

2022-23 Southern Indiana Japanese School (SIJS) Exchange Program Recruitment Summary

December 16, 2021

1. General Overview:

The Southern Indiana Japanese School (SIJS) in Evansville, Indiana, was founded when a Japanese company established a plan so that the children of the Japanese employees could study Japanese, social studies, math, and English using the textbooks used at the schools in Japan for the time they are in Indiana until they return to Japan. At present, children of employees from several companies attend SIJS. The school is managed by the University of Southern Indiana (USI). We have about 52 students and 12 teachers. Most years we need to hire one to five new exchange student teachers.

This exchange program provides a means for the people who want to study abroad to study at the University of Southern Indiana (USI) to acquire a degree while teaching at SIJS. The cost of studying at USI is partially covered through this program.

2. Period of Time You Study at USI:

The selected applicant(s) generally study at USI for two years. Those selected for the coming period will study and teach from approximately **July 29, 2022** until approximately **June 24, 2023**. SIJS has 47 school days. In 2022-2023 calendar, SIJS has classes on 42 Saturdays, and five Fridays.

The selected applicant(s) may study at USI for one year. Those selected will study and teach from approximately **July 29, 2022** until approximately **June 24, 2023**.

3. Volume of Recruitment

At this time, SIJS expects to hire two to five new teachers.

4. Qualification to Apply and Study at USI:

(1) Applicants need to have an associate degree or bachelor degree, since they need to complete a bachelor's or master's degree in two years. Applicants must exceed USI's minimum score on TOEFL. Applicants' transcripts will be evaluated and those who are considered to be able to successfully pursue degrees at USI will be selected. The applicant with the associate degree will pursue the bachelor's degree and the applicant with the bachelor's degree will pursue a second bachelor's degree or a master's degree. The applicant who will pursue a master's degree may need to take the GRE/GMAT test

depending on the degree program. He/she might need to achieve the higher score on GRE/GMAT than the standard score. Current college students who have completed the credits of two years at college may apply for this program.

Minimum test score to be admitted to USI

	Person to pursue undergraduate course	Person to pursue graduate course
TOEFL Internet based	71	79
IELTS	6.0	6.5
Other tests are accepted like Pearson and DuoLingo for undergraduate admission. Please contact us at i.apply@usi.edu		

For more information about TOEFL test dates, locations, and fees, visit the [ETS TOEFL](https://www.ets.org/toefl/test-takers/) website at <https://www.ets.org/toefl/test-takers/>. **The USI TOEFL code is 1335.**

For more information about IELTS, visit the following site:
<https://www.ielts.org>

(2) We would like the applicants who would like to study at the College of Nursing and Health Professions to express their wish when they apply for this program. USI will decide whether the applicant is admitted to study at the College of Nursing and Health Professions or not after reviewing the transcripts from the university in Japan.

5. Courses and Cost:

The cost below is an estimate for the 2022-2023 academic year. It is likely that some costs will increase. USI pays only for the items below.

(1) Undergraduate Course: USI pays the following for the person pursuing the bachelor's degree for two years.

ITEMS THAT USI PAYS*	AMOUNT
Tuition and Qualified Fees: Actual to a Maximum of 30 Undergraduate Credit Hours per Academic Year*	\$20,460
Stipend	\$5,600
Health Insurance Stipend*	\$1,775

University Service Fee*	\$90
Total for 2022-23**	\$27,925

***These amounts are estimated.**

****The tuition estimate above assumes no qualified fees.**

(2) Graduate Course: USI pays the following for the person pursuing the master's degree for two years.

