



## Application Guidelines for Hokkaido Summer Institute (HSI) 2021 <For current students>

Hokkaido University (HU) accepts applications from currently enrolled students who wish to take courses in the Hokkaido Summer Institute (HSI) program. As there is no limit to the number of courses applicants can choose, they are able to combine courses according to their own majors and interests. They will be admitted as special auditors based on the evaluation of application documents by relevant course supervisors.

Enrollment periods of successful applicants are designated for individual courses. Course participants (special auditors) who pass the course examinations will be awarded credits for them.

\*Information concerning applications and courses is subject to change. Please make sure to check the latest information on the HSI 2021 website.

<https://hokkaidosummerinstitute.oia.hokudai.ac.jp/>

### ◀ Important notice About COVID-19 ▶

- In response to COVID-19, which is currently spreading around the world, HU has decided to offer majority of the courses online in HSI 2021. Applicants can apply for the courses without worrying about the spread of COVID-19 infection or traveling to Japan.
- Most of the courses offered online will also be available face-to-face at HU, which allows participants to come to Japan and take face-to-face classes. Regarding whether or not you can come to Japan, please check with the immigration control agency of the country where you are staying or your university.
- In face-to-face classes, measures against infectious diseases will be taken in accordance with the guidelines established by HU.
- The syllabus states whether or not the courses are offered online. Courses listed as “On-Campus or Online Course” in the course format are courses that are offered both online and face-to-face in principle, while those listed as “Online Course” are courses that are offered only online. Please note that online classes will not be offered for courses labeled “On-Campus Course (No Online Course)” and that participants are required to come to Japan and take them face-to-face.
- Information on technical requirements for taking online classes will be provided on the HSI website at a later date.
- For those who have paid the tuition fee but subsequently cannot come to Japan due to the impact of COVID-19 and do not take the course online, the tuition fee (and the Hokkaido University dormitory fee) will be refunded. However, please note that Hokkaido University will not pay fees for the cancellation of air tickets and self-arranged accommodation due to not coming to Japan.
- If there is a change in the responses of the Government of Japan and Hokkaido University due to the spread of COVID-19 infection in the future, the implementation method may change.

## 1. Application Eligibility

In order to be considered for the HSI Program, applicants must meet all the following requirements:

- 1) Applicants must be enrolled in a university or a graduate school as degree-program students at the time of application and during the HSI program period.
- 2) Applicants must have the English proficiency necessary to understand and participate in the course(s) they wish to take.
- 3) Applicants must meet the prerequisites indicated in the syllabus of course(s) they wish to take.

### Important Note:

Successful applicants, who plan to come to Japan and take face-to-face courses, are required to take out insurance covering medical expenses and liability during their stay at Hokkaido University, and submit a copy of the insurance policy by the designated deadline after receiving a notification of acceptance. They are not able to take courses without submitting a copy of their insurance policy by the deadline.

## 2. Online Application Process

### Before the Online Application Starts:

- 1) Read the application guidelines.
- 2) Browse the course information (syllabus and schedule) on each course page and choose course(s).
- 3) Prepare your application documents.

### During the Online Application Period:

- 4) Go to the "Application for Admission" page to create your account.
- 5) Log in to your account page and fill out the online application form.
- 6) Follow the instructions on the application page and upload all required documents.

Application guidance notes will be available on the website prior to the start of application.

Note:

Applications are considered complete once all documents have been accepted as valid by Hokkaido University.

## 3. Application Documents

Application documents shall be written in English, unless otherwise specified. Insufficient and/or incomplete documents WILL NOT BE ACCEPTED for application.

