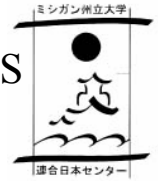




APPLICATION INFORMATION

THE JAPAN CENTER FOR MICHIGAN UNIVERSITIES

JCMU Program Office – 110 International Center, MSU – East Lansing, MI 48824-1035
TEL (517) 355-4654 / FAX (517) 353-8727
JCMU@msu.edu ◇ www.isp.msu.edu/JCMU



We are pleased that you are applying to the Japan Center for Michigan Universities (JCMU). Please read the following information carefully prior to completing the application materials. If you have any questions, please contact the JCMU Program Office or review the information on the JCMU website.

APPLICATION PROCESS

You can apply for this program at the JCMU Program Office, 110 International Center, or by mail. Selection of applicants is done on a rolling admission basis - that is, applications are accepted and students are evaluated and considered for acceptance throughout the academic year. However, applying early and meeting the minimum eligibility requirements does not guarantee acceptance. Please note that in addition to completing the attached forms, you must submit an official sealed transcript as part of your application.

We strongly recommend that you apply early since the JCMU Program may fill to capacity prior to the following deadlines (applying early may also enable you to take advantage of group flight discounts and helps to facilitate your visa application). In some cases, you may submit an application after the deadline but your acceptance may be influenced by the late submission*.

OCTOBER 1

deadline for SPRING (Winter) SEMESTER programs

MARCH 1

deadline for SUMMER and FALL SEMESTER and ACADEMIC YEAR programs

** Applications submitted fewer than six (6) weeks prior to departure will only be accepted if they include a check made payable to JCMU for the total program fee and housing fee. Contact the JCMU Program Office for exact fee information. Additionally, participation will be contingent upon obtaining a visa.*

ELIGIBILITY and ACCEPTANCE

You must be in good academic standing, with a GPA of at least 2.25, at the time of application. Meeting this minimum GPA does not, however, guarantee acceptance: additional eligibility criteria do apply. Acceptance to JCMU is based on the program coordinator's review of your transcript, Personal Essay, Dean of Students Reference Form, and Faculty Recommendations.

Upon acceptance, you will receive an Acceptance Packet that includes an Acceptance Letter, the Decision Form, the Agreement for Participation, and a number of informational forms required for visa and housing purposes. Students from non-JCMU Consortium Member institutions will also receive an MSU Lifelong Education Application. If you plan to participate, complete and return all forms as soon as possible with two weeks from the date on your Acceptance Letter being the deadline. If you choose to not participate or to defer participation, please indicate this choice on the Decision Form and return it within the aforementioned time-frame. Your participation may be denied if these forms are not returned by the deadline or if your conduct prior to departure raises concerns regarding your preparedness to participate in this international experience.

FEES

A \$100 application fee is required. Please include the application fee when submitting the application forms. If you wish to withdraw your application, you are required to complete a Decision Form (see Withdrawal information below). This must be done before or within two weeks of the date of the acceptance letter in order to receive any refund. If you are denied acceptance into the program, you will receive a full refund of the \$100 application fee.

Non-JCMU Consortium member institution students are classified as Lifelong Education students. Check the JCMU website <<http://www.isp.msu.edu/JCMU>> for the current Program and Housing fees. All JCMU participants are charged the same fees regardless of their state of residence or their home institution.

STUDENT HANDBOOK

You will receive Study Abroad and JCMU Student Handbooks after your acceptance to the JCMU program. These handbooks contain important information about financial matters, pre-departure planning, safety, health, adjustment issues, and the MSU Office of Study Abroad policies and procedures. The JCMU Handbook contains detailed information specific to JCMU. Together these two handbooks will serve as an excellent reference if you have any questions. Please read their contents carefully.

FINANCIAL AID AND SCHOLARSHIPS

If you expect to use financial aid to fund your participation in JCMU, please request financial aid from your home university. If that office is unable to award you aid for this study abroad program, we may be able to assist you with a Federal Direct Stafford/Ford Loan only. Please contact the JCMU Office for directions on how to proceed.

JCMU-specific scholarships and other scholarship opportunities are available as well. Please consult the information included with this application or review the information on the JCMU website <<http://www.isp.msu.edu/JCMU>> for details.

