2027-28 Southern Indiana Japanese School (SIJS)
Exchange Program Recruitment Summary

October 22, 2026

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 University of Southern Indiana (USI) manages the school. We have about 40 students and 11 teachers. Most years, we need to hire one to six new exchange student teachers.

This exchange program provides a means for individuals 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 Study at USI:

The selected applicant(s) will study and teach for one year from approximately **July 30, 2027,** until around **June 24, 2028**. SIJS has 47 school days. The SIJS 2027-2028 calendar has classes on 42 Saturdays and five Fridays.

Applicants generally study and teach for a second year to acquire a degree, if eligible.

3. Volume of Recruitment:

At this time, SIJS expects to hire four to six new teachers.

4. Qualification to Apply and Study at USI:

a) Applicants need to have an associate's or bachelor's 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 considered to be able to pursue degrees at USI successfully will be selected. The applicant with the associate degree will pursue the bachelor's degree, and the applicant with the bachelor's degree will seek a second bachelor's degree or a master's degree. The

applicant pursuing a master's degree may need to take the GRE/GMAT test, depending on the degree program. They might need to achieve a 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. Students must submit credential evaluations and submit original transcripts for admission purposes. Official International course-by-course evaluated transcripts must be sent from a National Association of Credential Evaluation Services (NACES) member to the School of Graduate Studies by email (Graduate.Studies@usi.edu). Educational Credential Evaluators (ECE), a charter member of NACES, is our preferred international credential evaluation provider. They have created a custom application that gives you a 10% discount on the report and sends a free electronic copy to the University of Southern Indiana. Access the application at https://accounts.ece.org/TPO/USI-GA.

b) Minimum test score to be admitted to USI is ibtTOEFL 71 or IELTS 6 for undergraduate students or ibtTOEFL 79 or IELTS 6.5 for graduate students. For more information about TOEFL test dates, locations, and fees, visit the ETS TOEFL 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.

c) We want the applicants who wish to study at the Kinney College of Nursing and Health Professions to express their wishes when applying for this program. USI will decide whether the applicant is admitted to study at the Kinney College of Nursing and Health Professions or not after reviewing the transcripts from the university in Japan.

5. Courses and Cost:

USI waives the tuition up to the hours below for undergraduate, graduate and IEP. USI will also waive qualified fees as defined by the IRS for 1098T purposes. This includes college fee, program fees, student activity fee, University Services fee, new student fees, and athletics fee. It does not include housing, books, medical insurance, and other non-qualified student fees.

The cost below is an estimate for the **2027-2028** academic year. Some costs will likely increase. USI pays only for the items below.

a) **Undergraduate Course:** USI pays the following for the individual pursuing the bachelor's degree for up to two years, if eligible.

ITEMS THAT USI PAYS FOR UNDERGRADUATE COURSES*	AMOUNT
Tuition and Qualified Fees: Actual to a Maximum of 30 Undergraduate Credit Hours per Academic Year	$21,817

Qualified Fees* University fees which do not include housing, books, medical insurance, and other non-qualified student fees.	$2,015
Stipends** Student-teacher stipend $6500 Health Insurance $2000 Total	$8,500
Total for **2027-28****	$32,332

***These amounts are estimated based on the 2026-2027 miscellaneous fee rates. Rates for 2027-2028 are approved by USI Board of Trustees in July 2027.**

****If the student teaching responsibilities start later than July 24, 2027, or if the Student Instructor leaves USI and concludes teaching responsibilities before June 24, 2028, the stipend will be reduced and prorated accordingly.**

b) **Graduate Course:** USI pays the following for the individual pursuing the master's degree for two years, if eligible.

ITEMS THAT USI PAYS FOR GRADUATE COURSES*	AMOUNT
Tuition and Qualified Fees: Actual to a Maximum of 18 Graduate Credit Hours per Academic Year	$15,756
Qualified Fees* University fees which do not include housing, books, medical insurance, and other non-qualified student fees.	$940
Stipends** Student-teacher stipend $6500 Health Insurance $2000 Total	$8,500
Total for **2027-28****	$25,196

***These amounts are estimated based on the 2026-2027 miscellaneous fee rates. Rates for 2027-2028 are approved by USI Board of Trustees in July 2027.**

****If the student teaching responsibilities start later than July 24, 2027, or if the Student Instructor leaves USI and concludes teaching responsibilities before June 24, 2028, the stipend will be reduced and prorated accordingly.**

c) **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 **(**2028 spring semester only)***	$5,400
Stipends*** Student-teacher stipend $6500 Health Insurance stipend $2000 Total	$8,500
University Service Fee*	$30
Total for **2027-28****	$13,930

***These amounts are estimated.**

****The individual is responsible for the 2027 fall semester IEP tuition in the 2027-2028 academic year**.

***** If the student teaching responsibilities start later than July 24, 2027, or if the Student Instructor leaves USI and concludes teaching responsibilities before June 24, 2028, the stipend will be reduced and prorated accordingly.**

6. Cost an Individual Pays:

The cost below is an estimate for the **2027-2028** academic year. It is likely that some costs will increase.

a) 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)*	$810.00
Fees (Application Fee, Deaconess Office Visit Plan, Counselling Center Fee, Apartment Application Fee,)*	$530.00
Mandatory Health Insurance Fee (12-month premium)*	$2000.00
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).*	$8,660.00
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	$5,872.00

less than the meal plan cost.)*	
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.)*	$2,800.00
Personal expenses*	$2,000.00
Tax	
Total for **2027-28***	$22,672.00+tax