ITEMS THAT USI PAYS*	AMOUNT
Tuition and Qualified Fees: Actual to a Maximum of 18 Graduate Credit Hours per Academic Year*	\$14,776
Stipend	\$5,600
Health Insurance Stipend*	\$1,755
University Service Fee*	\$90
Total for 2022-23**	\$22,221

***These amounts are estimated.**

****The tuition estimate above assumes no qualified fees.**

(3) Intensive English Program (IEP): Selected applicants who need to raise their TOEFL scores to qualify for an undergraduate or graduate course can study IEP at USI for about one year. USI will pay as follows:

ITEMS THAT USI PAYS*	AMOUNT
IEP Tuition (**2023 spring semester)*	\$5,900
Stipend	\$5,600
Health Insurance Stipend*	\$1,775
University Service Fee*	\$30
Total for 2022-23**	\$13,305

***These amounts are estimated.**

****The individual is responsible for the 2022 fall semester IEP tuition in the 2022-2023 academic year.**

6. Cost an Individual Pays

The cost below is an estimate for the 2022-2023 academic year. It is likely that some costs will increase.

(1) The estimate that an individual who studies in the undergraduate course or in the graduate course at USI pays, regardless of program, is estimated as follows:

ITEMS THAT STUDENT PAYS*	AMOUNT
Textbooks and Supplies (varies by individual)*	\$1,248
Fees (Application Fee, Enrollment Fee, Matriculation Fee, Student Activity Fee, Transportation and Parking Fee, Health Center Fee, Counselling Center Fee, Assessment Fee, Apartment Application Fee, International Student Fee, Housing Student Activity Fee)*	\$1,755
Health Insurance Fee*	\$1,775
Housing in 4 people/2 bedroom Apartment-12 months (The housing rate is the case when a student/instructor lives in a 4 people/2 bedroom at USI apartment house for 12 months. In 4 people/2 bedroom, 2 students share one bedroom and 4 students share a living room and a kitchen).*	\$7,855
Fall and Spring semester meal plans (Other meal plans are also available, or the teacher may choose to do his/her own cooking. The estimate of self-cooking may be generally less than the meal plan cost.)*	\$4,788
Summer semester meals estimate (Summer semester meal plans are not available, but dining dollars can be purchased to use for meals on campus. Other options are available or the teacher may choose to do his/her cooking. The estimate of self-cooking may be generally less than dining dollars cost.)*	\$2,500
Personal expenses estimate	\$2,000
Tax	
Total for 2022-23*	\$21,921+tax

***These amounts are estimated.**

(2) The estimate that an individual who studies IEP at USI pays is as follows:

ITEMS THAT STUDENT PAYS*	AMOUNT
2021 fall semester tuition*	\$5,900
Fees (Application Fee, Enrollment Fee, Matriculation Fee, Student Activity Fee, Transportation and Parking Fee, Health Center Fee, Counselling Center Fee, Assessment Fee, Apartment Application Fee, International Student Fee, Housing Student Activity Fee)*	\$1,755
Health Insurance Fee*	\$1,775
Housing in 4 people/2 bedroom Apartment-12 months (The housing	\$7,855

rate is the case when a student/instructor lives in a 4 people/2 bedroom at USI apartment house for 12 months. In 4 people/2 bedroom, 2 students share one bedroom and 4 students share a living room and a kitchen).*	
Fall and Spring semester meal plans (Other meal plans are also available, or the teacher may choose to do his/her own cooking. The estimate of self-cooking may be generally less than the meal plan cost.)*	\$4,788
Summer semester meals estimate (Summer semester meal plans are not available, but dining dollars can be purchased to use for meals on campus. Other options are available or the teacher may choose to do his/her cooking. The estimate of self-cooking may be generally less than dining dollars cost.)*	\$2,500
Personal expenses estimate	\$2,000
Tax	
Estimated Total for 2022-23*	\$26,573+tax

***These amounts are estimated.**

In the past, most IEP students were able to achieve the necessary English fluency in two semesters. However, some IEP students were able to achieve satisfactory English in one semester. In this case, the individuals switch to the undergraduate or graduate course for spring 2023. An individual is responsible for the 2022 fall semester tuition even if she/he completes IEP in one semester. In the event someone required summer school to complete IEP, the individual is responsible for the additional summer school fee.