- 1) Application form  
Answer all of the questions on the online application form. A data entry form can be downloaded from the website.
- 2) Photo  
Front-facing, upper body, no hat; 354 x 295 pixels
- 3) Official certificate of student status  
showing 1) the date of enrollment and 2) the duration of study or the expected graduation date at home institution.  
A sample form can be downloaded from the website. Applicants who will graduate from their home institution before the HSI program starts are required to submit a certificate of acceptance from the home institution at the time of enrollment in HSI.
- 4) Official academic transcript  
showing 1) subjects, 2) grades, and 3) grading criteria for at least one academic year\* prior to the application.  
\*Students in the 1<sup>st</sup> year of the Master's (Ph.D.) course are required to submit the transcript of the Bachelor's (Master's) course.
- 5) Official English proficiency test certificate [Non-native English speaking applicants only]  
If relevant scores are unavailable, a documented certificate of English proficiency written by their home-institution academic supervisors or the equivalent can be submitted instead. A sample form can be downloaded from the website.
- 6) Copy of passport [Non-Japanese applicants only]  
\*Only for applicants who plan to come to Japan and take face-to-face courses.
- 7) Copy of student ID card with photo \*Only for applicants who plan to take courses fully online.
- 8) Written consent to enroll in Hokkaido Summer Institute [Applicants from within Japan only]  
\*A sample form can be downloaded from the website.

#### 4. Tuition Fee

Applicants granted permission for admission will be notified of the deadline for tuition fee payment. Tuition fees are payable by credit card. Tuition fees that have already been paid are non-refundable.

\*For those who have paid the tuition fee but subsequently cannot come to Japan due to the impact of COVID-19 and do not take the course online, the tuition fee (and the Hokkaido University dormitory fee) will be refunded. However, please note that Hokkaido University will not pay fees for the cancellation of air tickets and self-arranged accommodation due to not coming to Japan.

Application Fee	Entrance Fee	Tuition Fee
None	None	14,800 JPY per credit*

\*Those who enroll as exchange students from Hokkaido University (HU)'s partner institutions with which HU has concluded a memorandum of understanding on mutual tuition waivers are waived the tuition fees at HU. They must inform the relevant office at their home institution about their application before submitting application. Check the list of HU's partner universities on the website.

Those who enroll as exchange students from HU's partner institutions based on departmental exchange agreements are required to take at least one course organized by the HU department which their institution has concluded the agreement with.

#### 5. Application Period

##### ■ Graduate Course

	Application Period	Courses Available	Course Number (Graduate)
Early Application (1 <sup>st</sup> Application)	February 1 – 15	All courses	G001-G130
2 <sup>nd</sup> Application	March 29 – April 9	Courses starting on or after July 1	Please check the available course list on the website.
3 <sup>rd</sup> Application	May 24 – June 4	Courses starting on or after September 1	Please check the available course list on the website.

##### ■ Undergraduate Course

	Application Period	Courses Available	Course Number (Undergraduate)
Early Application (1 <sup>st</sup> Application)	February 1 – 15	All courses	U001-U027
2 <sup>nd</sup> Application	March 29 – April 9	Courses starting on or after July 1	Please check the available course list on the website.
3 <sup>rd</sup> Application	May 24 – June 4	Courses starting on or after September 1	Please check the available course list on the website.

Note:

Application submission opens at 12:00 on the first day and closes at 17:00 on the last day of the application period. [Japan Standard Time]

#### 6. Accommodation

Overseas applicants seeking accommodation for a week or more can apply for a place at a Hokkaido University (HU) student dormitory during the Early Application in February. HU Dormitory is not available to applicants for the second and third applications. Applicants may need to find alternative accommodation if the limited capacity of these dormitories is reached. Please also note that there are only a few rooms available in October since HU accepts many international students at the beginning of the semester. For more details, please refer to the website.

## 7. Steps after Submitting the Online Application

Screening results will be notified to applicants via e-mail within one and a half months after the application deadline. Successful applicants will be notified of further procedures such as confirmation of intent to enroll, dormitory applications, and the tuition fee payment deadline. Also, the following information will be available on each applicant's "My Page" on the website.

- Registered information (Personal information, courses, dormitory, fees, etc.)
- Request for invitation letter (For visa application)
- Student handbook
- Class preparation assignments

### ■ Steps after completing application

#### 1) Receive the result of screening.

	Application Deadline	Screening Result Notice and Confirmation of Intent to Enroll
Early Application (1 <sup>st</sup> Application)	February 15	Around the beginning of April
2 <sup>nd</sup> Application	April 9	Around the middle of May
3 <sup>rd</sup> Application	June 4	Around the middle of July

#### 2) Confirm your intention of enrollment and specify your desired period of stay at the dormitory\*

\*Only for applicants who apply for the dormitory during the Early Application Period. Applicants will be informed of the status of their request in late April.

