



Application Guidelines for Hokkaido Summer Institute (HSI) 2022

<For undergraduate or graduate students*HU students are excluded.>

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 2022 website.

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

« Important notice About COVID-19 »

【Establishment of online courses】

- Taking into consideration the ongoing COVID-19 situation, HSI2022 will also be offering many online-based courses. Applicants may choose the course they wish to take as an On-Campus course (Face-to-face), eHSI course (Online), or Recurrent Education course (HSI for Adults).

【Exception for course format changes】

- Course format changes will not be permitted once an application has been submitted. However, in the event applicants are unable to come to Hokkaido University due to the spread of COVID-19 and the course they plan to take offers a combination of face-to-face and online classes, the applicants will be allowed to change their course to the online format.

【Exception related to program fees】

- For those who have paid the program fee but are unable to attend face-to-face classes due to any of the reasons below associated with the spread of COVID-19, the program fee (including the Hokkaido University dormitory fee, if applicable) 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.

(1) Hokkaido University cancels the face-to-face course, and the applicant does not wish to take the course online.

(2) For reasons beyond the applicant's control, they are unable to board a plane to travel to Japan or Hokkaido and does not wish to take the course online.

(3) The applicant is found to have contracted COVID-19 during the period from 13 days before the first day of the course they plan to take until the day before, and a medical certificate issued by a public institution is submitted to Hokkaido University within one month from the first day of the course.

【Others】

- In face-to-face classes, measures against infectious diseases will be taken in accordance with the guidelines established by Hokkaido University.
- 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.

*For applicants who are high school/university graduates or working adults, please refer to the Application Guidelines for Non-Students.

- 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: Only for students participating in HSI from outside Japan

Successful applicants, who live outside Japan and 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. Applicants who wish to check the contents of the application form before applying online can download the application form from the website.

« Note: course format changes »

Course format changes will not be permitted once an application has been submitted. Therefore, applicants should carefully consider which course they wish to take and decide accordingly.

*Only applicants who are unable to come to Hokkaido University due to the spread of COVID-19 and plan to take a course consisting of a combination of face-to-face and online classes may change their course to online format.

- 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.

Applicants who are unable to obtain a certificate meeting the above requirements may use a certificate form downloaded from the website and obtain a certificate from the academic affairs department at their university.

« Important note: University enrollment at the time of HSI2022 participation »

Even if applicants are enrolled in university at the time of application, those not enrolled as regular students when taking HSI2022 courses may not apply as undergraduate or graduate students.

However, those who are scheduled to graduate from their current university after April 1, 2022, and plan to enter graduate school by October 1, 2022, will be allowed to apply as a graduate student by submitting their current certificate of enrollment and certificate of passing the entrance examination of the school they plan to enter (alternatively, a copy of the acceptance letter). Please note that even if applicants meet the relevant requirements, those who do not submit a certificate of acceptance from the school they plan to go to, including cases where the school they will go to is undecided, will not be able to apply as university students.

4) Official academic transcript

*Only for applicants who take courses with the indication “This course requires an academic transcript at the time of application” on “Additional Information” of the course page.

showing 1) subjects, 2) grades, and 3) grading criteria for at least one academic year* prior to the application.

*Students in the 1st 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]

Applicants must submit a score certificate listed below.

TOEIC Listening & Reading, TOEIC IP, TOEFL iBT, TOEFL ITP, IELTS,
The EIKEN Test in Practical English Proficiency

« Important note »

Applicants who do not have scores for the above tests must take the Duolingo English Test.

■ Duolingo English Test

This is an English proficiency test you can take online. Results are provided in two days.

For more information, please visit the website below.

<https://englishtest.duolingo.com/>

■ Score certificates for English proficiency tests not listed above, including the tests listed below, will not be accepted under any circumstances.

TOEIC Speaking & Writing Tests, TOEIC Speaking Test, TOEIC Bridge Test

« Important note »

■ Applicants who have received (or are receiving) university/graduate school education in English

Applicants who have received (or are receiving) university/graduate school education in English are exempted from submitting the above score sheet by submitting official documents showing that the applicant has received university/graduate school education in English issued by the university: Medium of Instruction certificate (MI).

« Medium of Instruction certificate (MI) »

This is proof that students have completed (or are enrolled in) a regular university/graduate school degree program offered in English only. If the academic transcript or graduate certificate states that the university/graduate school education was conducted in English, students may use it as an MI certificate.

