

Japan, Kyoto – Kyoto University Exchange

ACADEMIC YEAR / SPRING SEMESTER HANDBOOK

International Academic Programs (IAP) at the University of Wisconsin-Madison offers this program in cooperation with Kyoto University. This IAP Program Handbook supplements handbooks or materials you receive from Kyoto University as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, UW grades, etc.) can be directed to IAP at UW-Madison.

Contact Information

ON-SITE PROGRAM INFORMATION

On-site contact information for students at Kyoto University:

International Education and Student Mobility Division, Kyoto University
Yoshida-Honmachi, Sakyo-ku, Kyoto 606-8501 JAPAN
ryuga-exchange@mail2.adm.kyoto-u.ac.jp

https://www.kyoto-u.ac.jp/en/education-campus/education_and_admissions/non-degree-programs/exchange-students

UW-MADISON INFORMATION

International Academic Programs (IAP)
University of Wisconsin-Madison
3rd Floor Red Gym, 716 Langdon St.
Madison, WI 53706
Tel: 608-265-6329 Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

Your assigned IAP Study Abroad Advisor, Enrollment Specialist Advisor, and Financial Specialist are listed in the Contacts tile of MyStudyAbroad.

EMERGENCY CONTACT INFORMATION

In case of an emergency, contact your on-site staff first using the emergency contact information provided on-site. For IAP emergency assistance, call the main IAP number (608) 265-6329 between 8:00 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff member on call at (608) 516-9440. If you call the main IAP number after hours, the message will direct you to call the emergency number, so it's a good place to start if you're not sure about the time difference.

Program Dates

Spring Semester: Early April – Early August

Academic Year: Late September – Late July

Students will receive more specific dates for their particular term from Kyoto University, including on-site orientation information, closer to their departure.

Preparation Before Leaving

IMMIGRATION DOCUMENTS

Passport: A passport is needed to travel to Japan and to obtain your visa. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website. If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

Visa: In addition to your valid passport, you must have a student visa to enter Japan. A Certificate of Eligibility for the status of resident College Student is required to obtain a student visa and must come directly from the Japanese host university. More information about this is available in the *Travel, Passport & Visa* tile of MyStudyAbroad.

HANDLING MONEY ABROAD

The official currency of Japan is the yen (JPY or ¥). When you arrive in Japan, be sure to have adequate funds to cover your first month's rent, pay for transportation expenses, purchase furnishings and other necessities for your room, and any other expenses that may arise. Generally, we recommend that students take a small amount of US dollars with them and plan to withdraw money on a regular basis using a debit card from ATMs. Japan is still a very cash-based society, so consider the following:

Banks: Unlike the United States, personal checks are not used in Japan; it is very common to do all of your banking and money transactions using cash or inter-bank transfers. To facilitate your access to money, you may want to open a bank account after your arrival.

To fund your new account, consider a wire transfer, cash, or international postal money order. International postal money orders may be purchased at certain U.S. post offices for a small fee (approximately \$5) and can be cashed at any post office in Japan (cashing at a bank can take up to one month). After you open an account, note that your statements and all transactions will most likely be in Japanese (CitiBank offers statements in English and as well as bank employees that speak English).

Banks in Japan are open from 9:00 a.m. to 3:00 p.m. Post offices also offer many banking services, including cashing of International Postal Money Orders, access to ATMs, and acceptance of payments for phone, insurance, and utility bills.

Postal Savings <http://www.jp-bank.japanpost.jp/>

UFJ www.bk.mufg.jp

Mizuho www.mizuhobank.co.jp

Sumitomo Mitsui www.smbc.co.jp

Traveler's Checks: Traveler's checks in U.S. dollars and other denominations can be exchanged for yen at most banks with exchange services and at major hotels and department stores throughout Japan (a passport is required). CitiBank and American Express traveler's checks are the most widely accepted. Traveler's checks are becoming rare, but if you plan to carry a larger amount of money to Japan to make a deposit, it is much safer than carrying it all in cash.