#### 3) Start admission procedures on "My Page." (visa documents request, etc.)

#### 4) Register on "My Page" regarding whether or not you can come to Japan before paying the tuition and dormitory fees.

\*Only for applicants who initially planned to come to Japan at the time of application and selected courses which On-Campus course format is available. If you cannot come to Japan, please also indicate whether you will take the course online or cancel your registration.

#### 5) Pay tuition and dormitory fees on "My Page."

	Tuition & Dormitory Fee Payment Period
Students who start their studies in June	Beginning of May
Students who start their studies in July	Beginning of June
Students who start their studies in August	Beginning of July
Students who start their studies in September	Beginning of August
Students who start their studies in October	Beginning of September

\*A detailed schedule will be sent by email.

\*For those who have paid the tuition fee but subsequently cannot come to Japan due to the impact of COVID-19 and do not take the course online, the tuition fee (and the Hokkaido University dormitory fee) will be refunded.

#### 6) Make travel arrangements. (visa, flights, accommodations, etc.)

\*Only for applicants who plan to come to Japan and take face-to-face courses.

#### 7) Buy insurance. (mandatory)

\*Only for applicants who plan to come to Japan and take face-to-face courses.

#### 8) Register necessary information on "My Page."

#### 9) Participate in the HSI 2021 program.

## ■ Visa, Insurance, and Accommodations

\*The following information is subject to change due to the impact of COVID-19.

### -Visa

Program participants who stay in Japan for up to 90 days will require short-term visas, with the exception of those from countries and regions with which Japan has visa exemption arrangements. Overseas applicants are advised to check the list of such countries and regions on the Ministry of Foreign Affairs website below before submitting application documents. Successful applicants who need to apply for a visa will be informed of the necessary procedures once they are granted permission for admission.

[https://www.mofa.go.jp/j\\_info/visit/visa/](https://www.mofa.go.jp/j_info/visit/visa/)

### - Insurance

Program participants, who plan to come to Japan and take face-to-face courses, must take out travel insurance to cover possible accidents, injuries, illnesses or other incidents irrespective of their period of stay. Hokkaido University is not responsible for any unforeseen contingencies in which they may be involved. As such, they must follow the necessary procedures prior to departure from their country. Their insurance must cover death and medical care expenses due to sickness as well as accidental injury. Personal liability must also be covered by insurance in the event of an accident that results in injury or property damage for which they will be held legally responsible.

### -Accommodations

Applicants requesting dormitory accommodation in the Early Application period will be informed of the maximum period of stay and asked to indicate their desired accommodation dates in early April. They will then be informed of the status of their requests in late April. They may need to find alternative accommodation if applications for the dormitory reach maximum capacity.

## 8. Points to Note

- 1) Applicants should consider their course selections carefully before submitting an application since they generally cannot add courses after application submission.
- 2) Applications are screened by faculty members in the relevant subject area, and the method of selection differs by course. Decisions are made on completed applications before applications in the subsequent application period are screened. Some courses, where the number of qualified applications reaches full capacity, may not accept applications in the subsequent application period.
- 3) Each course has a designated level. Before submitting an application, applicants should check the table below to see which level's courses they can take:

	Undergraduate students	Master's students	Ph.D. students
Undergraduate level	Applicable	Applicable	Applicable
Master's level	—	Applicable	Applicable
Graduate level	—	Applicable	Applicable
Ph.D. level	—	—	Applicable

