigner ID card) to the Immigration Officer when you leave Japan. Failure to do so may result in problem re-entering Japan in future.
- If you intend to further your studies after graduation, make sure you have collected the relevant information or resources for your own use in future (e.g. research data or/and reference materials for thesis).
- Regarding registration for next year, please check information regarding the e-course registration procedure towards **the end of July on the Registration homepage**. Normally, registration is scheduled in mid August for old students. Your pre-assigned time slot and password to enter the system will be forwarded to your home address by the Registration Section.
- The Registration Section will be sending notices to you regarding course registration, application for change of period of study, application for minor, etc. to your home address. Please inform your family to notify you when they receive such notices.
- You may also read notices posted by the Registration Section on the internet.  
(<http://www.cuhk.edu.hk/rgs>)

**Please keep JAS and Registration Section informed of any change of home address and telephone number as soon as possible.**