ATM/Debit cards: If you open a Japanese bank account, a cash card for automatic teller machines will be issued to you by mail free of charge. You may withdraw yen using your cash card at any ATM run by your bank. If you use another bank's ATM or withdraw outside of peak hours, there is often a small service charge. Not all ATMs are available 24 hours a day. Convenience stores have ATMs which support most major bank cash cards, and many have begun offering 24 hour services.

To withdraw yen using your U.S. ATM/debit card, consider visiting a Japanese post office, as ATM machines in Japanese banks accept only cards issued by Japanese banks while post offices will accept foreign bankcards operating on the Cirrus (MasterCard) or PLUS (Visa) systems. Seven Eleven ATMs also accept foreign debit cards. Besides post offices, other places with ATMs that may accept foreign-issued cards include Citibank (which usually accepts both Visa and MasterCard and sometimes American Express as well), large department stores, and airports.

Credit cards: Japan is primarily a cash-based society, with most establishments not accepting credit cards for purchases. Credit cards may be used for obtaining cash and paying for accommodations, meals at expensive restaurants, train or air tickets, and major purchases. The most readily accepted cards are MasterCard (also called Eurocard), Visa, and the Japanese credit card JCB (Japan Credit Bank). Train passes can now be used as payment at many department stores and convenience stores. This is another way to carry money around without having to carry bills and coins.

PACKING

While most things are readily available in Japan, some items may be more expensive, difficult to be mailed internationally, or simply inconvenient to purchase there; hence, you may wish to bring particular items with you from home. Recommendations include:

Passport-size photos: 2 extra passport-size photos (for ID cards, forms, and applications)

Clothes: Temperatures on Honshu (Japan's main island) can range from about 10 degrees Fahrenheit in the winter to 100 and humid in the summer. Hence, a wide range of clothing sufficient for the entire year is necessary:

- Comfortable shoes – you will do a lot of walking.
- For men, semi-dress pants like cotton khakis.
- Women should make sure they have at least one dress or skirt.

- Collared long sleeve shirts are useful. You can wear them under sweaters in the winter and roll the sleeves up during autumn and spring.
- Jeans for casual wear.
- Shorts (comfortable to wear at home in the summer, but are seldom worn by Japanese students to school).
- Rain jacket/rain boots – Japan has a rainy season. Some past participants have found these helpful.

Personal Items:

- Deodorant (it is difficult to purchase U.S.-style anti-perspirant in Japan)
- Any over-the-counter medicines you think you may need. While it is possible to get Japanese brands of over-the-counter medicines, if there is something you are accustomed to using often (pain relievers, cold medication, etc) you may wish to bring it with you.
- Contact lens solutions in Japan differ from American brands and American brands can be difficult to find, so you might want to bring your preferred brand.

Prescription Medications: A one-month supply of prescription medication is allowed. Medications must be in their original container with the prescription label. Most prescription drugs are permitted, including drugs that may not be available in Japan, such as birth control pills. Drugs that are hallucinogenic, narcotic, and/or psychotropic in nature will be confiscated, except in extenuating circumstances where prior approval has been obtained from the Ministry of Health, Labour, and Welfare. If more than one month's supply is required, prior permission from the Ministry of Health, Labour, and Welfare in Japan is required:

Ministry of Health, Labour, and Welfare

www.mhlw.go.jp/english/

<http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

Be sure to have a copy of the prescription and/or letter from your prescribing physician explaining the nature of the medication, the purpose of taking it, recommended dosage, and frequency of ingestion.

Travel and Arrival

You are responsible for arranging your own transportation to Kyoto. There are several international airports in Japan and below are some of the options for transport from the airports to Kyoto Station. While taxis are convenient they are also expensive in Japan, so the below directions disregard taxi services. In addition, further travel may be necessary depending on your living arrangements.

