

# **EIS - U.S. University Visitors Seminar at Fulbright Japan**

## **【Objectives】**

The primary goal of the Visitors Seminar is to provide opportunities for both prospective students and U.S. institutions to meet face to face. The purpose of the seminar is not only to introduce representatives of visiting institutions, but also to provide useful information on overall U.S. higher education to prospective students in Japan. Educational Information Service (EIS) at Fulbright Japan suggests including some or all of the following topics in the presentations: the U.S. educational system, characteristics of the U.S. educational environment, current trends, admission procedures, scholarships, and practical training. Representatives are also welcome to suggest their own topics.

## **【Specifics of the Seminars】**

### **Participants/Visitors:**

- Participation will be limited to groups of individuals representing between three and six accredited institutions of higher education (hereafter referred to as “Representatives”). For example, those coming could be representing consortiums or be on recruiting tours. Due to limited resources, we will not be able to accept requests from individuals.
- Commercial study-abroad agencies may **NOT** accompany the institutional representatives.

### **Submission Requests:**

Requests to hold a seminar at Fulbright Japan must be made at least three months in advance by email to [eas@fulbright.jp](mailto:eas@fulbright.jp)

### **Schedule:**

In most cases, Fulbright Japan will be able to accommodate requested dates for the seminars. However, this may not be possible when the requested dates conflict with regular Fulbright Japan activities and operations such as the Fulbright New Grantee Orientation, and the EIS annual Outreach Programs in October, November and early December.

### **Venue – Fulbright Japan conference room:**

The conference room at the Fulbright Japan Secretariat will be used for the seminars:

- \* Address: Sanno Grand Building #207  
2-14-2 Nagata-cho  
Chiyoda-ku, Tokyo
- \* Capacity: Maximum 50, including both representatives and prospective students.

**Sample Schedule:**

15:00-15:30	Presentation to Japanese students (one topic)
15:30-16:30	Presentation about each Institution (5-10 min. each)
16:30-17:00	Free discussion with students (mini fair style)
17:00	End of program

**Presentation Topics:**

Presentation topics should be general, covering overall aspects of U.S. higher education. Suggested topics are listed below. You are also welcome to suggest your own topics, which may be useful to prospective Japanese students. Please note that this seminar is not meant to endorse any particular school(s) to the Japanese public. However, during the seminar, each representative will have an opportunity to briefly introduce their institution. In addition, you will have time to talk to individual students during the free discussion period.

\* Suggested Presentation topics

- Characteristics of US Higher Education
- Liberal Arts Education in the U.S.
- Transfer System from Community Colleges to 4 year Universities
- Admission Process & How Students are Selected
- Scholarships & Financial Aid for International Students
- Practical Training Opportunities for International Students
- Campus Life & Alumni Relations

**Coordination with Representatives:**

Once a request is approved, an EIS adviser will be assigned to coordinate the seminar with the Representatives.

**PR and Announcement of the Seminars:**

EIS will work with the institution to develop promotional materials for the seminar. Seminars will be publicized in the following manner:

- \* Announcement on Fulbright Japan 's website.
- \* Fliers on the bulletin board at the EIS Reference Library.
- \* E-mail announcements to EIS users registered to receive such information.

Specific individuals within the institution's own database may be invited; however, all

materials announcing the seminar must be reviewed by Fulbright Japan /EIS before being sent to prospective students.

**Student Registration and Contact:**

Students will be asked to pre-register for the seminar via the EIS page. EIS will provide periodic updates of the registration status to the Representatives.

**【Fulbright Japan's Services for Visitors】**

\* **Briefing to Representatives:** General and timely information on the Japanese educational system, and current trends of Japanese students who are seeking opportunities to study at U.S. universities and colleges.

**\*\*\* Fulbright Japan CANNOT PROVIDE**

- \* A venue for meeting individual students.
- \* Arrangements to meet with non-students such as educational organizations, institutions, consular officials, or alumni receptions.

**【Guidelines】**

Representatives must agree to abide by the NAFSA Code of Ethics for Recruitment <[http://www.nafsa.org/about.sec/ethics\\_standards/nafsa\\_s\\_code\\_of\\_ethics](http://www.nafsa.org/about.sec/ethics_standards/nafsa_s_code_of_ethics)>.

*Updated May 2009, EIS, Fulbright Japan*