WITHDRAWAL

You must inform the JCMU Office when you withdraw from a program by completing a Decision Form (included with your acceptance letter, available from the Office of Study Abroad or on the Web at <http://studyabroad.msu.edu>). Otherwise, you will continue to receive and be responsible for payment of all program-related fees. The JCMU Office will not accept verbal or e-mail cancellations, withdrawal notification must be in writing and signed and dated. You will be allowed a grace period of two weeks after the date of the acceptance letter to withdraw from the JCMU program without financial obligation. If you do not submit the Decision Form within two weeks, the JCMU Office will assume you no longer wish to participate and you will be withdrawn from the program. The \$100 application fee is non-refundable in this case.

DEFERRED PARTICIPATION

If, after acceptance to JCMU, you decide to defer your participation to a later semester, you must indicate this on the Decision Form (included with your acceptance letter, available from the Office of Study Abroad, or on the Web at <http://studyabroad.msu.edu>) and resubmit an application prior to the deadline for the program in which you plan to participate. Resubmitted applications will be reviewed to verify continuing eligibility for participation.

CANCELLATION POLICY

Should circumstances force you to withdraw after accepting admission and prior to departure, you will be financially responsible for the \$100 application fee and any unrecoverable expenditures made up to that date on your behalf. No refunds will be given after departure or if your participation is terminated for disciplinary reasons prior to departure.

SUMMARY

At the time of application:	\$100 application fee must be included
Before acceptance or within two-week grace period following acceptance:	\$100 application fee is refundable
After acceptance & two-week grace period and prior to departure:	You are financially responsible for the \$100 application fee and any unrecoverable costs associated with the program fee at the time of your withdrawal.
After departure or upon dismissal from the program for disciplinary reasons prior to departure:	No refunds

Applications will not be considered until the following items have been submitted. Please type or print in ink when filling out all forms. Sign all forms where appropriate. Your complete application must include:

- JCMU Application, Student Health/Emergency Treatment Authorization, Personal Essay, Dean of Students Reference Form, two Faculty Recommendation Forms, and the Statement of Information verification.

- An official sealed transcript.



CONSORTIUM MEMBER INSTITUTIONS & CONTACTS

THE JAPAN CENTER FOR MICHIGAN UNIVERSITIES

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If you are a degree-seeking student at one of the Michigan public universities listed below, please contact the appropriate person listed below for information about enrollment in the JCMU academic programs. All others should contact the JCMU office at MSU.

Central Michigan University

Dianne DeSalvo, Assistant Director
Office of International Education
106 Bovee University Center
Mt. Pleasant, MI. 48859
Tel: (989) 774-4308 / Email: dianne.desalvo@cmich.edu

Eastern Michigan University

Justin Meilgaard, Study Abroad Advisor
Academic Programs Abroad
103 Boone Hall
Ypsilanti, MI. 48197
Tel: (734) 487-0312 / Email: justin.meilgaard@emich.edu

Ferris State University

Debbie Carley, Study Abroad Coordinator
Office of International Affairs
1349 Cramer Circle
BIS 303
Big Rapids, MI. 49307
Tel: (231) 591-3921 / Email: carelyd@ferris.edu

Grand Valley State University

Rebecca Hambleton, Director
Study Abroad & International Partnerships
Padnos International Center
Grand Valley State University
Allendale, MI. 49401
Tel: (616) 331-3898 / Email: hambletr@gvsu.edu

Lake Superior State University

James Moody, Professor
Arts and Letters, LBR 308
650 W. Easterday Ave
Sault Ste. Marie, MI. 49783
Tel: (906) 635-2120 / Email: jmoody@gw.lssu.edu

Michigan State University

Martin Stack, JCMU Coordinator
JCMU Office, 110 International Center
Tel: (517) 355-4654 / Email: JCMU@msu.edu

Michigan Technological University

Beth J. Taylor, Director
Office of Study Abroad, Center for International Education
131 Administration Building
1400 Townsend Drive
Houghton MI. 49931
Tel: (906) 487-2160 / Email: bjtaylor@mtu.edu

Northern Michigan University

John Weting, Director
International Affairs
1401 Presque Isle Ave.
Marquette, MI. 49855
Tel: (906) 227-2510 / Email: jweting@nmu.edu

Oakland University

Bonnie Abiko, Professor
Department of Art & Art History
321 Wilson Hall
Rochester, MI. 48309-4401
Tel: (248) 370-3382 / Email: Abiko@Oakland.edu

Saginaw Valley State University

Barb Cohen, Assistant Director
International Programs
7400 Bay Rd.
University Center, MI. 48710
Tel: (989) 964-7028 / Email: bcohen@svsu.edu