Chubu Centrair International Airport (Centrair) (NGO) – Take the Meitetsu Limited Express train to Meitetsunagoya Station, then walk to Nagoya station where you will take the Tokaido/Sanyo Shinkansen to Kyoto Station (about 90 minutes).

Kansai International Airport (KIX) – Take either the JR Haruka Limited Express or the limousine bus service directly to Kyoto Station (about 75 – 90 minutes).

Narita International Airport (NRT) – First reach Tokyo Station from the airport; you can take the limousine bus service or take one of the train lines. Two specialty trains run from the airport to Tokyo; the Narita Express stops at Tokyo station while the Keisei Skyliner stops at Ueno, requiring a short

transfer to the Yamanote line to reach Tokyo Station. From Tokyo Station take the Tokaido/Sanyo Shinkansen to Kyoto Station (about 4 hours total).

Osaka International Airport (ITM) – Take the limousine bus service from the airport to Kyoto Station (about an hour). You can also reach Kyoto station by train, but there are several transfers required.

Tokyo International Airport (Haneda) (HND) – First reach Shinagawa station by taking the Keikyu Airport Line (continues as Keikyu Main Line) or reach Shinyokohama Station by taking the limousine bus service. From Shinagawa or Shinyokohama Station take the Tokaido/Sanyo Shinkansen to Kyoto Station (about 3 hours total).

Baggage Delivery Service (takkyubin): If you are traveling with multiple large suitcases or simply don't want to have to worry about your luggage, there are many baggage delivery services available. You can bring your bag(s) to one of the baggage service counters in the airport and they will deliver your bag to your destination. The cost per piece of luggage depends on the size and the destination. It is usually next day or two day delivery so you might want to keep some necessities and a change of clothes with you. These same services do baggage pick-up for when the time come to return to the airport, arranged online or by phone call. Baggage can also be dropped off at many convenience stores across Japan and be brought to the airport where you can pick up the bags at your terminal.

Transportation from Narita into Tokyo:

Narita airport is located about 35 miles outside of Tokyo and there are several options for transportation with ranging costs and times:

By Taxi: Taxi rides are quite expensive in Japan. While taxis can be convenient, the ride from Narita airport into Tokyo has costs as high as 20,000 yen and the drive takes between an hour and a half to two hours or longer depending on the traffic situation.

By Bus: Buses run regularly from the airport to various stations and hotels in the Tokyo area. The Airport Limousine Bus Service is a popular choice and tickets can be bought at the airport terminals after your arrival. The buses run from every hour to up to 3 or 4 times an hour and the costs is about 3,000 yen. The buses pick passengers and their baggage up outside of terminal one and terminal two and the rides varies from an hour and a half to two hours depending on the destination and on traffic.

By Train: There are varying degrees of local and express trains from Narita into Tokyo. Via local train, the ride starts at around 90 minutes and the costs vary depending on the type of train. However, there is no luggage rack on the train and no seat reservations so you may end up standing in a crowded train. To avoid this there are two specialty trains running from Narita into Tokyo;

Narita Express (East Japan Railways): The Narita express train runs from Terminal one and Terminal two of Narita airport and stops in various stations within Tokyo including Tokyo station and Shinjuku station. The cost is about 3,000 yen and the ride takes about an hour. There are luggage racks in each train car and train tickets can be purchased in advance.

Narita Express: <https://www.jreast.co.jp/e/nex/index.html>

Keisei Skyliner (Keisei Railways): The Skyliner departs from Terminal one and Terminal two of Narita airport and reaches Ueno Station a short 40 minutes later with one stop at Nippori station. The cost is about 2,000 yen. There is an area on each train car to place luggage bags and tickets can be purchased in advance or after you arrive at the airport.