- 4) Successful applicants may be contacted by relevant course instructors before classes start.
- 5) Successful applicants who fail to confirm their intent to enroll and/or to pay tuition fees by the designated deadline are deemed as having decided not to enroll in the program and therefore cannot take courses.
- 6) Successful applicants who decide to cancel all or part of their courses after submitting an application should use the Inquiry Form or an e-mail to let the Hokkaido Summer Institute Managing Section know of their decision and related circumstances. Please note that if they cancel their enrollment in the program, tuition fees and dormitory fees that have already been paid will not be refunded under any circumstances, except in the event the program is cancelled for any reason by HU or in the event they cannot come to Japan due to the impact of COVID-19. They can request refunds up to the day before the start of the course they applied for.
- 7) Hokkaido Summer Institute reserves the right to cancel the course due to unforeseen and/or unavoidable circumstances. In this case, any expenses incurred other than tuition and dormitory fees will not be reimbursed. Applicants should keep this in mind when making travel arrangements.

## 9. Handling of Personal Information

- 1) All personal information collected by Hokkaido University (hereinafter referred to as “the University”) will be completely protected in compliance with the Act on the Protection of Personal Information Held by Independent Administrative Agencies, the EU’s General Data Production Regulation (hereinafter referred to as “GDPR”), and other related acts and pursuant to the Hokkaido University Personal Information Management Regulations.
- 2) Names, addresses, and other personal information provided to the University through the application process will be used solely for (a) enrollee selection, (b) the announcement of exam results, (c) admission purposes, (d) surveys and research on enrollee selection methods, and (e) related processes.
- 3) Personal information obtained through the application process will be used only for those who are admitted for (a) school administration purposes (student registration, etc.), (b) student support services (health management, participation in events, etc.), and (c) tuition and accommodation fees, and other administrative purposes.
- 4) The University also collects technical visitor information on the website, such as the date and time of access, the domain from which access is made, and the cookies (small information file stored on the hard drive of the computer used to access a website.) This information is not linked to individuals and cannot be used trace the identity of a visitor. The data collected and stored is used for statistical analysis of site usage and enhancement of the website.
- 5) Some of these processes may be outsourced by the University to a contracted service provider (hereinafter referred to as “the Contractor”). All or some of the personal information provided by applicants may be provided to the Contractor only as needed to perform the tasks for which it has been contracted.

### -GDPR Privacy Policy

- 6) The University processes applicants’ personal data with their consent. (GDPR, Article 6, Paragraph 1 (a)).
- 7) The consent set forth in 6) may be revoked at any time. However, it will not affect the lawfulness of their personal data that has already been processed with their consent prior to the revoke.
- 8) Personal data collected will be kept for 10 years counting from the subsequent fiscal year (from April to -March) after the fiscal year their data was collected.
- 9) Data subjects (individuals whose personal data is collected, held and processed) have the following rights as stated in GDPR, as well as other related laws and regulations:  
To access their personal data / To have their inaccurate personal data corrected/ To have their personal data deleted where appropriate/ To restrict the processing of their personal data / To object to the processing of their personal data/ To transfer their personal data to third-party entities.
- 10) If they are not happy with the way their personal data is handled, or the response they received from the University, they have the right to file a complaint to a supervisory authority defined in GDPR (Article 51, Paragraph 1).
- 11) The University is governed by the Incorporated Administrative Agency (IAA) Personal Information Protection Act. The European Commission’s adequacy decision is not applicable to the University.

## 10. Other Information

Please refer to the HSI 2021 website for further information.

<https://hokkaidosummerinstitute.oia.hokudai.ac.jp/>

Courses: Course Categories, Find a Course, Course Number List, Course Calendar, Credits, etc.

Application: Application Guidelines, Application for Admission, Visa / Insurance, etc.

Fees and Payment: Payment of Tuition & Other Fees

Daily Life: Accommodations / Campus Facilities, Access to HU campus, Living Cost, etc.

FAQ

## 11. Inquiries

Hokkaido Summer Institute Managing Section

Student Exchange Division, Academic Affairs Department, Hokkaido University

Email: [hokkaido\\_summer@oia.hokudai.ac.jp](mailto:hokkaido_summer@oia.hokudai.ac.jp)

Address: North 15, West 8, Kita-ku, Sapporo, Hokkaido, 060-0815, Japan