University of Michigan-Ann Arbor

Carol Dickerman, Director
Office of International Programs
G513 Michigan Union
530 South State Street
Ann Arbor, MI. 48109-1349
Tel: (734) 764-4311 / Email: [cwg@umich.edu](mailto:cwd@umich.edu)

University of Michigan-Dearborn

Ron Morash, Associate Dean
College of Arts, Science & Letters
4901 Evergreen Road
Dearborn, MI. 48128
Tel: (313) 593-5490 / Email: rmorash@umd.umich.edu

University of Michigan-Flint

Roy Hanashiro, Professor
History Department
322 French Hall
Flint, MI. 48502-1950
Tel: (810) 762-3366 / Email: okuma@umflint.edu

Wayne State University

Kelli Pugh, Director
Study Abroad Programs - Global Education
5155 Gullen Mall
1600 David Adamany Undergraduate Library
University Advising
Detroit, MI. 48202
Tel: (313) 577-3207 / Email: Ab6179@wayne.edu

Western Michigan University

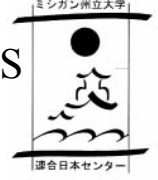
Joyce Lew, Coordinator
Study Abroad
B-200 Ellsworth Hall
Kalamazoo, MI. 49008-5233
Tel: (616) 387-5890 / Email: wendy.williamson@wmich.edu



APPLICATION FORM

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General Information

Name: _____ MSU PID # (if applicable): _____
Last First

Sex: F M E-mail: _____

Citizenship: _____ Passport Number: _____

Status:

- MSU student
- JCMU Consortium Member Institution student (Current university: _____)
(NOTE: see JCMU Consortium Member Institutions and Contacts)
- NON-JCMU Consortium student (Current university: _____)

Academic Program at JCMU

- Fall Semester Spring Semester Entire Year
- Environmental Sciences in Japan (ESJ) Program (Starting in 2006, ESJ will be a Summer program)
- Summer Intensive Japanese Language Program
- May Short Course (specify course: _____)

NOTE TO MSU STUDENTS: If the following information you provide is different than what the University has on its SIS system, you must update your records at the Office of the Registrar through the MSU home page (<http://www.msu.edu>). Communication from the JCMU Office will be sent to the addresses indicated on the SIS system. The majority of correspondence will be sent to your current address (acceptance letter, orientation notices, etc.). Bills will be sent to the address you have indicated as your billing address.

Current address: _____ Apt #: _____ Local phone: _____
Street address

_____ Work phone: _____
City State Zip

Current address expires on: ____/____/____ Date of birth: ____/____/____
Month/Date/Year Month/Date/Year

Permanent address: _____ Apt #: _____ Home phone: _____
Street address

_____ Work phone: _____
City State Zip

Major: _____ MSU College: _____

Expected graduation: _____ # of credits you plan to take at JCMU: _____
Month/Year

Have you previous studied Japanese? Yes No (If "Yes," please indicate highest course number taken: _____)

Status during program: FR SO JR SR GR Other

Current cumulative grade point average (GPA): _____ Are you an Honors College student? Yes No
(Applications with lower than a 2.25 GPA will not be considered.)

Will you be using financial aid? Yes No (Including loans, scholarships & grants; does NOT include JCMU Scholarship)

Have you filed a FAFSA for the study abroad period? Yes No
(If not, complete one as soon as possible. Available at Study Abroad and Financial Aid.)

Are you interested in applying for a "home stay" with a Japanese family? Yes No
(If "yes", a "Home Stay Information Form" will need to be submitted after your acceptance into JCMU. Placement subject to family availability.)

References: Please list the name, telephone number and e-mail of two references who may be contacted regarding your participation. Do NOT list friends or family members. Please Note: These "references" should be different from the individuals who complete your two "Recommendation Forms."

Name: _____ Relationship to you: _____

Phone: _____ E-mail: _____

Name: _____ Relationship to you: _____

Phone: _____ E-mail: _____

How did you learn about the JCMU program? (check all that apply)

- Faculty Member Study Abroad Office Class Study Abroad Fair Former Participant
 Other (specify: _____)

Have you previously traveled to Japan? Yes No

If yes, please provide the following details: When: _____ Where: _____ How long: _____

Did the study abroad program at Michigan State University influence your decision to attend MSU? Yes No

I have read and understand the application cover sheet, including the stated fees and withdrawal policies.