Keisei Skyliner: http://www.keisei.co.jp/keisei/tetudou/skyliner/us/ae_outline/index.html

Baggage Delivery Service (takkyubin): If you are traveling with multiple large suitcases or simply don't want to have to worry about your luggage, there are many baggage delivery services available. You can bring your bag(s) to one of the baggage service counters in the airport and they will deliver your bag to your destination. The cost per piece of luggage depends on the size and the destination, with costs from 2,000 to 4,000 yen. It is usually next day delivery so you might want to keep some necessities and a change of clothes with you. These same services also do baggage pick-up for when the time comes to return to the airport. Baggage can also be dropped off at many convenience stores across Japan and be picked up from a counter in Narita Airport.

The Academic Program

KYOTO UNIVERSITY

Renamed Kyoto University in 1947, Kyoto Imperial University was founded in 1897 by Imperial Ordinance, the second university to be established in Japan. The original four colleges, Science and Engineering, Law, Medicine, and Letters have since expanded to include 10 Faculties, 18 Graduate Schools, 14 Research Institutes and 18 additional education/research facilities. The buildings are organized in three main campuses, Yoshida, Uji, and Katsura. The Yoshida Campus has been the core of the University since the founding, containing both historical buildings, such as the Clock Tower Centennial Hall, and modern laboratory buildings. The Uji Campus, formerly owned by the Imperial Army, became a part of Kyoto University in 1949 and is home to many of the research institutes and testing facilities. The Katsura Campus is the most recent addition to the University, opening in 2003 and is described as, "a place where technology, regions, and nature blend and interact..." You will take your courses at the Yoshida campus.

Of the 23,000 students at Kyoto University approximately 1,700 are international students. These students come from about 100 different overseas locations making Kyoto University a diverse place to study.

Kyoto University: <http://www.kyoto-u.ac.jp/en>

KUINEP

The exchange program formally known as KUINEP (Kyoto University International Education Program) is one of two exchange programs offered at Kyoto University. KUINEP offers courses in English on a variety of subjects and courses are taken with other international exchange students as well as Kyoto University students. Each KUINEP student will be associated with one of the nine undergraduate faculties.

Kyoto University Exchange Program: https://www.kyoto-u.ac.jp/en/education-campus/education_and_admissions/non-degree-programs/exchange-students

COURSE INFORMATION

Courses: There are multiple types of courses that are available to students on the program.

Japanese Language Courses – You will take a Japanese placement test upon arrival that will allow the KUINEP staff to place you into language courses appropriate to your level. Learn more here:

<http://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/zenkyo-japanese/for-kokanryuugakusei>

English-taught Courses - Participants are required to register for at least six courses per semester (not counting the Japanese language classes), mostly from the Institute for Liberal Arts and Sciences (ILAS). Of the required six, up to two may be taken from other Faculties, including those taught in Japanese, subject to approval from the lecturers in charge.

<http://www.z.k.kyoto-u.ac.jp/introduction/la-english>

General Kyoto University Courses – Students who test highly enough into Japanese may be able to take general undergraduate courses taught in Japanese, though this is not guaranteed.

Note that the Yoshida campus is the primary campus (and where the KUINEP program is offered). Take care in selecting courses that are offered at other campuses, as it may be inconvenient to get there, depending on where you are living!

Equivalents and Course Equivalent Request Form (CER): Each course you take abroad must be assigned a UW-Madison “equivalent” course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request (CER). Detailed information on the UW course equivalent process is available in the IAP Study Abroad Handbook and in your MyStudyAbroad account.

Please note that every course you take abroad must be awarded an equivalent UW course. There are no exceptions. It is important to start the equivalent process as soon as possible to avoid any delay in posting your study abroad courses to your UW Madison transcript.

If you are abroad for a single semester, you will receive credit for the next course in the UW-Madison Japanese language sequence. If you are abroad for two semesters, you will receive credit for the next two courses in your Japanese language sequence. Some Japanese courses abroad are low in credit (1 or 2 credits apiece). These courses can be “bundled” together to form one UW-Madison course equivalent.