If the applicants’ university do not issue an official MI certificate, they will need to ask their university to issue a certificate stating that the entire curriculum at their university (graduate school) is conducted in English.

6) Copy of passport

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

7) Copy of student ID card with photo [Residents of Japan and applicants applying for the online course (eHSI) only]

*Only for applicants who plan to take courses fully online

* If your student ID does not have a photo, please submit a copy of another ID with a photo.

8) Written consent to enroll in Hokkaido Summer Institute [Applicants from within Japan only]

*A sample form can be downloaded from the website.

4. Program Fee

The program fee for those who are university/graduate school students at the time of participation in HSI2022 is as follows.

Program Fee : 14,800 JPY per credit

« Breakdown of expenses »

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

[Payment of the program fee]

Applicants granted permission for admission will be notified of the deadline for program fee payment. Program fees are payable by credit card. Program fees that have already been paid are non-refundable. If applicants fail to pay the program fee within the designated period, their permission will be canceled.

For those who have paid the program fee but are unable to attend face-to-face classes due to any of the reasons below associated with the spread of COVID-19, the program fee (including Hokkaido University dormitory fee, if applicable) 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.

- (1) Hokkaido University cancels the face-to-face course, and the applicant does not wish to take the course online.
- (2) For reasons beyond the applicant's control, they are unable to board a plane to travel to Japan or Hokkaido and does not wish to take the course online.
- (3) The applicant is found to have contracted COVID-19 during the period from 13 days before the first day of the course they plan to take until the day before, and a medical certificate issued by a public institution is submitted to Hokkaido University within one month from the first day of the course.

【Exemption for tuition fee】

Those who enroll as exchange students from Hokkaido University (HU)'s partner universities outside Japan 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

	Application Period	Courses Available
1 st Application	March 7 – 16	All courses
2 nd Application	June 1 – 7	<ul style="list-style-type: none"> ■ On-Campus Course Courses starting on or after September 1 ■ Online Course Courses starting on or after August 1

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 1st Application in March. HU Dormitory is not available to applicants for the second application. 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 pertaining to permission to take courses for each subject will be notified to applicants via e-mail approximately one month 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.

In addition, successful applicants will be provided with their own "My Page" on the website. 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 (HSI participation guideline)
- Event information

■ Steps after completing application

- 1) Receive the result of screening.

	Application Deadline	Screening Result Notice and Confirmation of Intent to Enroll
1 st Application	March 16	Around the middle of April
2 nd Application	June 7	Around the beginning of May

- 2) **【Important】** We will once again confirm each applicant's intention of enrollment as "Enrollment Confirmation" within the designated period.

*It will be assumed that those failing to complete their "Enrollment Confirmation" do not intend to enroll, and we will

cancel their permission to take courses.

*Those who wish to cancel their enrollment after “Enrollment Confirmation” should notify us of their intentions by e-mail.

*Those who live in Japan will not be subject to any special procedures after “Enrollment Confirmation” and up until payment of the program fee.

3) 【Only for applicants who live outside Japan and will be taking a face-to-face course】

1. 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 1st Application Period. Applicants will be informed of the status of their request in late April.

2. Start admission procedures on “My Page.” (visa documents request, etc.)

4) 【Only for applicants who live outside Japan】

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(if implemented) 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	End of April
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.

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 live outside Japan and plan to come to Japan and take face-to-face courses.

8) Register necessary information on “My Page.”

9) Participate in the HSI 2022 program.

■ **Visa, Air ticket, Insurance, and Accommodations** 【Only for applicants who live outside Japan】

*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 should be sure 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/

- Air ticket

Program participants, who plan to come to Japan and take face-to-face courses, must submit a copy of the e-ticket for the flight to Japan and back on “My Page” before paying the tuition and dormitory fees.

- 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 1st 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) In principle, applicants may not add courses after submitting their application. Therefore, applicants should carefully consider their course selections before applying.
However, applicants may add courses offered as online (eHSI) courses only during the designated period after the application period. For more information, please refer to the website at a later date.
- 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 Hokkaido University 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.
- 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 2022 website for further information.

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

11. Inquiries

Hokkaido Summer Institute Managing Section

Student Exchange Division, Academic Affairs Department, Hokkaido University

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