I understand that a \$100 application fee must be included with this application. I understand I will be notified of my acceptance by an official letter from the JCMU Office that will be sent to my current address as indicated in this application. I also understand my acceptance letter will include a *Decision Form* that I must return within two weeks from the date of my acceptance letter or I will be withdrawn from the program. I understand that if I am denied acceptance into the program, I am entitled to a refunded of the \$100 application fee.

In addition, I give JCMU permission to order and release my student records and transcript to persons directly involved with the acceptance and processing of my application.

Signature: _____ Date: _____

RELEASE OF STUDENT INFORMATION

During the course of a student's participation in a study abroad program, the JCMU Office and the MSU Office of Study Abroad may wish to provide relevant information from the student's educational records to the student's parents or other third parties. Depending on the circumstances, information to be released might include student account information, information about the program in which the student is enrolled, or non-emergency information related to the student's health or safety.

Please sign below to indicate that you have read this form and authorize the JCMU Office and the MSU Office of Study Abroad to provide relevant information from your educational records to your parents and any of the following individuals: _____

Signature: _____ Date: _____

HEALTH AND EMERGENCY AGREEMENT

I authorize the release of information contained in this Student Health/Emergency Treatment Authorization form for access and review by the director and assistant director of the MSU Office of Study Abroad, the JCMU staff and the appropriate health professionals in the MSU Travel Clinic. If further medical information is required, I understand that I will be contacted by a health care professional in the MSU Travel Clinic who will ask for a specific release to my treating health care professional(s), and/or clarify medical information with me directly. I understand that if this information is pertinent to my health and safety abroad, it may be discussed in a confidential manner with the JCMU program coordinator, the JCMU resident director, and a host family if applicable.

In the event that I need emergency medical care, hospitalization, or surgery while participating in the program, I authorize Michigan State University, through its representatives, to secure any necessary treatment. If coverage is not provided through the MSU Study Abroad insurance program, I understand that such treatment shall be solely at my expense, and I shall reimburse Michigan State University or its representatives for any expenses that they might incur on account of my condition or treatment. In the event of any emergency abroad, Michigan State University may notify my emergency contact listed on the JCMU Application Form.

I certify that all responses made on this form are complete, true and accurate, and I will notify the JCMU Office immediately of changes in the state of my health. I understand that if I withhold information on this form I could be withdrawn from the program. If I am sent home for reasons related to withheld information, I will be responsible for all incurred costs. I understand that approval and participation in this study abroad program is contingent on receipt by the JCMU Office of this completed and signed form.

Participant Signature: _____ Date: _____

If you have any questions regarding medical problems, immunization requirements, or other health issues, call the MSU Health Center Travel Clinic at 517-353-3161 at least 45 days prior to departure.



PERSONAL ESSAY

THE JAPAN CENTER FOR MICHIGAN UNIVERSITIES

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Name: _____
Last *First*

Academic Program at JCMU

- Fall Semester
- Spring Semester
- Entire Year
- Environmental Sciences in Japan (ESJ) Program (Summer)
- Summer Intensive Japanese Language Program
- May Short Course (specify course: _____)

In the space provided below and on the back, write an essay that incorporates the following:

- Why you want to study abroad and why you are interested in this particular program;
- How studying abroad will help you meet your academic, professional and personal goals;
- Why you feel you are qualified to participate in this program and what you will contribute to this program;
- How you plan to apply your experience upon returning to the United States.

Essays should be typed.



DEAN OF STUDENTS REFERENCE FORM THE JAPAN CENTER FOR MICHIGAN UNIVERSITIES

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Students who apply to JCMU programs are required to complete the top portion of this form and have the bottom portion completed by your home university's Dean of Students Office. Once the entire form is completed and signed, return it to the JCMU Office with your other application materials. Your application is not considered complete without this form.

To be completed by the STUDENT

Name: _____

Home address: _____

Home university: _____

Please indicate your grade status at your home university during the period of your participation in JCMU:

- FR SO JR SR GR Other

Anticipated date of graduation: _____

I have applied to participate in a Japan Center for Michigan Universities academic study abroad program.

To be completed by the DEAN OF STUDENTS OFFICE at your home university:

Is the student seeking a degree at your university? Yes No

Does this student have any judicial record(s) with your institution? Yes No

If yes, please comment: _____

Has the student ever been suspended or dismissed from your institution? Yes No

If yes, please comment: _____

Completed by (name printed): _____

Signed by: _____

Title: _____ Date: _____

NOTE TO DEAN OF STUDENTS: Please return this completed form to the student so that a complete application can be submitted to the Japan Center for Michigan Universities.