If you plan on bundling multiple small language courses together into one UW course, please submit only **one** CER using the “Japanese language courses (various)” pre-approved equivalent and indicate this. Your course equivalent determinations are made by the Department of Asian Languages and Cultures (ALC) in consultation with IAP. Courses that are offered in other academic areas can be reviewed by the appropriate UW-Madison academic department to determine the course equivalent.

CREDITS

Conversions: The number of credits you receive for a given course at Kyoto University will convert to the same number of credits at UW-Madison. For example, 4 credits of Japanese Language will convert to 4 credits at UW-Madison.

Limits and Load: Students are expected to enroll in a full-time academic program. The requirement on this program for UW-Madison is a minimum of 12 credits. Kyoto University expects that exchange students will enroll in 12 credits of KUINEP courses (or equivalent) taught in English. You may bring back no more than the equivalent of 18 UW credits per semester, though Kyoto allows enrollment in more.

GRADES AND GRADE CONVERSIONS

Grades will be converted according to the following scale:

Kyoto University	UW-Madison Grade
A+	A
A	A
B	B
C	C
D	D
F	F

Living Abroad

JAPAN

Japan is an archipelago comprised of four main islands: Hokkaido, Honshu, Shikoku and Kyushu, although thousands of smaller islands occupy the surrounding water. Its climate is temperate, with four seasons. It rains between 40 and 120 inches a year, contributing to Japan's long growing season from early spring to early autumn. Steep hills and mountains cover over 70% of the land which divide the habitable parts of the country. Due to this, Japan is one of the most densely populated countries in the world, with a population of over 120 million people.

Japan has few natural resources, apart from some wood, fish and rivers for hydroelectric power. Unlike most industrialized nations, Japan is almost completely dependent on imports for its raw materials and is one of the world's major importers of oil, coal, iron ore, lumber, cotton, wool and even silk. And even though its farms are among the most productive in the world, Japan still imports much of its wheat and other foods. Nevertheless, no other country in the world with so few natural resources has achieved the level of economic success that Japan has. After World War II, the Japanese people built their country from virtual devastation to a leading economic power. Textile manufacturing was its first success, then shipbuilding. Today, the automobile industry is key, as well as its advancements in a variety of technological industries.

The government in Japan is democratic with a constitution that guarantees representation and individual rights. Japan has one of the world's oldest unbroken monarchies with an emperor that, while possessing no governmental power, continues to perform many ceremonial state functions.

While most Japanese people do not practice religion on a regular basis, Japan has been influenced by two major religions: Shinto and Buddhism. The basic Shinto belief is that people should live in harmony with all living things. Shinto established a set of ethics that guide the relationships between human beings and nature, and between the individual and society. Buddhism taught that salvation was possible by purging oneself of personal desires and attachment to worldly things. In practice, millions of Japanese are both Shinto and Buddhist, for example, using Shinto rites when they marry and Buddhist funeral rites when they die. The two beliefs are not incompatible. In everyday life, also, the Japanese perspective on morality and ethics has been influenced by Confucianism, which is not a religion but a philosophy of personal behavior. Most Japanese do not consider themselves to be Confucianists, but its concepts of a rational approach to life and society strongly influence the culture.

KYOTO

Kyoto flourished as the capital city of Japan from 794 to 1868 A.D., from the beginning of the Heian aristocracy to the end of the Tokugawa Shogunate (Edo) period. To this day, it remains a vibrant artistic capital - a treasure trove of cultural assets and traditions kept alive through its citizens.

Built upon a foundation of skilled artisans and craftspeople versed in aesthetics developed over a millennium, modern day Kyoto has also witnessed the birth of frontier technologies and international business successes. This is a city where the best of both the old and the new can be found.