(3) Other Costs

- a. All costs not included above, including personal expenses, taxes, airfare, other travel, visa, TOEFL, etc., are the responsibility of the individual.
- b. If the applicant would like to live in the off-campus apartment house after living in the on-campus apartment house for one year, she/he can do that. However, the taxi to go to SIJS on Saturday is not available if you live in the off-campus apartment house.
- c. USI is located in the outskirts of Evansville. It takes about 8 minutes to go to the closest shopping center by car. The bus leaves USI main campus every 30 minutes on weekdays during the semesters. However, during the summer

vacation (between mid-May and late August), fall break, Thanksgiving holidays, and Winter Recess, the bus does not leave the main campus. During the vacations and holidays, the availability of the restaurants and fastfood stores is limited. Certain period of Winter Recess no restaurant is available. Therefore, some students in the exchange program pay to buy a car and share the car. The students who do not own a car ask their friends for ride or use a taxi.

- d. The health insurance that USI provides does not include the insurance the eye-doctor nor the dentist. However, the students can purchase the dental and eye discount card.

7. Classes and Visa Status

(1) Undergraduate Studies

USI pays for up to 30 undergraduate credit hours per academic year for the individual who studies in the undergraduate course. Students may take up to 15 credit hours each in fall and spring semesters. Students must take a minimum of 12 credit hours per semester to meet visa status requirements. Undergraduate students may take three hours in summer school if they take fewer than 15 hours in fall or spring.

(2) Graduate Studies

USI pays for up to 18 graduate credit hours per academic year for the individual who studies in the graduate course. Students may take up to nine credit hours each in fall and spring semesters. Students must take a minimum of six credit hours per semester to meet visa status requirements. The total hours required for completion varies from one graduate degree to another. Generally, a degree cannot be completed in two years by taking six hours per semester. Sometimes it is hard to take nine hours in the first fall semester. In that case graduate students may take six hours in 2022 fall semester and three hours in 2023 summer school. These three hours are included in the 18 hours that USI pays per academic year.

(3) Credit Hours and Degree

He/she needs to consult his/her advisor to find how many credit hours are required to complete the degree and what classes he/she needs to take. He/she needs to visit the International Programs and Services for advice.

8. Class Cancellation

Class registration occurs before the semester starts. Occasionally, a student may need to cancel his/her class after the registration due to his/her circumstances. USI has a refund schedule that varies from a 100% refund to no refund, depending on how early in the semester classes are cancelled. Each individual is responsible for confirming the refund schedule each semester and is responsible to pay any portion of tuition not refunded.

9. How to Apply:

Contact Ms. Mitsuko Owa, Interim Principal/Director, Southern Indiana Japanese School, by **February 10, 2022** to obtain the Exchange Program application form. Fill in the application form and write the essay and send both to Ms. Mitsuko Owa by email mowa@usi.edu by **February 20, 2022**.

10. Announcement of the Result of the Selection:

The following section describes the work to be done by the applicant and USI.

We will select the candidates and inform of the result of the selection by e-mail by **March 13, 2022**. The selected applicants must complete the “USI” application form to be admitted to USI online. Please submit the application form with other original documents online or to the address below by **April 30, 2022**.

Address: University of the Southern Indiana, 8600 University Blvd., Evansville, IN 47712 , USA
 TEL: 812-469-1922
 Home page: <https://www.usi.edu/outreach/southern-indiana-japanese-school>
 E-mail: mowa@usi.edu

The documents that you will send to us are as follows:

The Application Form	<ul style="list-style-type: none"> ● Information about USI is available at www.usi.edu. ● For the applicant who will study IEP or the Undergraduate Studies, please complete the online application. Please click “Apply” on the USI homepage. In the page of “type of the application you need,” click “International.” In the page of “How to Apply,” click “Intensive English Program.” In the page of “Intensive English Admission,” click “International Student Application” on line 2 in the item 1. Complete the application form. ● For the applicant who will study the Graduate Studies, click “Graduate Studies” in the “How to Apply” page. In the page of “International Students,” click “1) Online Graduate Studies Application.” Click “Apply today.”
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Other Documents	<ul style="list-style-type: none"> ● TOEFL/IELTS test result. This needs to be directly sent to USI from the test organization. ● GRE/GMAT test result (only for the graduate school applicant depending on what course degree you will pursue. These test (s) can be waived depending on the person's qualifications. Please contact the graduate office to learn more about the conditions under which this can be waived) ● Please upload electronically on the website once you apply or email to i.apply@usi.edu the following transcripts. Make sure you bring the original with you once you come to USI. <p>For the graduate studies you have to send your transcripts directly from your institution to one of the transcript evaluating organizations. Please contact the graduate Studies Office for more information.</p> <ul style="list-style-type: none"> ▪ Transcript of the university (junior college) in English ▪ Transcript of the high school in English ▪ Graduation certificate of the high school in English ▪ Graduation certificate of the university (junior college) in English if you have graduated <ul style="list-style-type: none"> ● Please upload the following in the page of "Intensive English Admission" : <ul style="list-style-type: none"> ▪ Bank Certificate that proves that the applicant has more than \$30,000 in the bank. ▪ Official Statement of Finances. It is available on the page of "Intensive English Admissions." Please click "International Student Statement of Finances" in the article 4 on the page. Download and make a print and fill it in. ▪ Passport Copy ● For those who will study the Undergraduate Studies USI will evaluate the transcript. Therefore, you do not need to have your transcript of the university in Japan written in English evaluated by a US evaluation agency.
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11. Letter of Agreement

We will send a Letter of Agreement (LOA) to the applicant in Japan before he/she travels to the US. The applicant will read the terms and conditions of the LOA for understanding. Then he/she will sign LOA if he/she agrees to the terms and conditions and will send it to us. Attached please find a sample [Attachment A] of the 2021-2022 LOA. The LOA terms and conditions will be updated every year to reflect changes in tuition and fees,

policies and processes, etc.

12. Document to Apply for Visa:

The application forms for visa will be prepared by USI. We will send the document for you to apply for the visa by May 29, 2022. We would like the applicants to apply for visa. The visa will be either F-1 or J-1.

13. Coming to US:

The selected first-year Student Instructor is expected to report to USI early enough to meet any applicable USI's quarantine period and to attend orientation for the Student Instructors prior to start date of July 29, 2022. USI housing is available for rent. USI classes will start August 22, 2022.

14. Program Implementation Schedule The schedule below is an approximate timeline. It may change based on the timing of receipt of the application or any unforeseen circumstances.

	Applicant	SIJS	USI
By 2/20	submit	→ receive	
~3/13	↓ Selection result	← selection	→ selection result
~4/30	Complete USI application forms and documents ↓ send		→ receive
~5/29	← receive		← Visa application form
June	Visa application Air ticket		
June	confirmation sign	← Letter of agreement	→ prepare letter of agreement
~7/15 (timeline depending on quarantine restrictions)	Arrival in Evansville		

15. The Roles of Organizations and USI

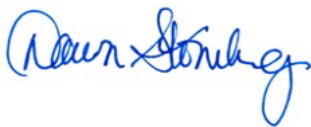
- (1) USI makes the recruitment summary. USI and SIJS are responsible for the recruitment summary.

- (2) USI requests the organizations in Japan for recruitment and reception with the goodwill of the organizations.
- (3) After the application, USI supports the visa application and enrollment procedure. USI makes the agreement with the applicant. Please contact SIJS for the detailed questions.

16. Important Notes

During the program, there might be the changes of the system and the policies of the university through unavoidable circumstances. Therefore, the letter of agreement might differ from the terms and conditions in this recruitment summary. If there are any changes, we will inform the selected student instructor as soon as possible.

If the student teaching responsibilities start later than approximately July 29, 2022 or if the student teacher must leave USI and conclude teaching responsibilities prior to June 24, 2023 due to unforeseen circumstances, the stipends will be reduced and prorated accordingly.



Dawn Stoneking
Executive Director, Outreach & Engagement
University of Southern Indiana

12/16/2021

Date