FACULTY RECOMMENDATION FORM

THE JAPAN CENTER FOR MICHIGAN UNIVERSITIES

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Name of Applicant: _____ University: _____

INSTRUCTIONS TO APPLICANT: If you have studied Japanese previously, please obtain at least one recommendation from a former or current Japanese-language instructor, if possible. Other students should ask any college instructor capable of evaluating their work.

STUDENT WAIVER STATEMENT: In accordance with the "Family Educational Rights and Privacy Act of 1974," JCMU recognizes that students have the right to inspect and review all materials in their files unless they sign the following statement:

I understand my right under the provisions of PL 93-380.513 to inspect letters of recommendation on my behalf. In order to encourage the authors of letters about me to write with candor, I have elected not to exercise my rights under the aforesaid statute and affirm that I shall not do so in the future. This waiver will remain in effect until I notify, in writing, the University, at which time this document will be removed from my file and returned to the author, or until this recommendation is destroyed.

Signature of Applicant: _____ Date: _____

INSTRUCTIONS TO THE INDIVIDUAL WRITING THIS REFERENCE:

Please return the completed recommendation form **to the applicant in a sealed envelope, with your signature across the sealed flap.**

The above student has applied for admission to an academic program of the Japan Center for Michigan Universities in Hikone, Shiga Prefecture, Japan. Overseas study places unusual demands on a student, requiring a greater degree of adaptability, maturity, sensitivity, academic concentration and self-discipline than is usually necessary on campus. We would benefit greatly from your insights about this student's traits and abilities. If the student has **signed** the release above, the confidentiality of your comments will be strictly maintained.

1. How long have you known the applicant? _____
2. In what context have you known the applicant? _____
3. Please rank the applicant on the traits below; circle the most appropriate ranking for each trait using the following scale: (U = Unknown; 1 = Poor; 2 = Fair; 3 = Good; 4 = Excellent).

Academic Ability	U 1 2 3 4	Intellectual Curiosity	U 1 2 3 4
Adaptability	U 1 2 3 4	Linguistic Ability	U 1 2 3 4
Ability to Communicate	U 1 2 3 4	Dedication & Seriousness	U 1 2 3 4
Ability to Cooperate	U 1 2 3 4	Self-reliance & Independence	U 1 2 3 4
Emotional Stability	U 1 2 3 4	Ability to Deal With Stress	U 1 2 3 4



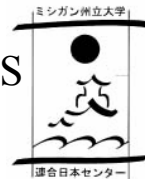
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Name of Applicant: _____ University: _____

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Signature of Applicant: _____ Date: _____

INSTRUCTIONS TO THE INDIVIDUAL WRITING THIS REFERENCE:

Please return the completed recommendation form **to the applicant in a sealed envelope, with your signature across the sealed flap.**

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7. How long have you known the applicant? _____
8. In what context have you known the applicant? _____
9. Please rank the applicant on the traits below; circle the most appropriate ranking for each trait using the following scale: (U = Unknown; 1 = Poor; 2 = Fair; 3 = Good; 4 = Excellent).

Academic Ability	U 1 2 3 4	Intellectual Curiosity	U 1 2 3 4
Adaptability	U 1 2 3 4	Linguistic Ability	U 1 2 3 4
Ability to Communicate	U 1 2 3 4	Dedication & Seriousness	U 1 2 3 4
Ability to Cooperate	U 1 2 3 4	Self-reliance & Independence	U 1 2 3 4
Emotional Stability	U 1 2 3 4	Ability to Deal With Stress	U 1 2 3 4



STATEMENT OF INFORMATION VERIFICATION THE JAPAN CENTER FOR MICHIGAN UNIVERSITIES

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I, _____ (PRINT YOUR NAME) _____, certify that all information in all sections of this application are complete and accurate to the best of my knowledge. I understand that the program reserves the right to withdraw or dismiss any student, at any time, who does not meet the requirements of academic standards and general behavior (which includes submitting false statements on this application form). I understand that signing this application means that I am giving permission for the financial aid office and the registrar's office at my institution to release pertinent financial and grade information, if requested by my campus JCMU representative or the program coordinator at MSU. I also understand that a student who is dismissed or withdraws for any reason is not entitled to any refund. The program also reserves the right to cancel or revise any aspects of the program as necessary.

Signature of Applicant: _____ Date: _____