HOUSING

International students studying at Kyoto University typically live in university accommodations. University dormitories have options for both combined, international and domestic residents, and international student only residents. Kyoto will contact students about housing options. <https://kuiso.oc.kyoto-u.ac.jp/housing/facilities/en> You should be aware that some housing options are more convenient to other Kyoto University campuses than others. Your classes are most likely to be at the Yoshida campus.

STUDENT LIFE

Club Activities: Former students have stated that the best way to meet Japanese students is to join a club. However, you will probably receive little information about the clubs and so it may require being fairly assertive and asking around.

Social Life: Coffee shops, family restaurants, and bars are nice places to meet with friends. The biggest drawback, however, is that they are quite expensive by U.S. standards. When frequenting bars, be aware that if you order only drinks many bars will require you to eat something along with your drink order, and some may ask for a "table charge". Nightclubs are more expensive than regular bars, so they are seldom frequented by college students except for special occasions and dates. Cover charges are around ¥1000 per person, and you are often expected to order a steady stream of drinks and food for as

long as you remain there. At other clubs, you may pay ¥5000 to ¥10,000 to get in the door, but are treated to a gourmet dinner and open bar while a band performs.

It is frequently the custom that the bill is divided equally among everyone, regardless of who ordered what. Thus, a person who ordered only an iced tea winds up being socially pressured into paying his or her share of a bill when others were drinking beer. Many people do not like this custom, but it is considered impolite to not pay an equal share of the bill.

SHOPPING

Most stores are open from 10:00 a.m. to 7:00 p.m., with most convenience stores open 24 hours. Past participants recommend ¥100 Shops for buying things you may need for your dorm, including cheap snacks and drinks. For clothes, past participants recommend Gap, Zara, and UNIQLO.

TRANSPORTATION

The city of Kyoto has several bus lines along with both railways and subways. Instead of purchasing tickets each time you travel, buying a prepaid IC card can be convenient. Icosa is the JR Railway IC card in Kyoto and there is also a local card called Pitapa. The main difference between these two cards is that the Icosa must be charged before hand while the Pitapa works more like a credit card, paid after use.

For more information on transportation in and around Kyoto visit: <http://www.japan-guide.com/e/e2363.html>

With respect to Kyoto University, the three campuses have different access routes.

Yoshida - The Yoshida campuses can be accessed easily by bus with various stops reaching the different parts of the Yoshida campus. Several train lines run near Yoshida campus, the two closest being the end of the Eizan Line (Yanagi Station) and the Keihan Oto Line (Demachiyana and Jingu Marutamachi Stations).

Uji – The Uji campus is accessible by two lines, Keihan Uji Line (Keihan Obaku Station) and JR Nara Line (JR Obaku Station).

Katsura – The Katsura Campus is less accessible than the Yoshida and Uji Campuses. The bus line that runs through the campus is Katsurazaka 20 (桂坂 20). The stations near the campus are [Katsura-Innovation-Park-mae], [Kyodai-Katsura-Campus-mae] and [Katsura Goryouzaka].

SAFETY

Crimes are uncommon, and those that do occur usually involve petty theft or vandalism. However, as in any new situation, it is better to be somewhat conservative until you are more familiar with the city. Common sense is the best way to avoid bad situations. Women should be aware of safety issues, such as groping (particularly on trains) and verbal harassment. Report any crimes immediately to the local police box (*Koban*).

HEALTH

Kyoto University offers a variety of health services including primary care for students.

For more information on Kyoto University Health Services:

http://www.kyoto-u.ac.jp/en/education-campus/campus/health/health_clinic.html

Insurance: You are required to join the Japanese National Health Insurance. The rate varies by residential ward, but is relatively low (¥1,300-3,000/month). Most ordinary medical treatments (including dental) are covered by the National Health Insurance.

Japanese health facilities will generally not accept foreign insurance policies in lieu of payment. Be prepared to pay all fees for treatment and hospitalization in cash immediately after services are rendered. You will then have to submit the required documents for reimbursement to CISI.