From [Dean’s Name]

Dean of [Academic Department]

[XXXX University]

[Address]

[Date]

To Shinya Takeda

Dean of Graduate School of Asian and African Area Studies

Kyoto University

46 Shimoadachi-cho, Yoshida, Sakyo-ku

Kyoto 606-8501, JAPAN

Request for the Admission of a Short-Term International Student

[In accordance with the (NAME OF AGREEMENT, please refer to “Attachment 1”)], we hereby request that our student be admitted to your university under the following conditions.

1. Name of student: Last Name, First Name Middle Name
2. Status of student at home institution (please select the applicable option from those given below):

enrolled in a doctoral program / enrolled in a master’s program / enrolled in an undergraduate program

1. Duration of participation: October 16, Monday, 2023–December 18, Moday, 2023.
2. Name of supervisor of student at host institution: Last Name, First Name Middle Name
3. Program summary: “AY2023 IAfP Short-Term Exchange Program – Kyoto University –” offers an elementary Japanese language course, individual research guidance, and a joint training course both online and in-person. The elementary Japanese course is a basic-level Japanese language course offered to participants online before their arrival in Japan. Individual research guidance entails guidance for participants on their research from the Kyoto University faculty members who have accepted them. The joint training course comprises lectures on local knowledge and endogenous development in Africa, Japanese culture and language, and joint research presentations with Kyoto University graduate students.
4. Examination fee, admission fee, and tuition fee:

Short-term international students by mutual agreement are exempted from paying examination fee, admission fee, and tuition fee to their host institution.

1. Other educational and living expenses:

Short-term international students must bear the cost of their study materials and equipment, room and board and travel and transportation expenses, and other personal fees and expenses.

1. Health insurance and medical expenses:

This program will be held online and in-person. Students must bear any expenses incurred for medical treatment.