

Japan, Nagoya – Nanzan University Exchange

ACADEMIC YEAR / SPRING SEMESTER PROGRAM HANDBOOK

International Academic Programs (IAP) at the University of Wisconsin-Madison offers this program in cooperation with Nanzan University. This IAP Program Handbook supplements handbooks or materials you receive from Nanzan 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

Center for Japanese Studies (CJS)
Nanzan University
18 Yamazato-cho, Showa-ku
Nagoya, 466-8673
Japan
cjs-office@ic.nanzan-u.ac.jp

<http://www.nanzan-u.ac.jp/English/cjs/>

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

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

Program participants are required to attend all official Center for Japanese Studies functions, including the orientation at the beginning of each semester and the closing ceremony at the end of the year. Overseas students scheduling flights to their home countries should take care to plan their departures for after the closing ceremony. More detailed program dates will be available directly from Nanzan's Center for Japanese Language closer to 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 & Visa section of your MyStudyAbroad account.

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 Nagoya. Major airports near Nagoya are Chubu Centrair International Airport (NGO) www.centrair.jp, and Kansai International Airport (KIX) <https://www.kansai-airport.or.jp/>. Chubu Centrair has rail and bus connections to central Nagoya. Kansai International is further away but can be reached by JR local, express, and shinkansen services, and may be worth the extra travel time if your flight cost is especially good. Narita International Airport (NRT) www.narita-airport.jp is further afield, outside Tokyo, but is Japan's largest airport by far. If you need to get to central Tokyo from Narita:

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

NANZAN UNIVERSITY

Nanzan University, Japan's second largest Catholic university, hosts an undergraduate population of over 10,000 students. In 1946, it began as a College of Foreign Languages and has grown to a university with 7 faculties and 11 research institutes and centers. While it has maintained its Catholic orientation, there are many students who attend who do not identify with a particular faith.

Nanzan University www.ic.nanzan-u.ac.jp

CENTER FOR JAPANESE STUDIES

At Nanzan University, you will be taking courses within the Center for Japanese Studies (CJS), a department administered by the Center for International Education. CJS offers a special program especially set up for exchange students. CJS classes are taught primarily for exchange students, though some classes are comprised of a combination of foreign students and regular Nanzan University students. Taking regular university courses is not an option for students in the Center for Japanese Studies.

Nanzan University Center for Japanese Studies <http://www.nanzan-u.ac.jp/English/cjs/index.html>

ORIENTATION

UW-Madison students are required to participate in an orientation and Japanese language placement test at the beginning of your program at Nanzan University.

COURSE INFORMATION

Courses: Nanzan University publishes course information in its annual brochure, available online at their website.

Japanese Language Courses: The Japanese language courses are divided into classes of different proficiency levels. Each class level is divided into sections consisting of 12 to 13 students. Students will be assigned to an appropriate level based on the results of the Placement Test held at the beginning of each semester.

In the lower level Japanese language classes, English and Japanese are used as the media of instruction. Advanced language classes are conducted entirely in Japanese. The Japanese language courses focus on fostering reading, writing, speaking, and listening skills.

Additional CJS Courses, including:

- Japanese Seminar Courses
- Lecture Courses in Japanese Area Studies
- Open Courses
- Practical Courses in the Japanese Arts

Learn about each of these course types here:

<http://www.nanzan-u.ac.jp/English/cjs/program/index.html>

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 Nanzan University will convert to the same number of credits at UW-Madison. For example, 6 credits of Japanese Language will convert to 6 credits at UW-Madison.

Limits and Load: Full-time CJS students must take between 14 to 18 credits each semester. You may not bring back more than 18 credits per semester to UW-Madison after your program is over.

GRADES AND GRADE CONVERSIONS

Grades will be converted according to the following scale:

Nanzan University Grade	UW-Madison Grade
A+ / A	A
A-	AB
B+	AB
B	B
B-	BC
C+	BC
C / 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.

NAGOYA

Nagoya, one of the leading metropolises of international trade, industry and culture in Japan, has a population of over 2 million people and is approximately two hours from Tokyo by fast train. Be prepared for life in a large city, with long commutes, crowded conditions, very high costs, and plenty of concrete. Japanese commuters often spend 2 to 3 hours a day traveling to and from work on the city's buses and subways.

Nagoya City Information: <http://www.city.nagoya.jp/en/>

HOUSING

The Nanzan Center for Japanese Studies takes care of arrangements and can provide the following options. Please note that there are a limited number of places in each category and that it is often not possible to place all students in their first choice of accommodation. Every effort is made to accommodate students in their preferred choice, but flexibility is required. Please remember that accommodation arrangements are on a semester basis and that full-year students may be asked to change their placement after their first semester at the Center.

Homestay: All UW-Madison students are highly encouraged to choose the homestay housing option on this program. Students placed with a host family are able to enjoy experiences not available to students living in a dormitory or a rented room, such as participation in traditional Japanese celebrations like New Year, as well as the experience of acquiring the Japanese language by communicating with a Japanese family through common events in daily life.

Homestays usually include a daily breakfast and supper, and one-way commute times to the university may be between 60 to 90 minutes. Commutes of this length are not unusual in Japan, and many of the students in Nanzan University's undergraduate programs have a daily ride to and from school of over four hours. Nanzan University is located in a major metropolitan area, and host families are recruited from the entire area in order to accommodate as many students as possible. Every effort is made to place students in locations near the University, but commuting is a daily ritual for most students.

A careful and sincere effort to match students and families is made by the Nanzan University Housing Section. In addition, a comprehensive orientation is held before the start of the school year for host families who will be hosting students, and workshops are held throughout the year for the host families, to help them gain a better understanding of their experiences and to improve the quality of the program.

Off-campus Housing: Dormitories affiliated with Nanzan are also available.

Meals: On campus, there are three cafeterias, all of which are inexpensive. The University Cafeteria offers a selection of set meals, short orders, noodles, sandwiches and drinks. A set meal with a drink will cost around ¥500. A number of off-campus restaurants are also available within walking distance from the university and meals, without drinks, will average around ¥700. You will need to budget accordingly as lunches are not included in your program costs.

STUDENT LIFE

CJS Activities: CJS organizes a variety of excursions throughout the year to complement the academic program. Trips will vary year to year, but often include visits to such sites such as local industries (Toyota) or Buddhist monasteries. More information about CJS sponsored activities will be available once you arrive.

Club Activities: You are encouraged, as well, to participate as members of the larger Nanzan University in student clubs, festivals and tournaments. Club activities are a great way to meet students; however, many exchange students have found clubs to have significant time commitments. There are some "circles," which are clubs on a smaller scale that involve less time commitment.

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. Also be careful when you go out for just a drink, because 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 the 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 and UNIQLO.

TRANSPORTATION

Commuting distances will vary depending on where you are living. The most inexpensive form of transportation to and from school is a bike—but the long commuting distance between your homestay and school may make biking impractical. Otherwise, most students use trains or buses. You will be given the necessary papers for commuter passes (*teikiken*) during orientation. Ask your host family, dorm advisors or exchange student friends to determine which option is the best for you.

Buses: Charges are paid inside the bus. There are also pre-paid “Yurika” cards that are accepted on buses and subways (¥1,000, ¥2,000, ¥5,000), which not only come with a discount, but are convenient as well because they relieve you from the hassle of looking for change.

Trains: You can purchase a train pass (*teikiken*) for one, three or six month periods, with six-month passes being the most economical. To receive the student discount, be sure to show your Japanese university I.D. card (*gakuseisho*) when you go to purchase the train pass. All railway tickets—bullet train or otherwise—can be purchased at Nagoya Station.

Taxis: Taxis are available at taxi stands, as well as on the street (raise your hand to flag a taxi). Taxi charges are based on the meter system and are very expensive, costing about ¥650-700 just to get into one, and then the meter goes up exponentially as distance is covered. There are also “night rates” so be careful when taking taxis late at night.

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 harassment. Report any crimes immediately to the local police box (*Koban*).

HEALTH

Nanzan University has a student health clinic equipped to deal with simple illnesses and services are free of charge. If a full examination and hospitalization are necessary, you will be sent to a nearby hospital where you can get a thorough check-up and medication.

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.