***These amounts are estimated.**

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

ITEMS THAT STUDENT PAYS*	AMOUNT
2027 fall semester tuition*	$5,400.00
Fees (Application Fee, Deaconess Office Visit Plan, Counselling Center Fee, Apartment Application Fee,)*	$530.00
Mandatory Health Insurance Fee (12-month premium)*	$2000.00
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).*	$8,660.00
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.)*	$5,872.00
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.)*	$2,800.00
Personal expenses*	$2,000.00
Tax	

Estimated Total for **2027-28***	$27,262.00+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 achieved satisfactory English in one semester. In this case, the individual switches to the undergraduate or graduate course for **spring 2028**. An individual is responsible for the **2027 fall semester tuition** even if she/he completes IEP in one semester. If someone requires summer school to complete IEP, the individual is responsible for the additional summer school fee.

c) Other Costs:
   i. All costs not included above, including personal expenses, taxes, airfare, taxis, other travel, visa, SEVIS fee, TOEFL, etc., are the individual's responsibility.
   ii. If the applicant would like to live in off-campus apartment housing after living in on-campus housing for one year, she/he may do so.
   iii. 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, the bus does not leave the main campus during the summer vacation (between mid-May and late August), fall break, Thanksgiving holidays, and Winter Recess. During vacations and holidays, restaurants and fast-food stores on campus are limited. During Winter Recess, no restaurant on campus 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. The Center for International Programs offers a weekly or bi-weekly shuttle service to Walmart and the mall when regular bus services do not operate.
   iv. The health insurance that USI provides does not include insurance for the eye-doctor or the dentist. However, the students can purchase additional dental and eye-doctor insurance.

7. Classes and Visa Status:

a) **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 the full-time status requirement for immigration

purposes. Undergraduate students may take three hours in summer school if they take fewer than 15 hours in fall or spring. Students cannot graduate with an online class due to immigration requirements, so working with an academic advisor and the Center for International Programs is very important.

b) **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 the **2027 fall** semester and three hours in **2028** summer school. These three hours are included in the 18 hours that USI pays per academic year. Students cannot graduate with an online class due to immigration requirements, so working with an academic advisor and the Center for International Programs is very important.

c) **Credit Hours and Degree**: The student must consult their advisor to find out how many credits are required to complete the degree and what classes they need to take. The student must also visit the International Programs and Services for advice.

8. Class Withdrawal:

Class registration occurs before the semester starts. Occasionally, a student may need to withdraw his/her class after registration due to unforeseen circumstances. USI has a refund schedule that varies from a 100% refund to no refund, depending on how early in the semester the student withdraws from classes. Each individual is responsible for confirming the refund schedule each semester and is responsible for paying any portion of tuition not refunded. The withdrawal procedure for the Fall or Spring Semester: https://www.usi.edu/registrar/schedule-changes/withdrawal-fall-or-spring

The withdrawal procedure for Summer Sessions: https://www.usi.edu/registrar/schedule-changes/withdrawal-summer-sessions

The refund schedules can be found at the following: https://www.usi.edu/registrar/schedule-changes/refund-schedules or by contacting the USI Registrar's office.

9. How to Apply:

Contact Ms. Mitsuko Owa, Principal/Director, Southern Indiana Japanese School, by **January 15, 2027,** to obtain the SIJS Exchange Program application form. Fill in the application form, write

the essay, and send both to Ms. Mitsuko Owa by email mowa@usi.edu by **February 30, 2027**.

10. Applicant Selection:

The following section describes the work to be done by the applicant and USI. We will select the candidates and inform them of the selection results by email by **February 20, 2027**. The selected applicants must complete the "USI" application form online to be admitted to USI. Please submit the application form with other original documents online by **March 10, 2027**.

Links to information, required processes and documents:

SIJS and USI Details	• SIJS website: https://www.usi.edu/outreach/southern-indiana-japanese-school • E-mail: mowa@usi.edu • Information about USI is available at www.usi.edu. • Address: University of Southern Indiana, 8600 University Blvd., Evansville, IN 47712, USA
The USI Application Forms	• Application instructions are available at: ○ **International Undergraduate Admissions Process**: https://www.usi.edu/international/admissions/how-to-apply ○ **International Graduate Admissions Process**: https://www.usi.edu/graduatestudies/admission-to-graduate-programs/international-admission ○ **Intensive English Program (IEP) Process**: https://www.usi.edu/international/intensive-english/intensive-english-admission
Other Documents	• TOEFL/IELTS test result. This needs to be directly sent to USI from the test organization. **The USI TOEFL code is 1335.** • 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 persons qualifications. Please contact the graduate office to learn more about the conditions under which this can be waived) • Required Immigration Documents: https://www.usi.edu/international/student-services/new-student-arrival-and-orientation/required-immigration-documents

Other Student Information	• New Student Arrival and Orientation Information: https://www.usi.edu/international/student-services/new-student-arrival-and-orientation

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 must 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. The LOA terms and conditions will be updated annually to reflect tuition and fees changes, policies, 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 around **April 10, 2027, or when the applicant has been admitted to USI undergraduate, graduate or intensive English program**. 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 attend orientation for the Student Instructors before the start date of July 30, 2027. USI housing is available for rent. USI classes will start **August 16, 2027**.

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.

Dates	Applicant	SIJS	USI
By January 15, 2027	Obtain SIJS Program Application Form from Ms. Mitsuko Owa mowa@usi.edu		
By February 5, 2027	Submit SIJS Program Application Form and Essay to Ms. Mitsuko Owa mowa@usi.edu	Receive from applicant	
By February 20, 2027	Receive selection result	Make selection	Selection result
By March 10, 2027	Complete online USI application forms and documents and submit to USI		Receive application and documents from applicant
Around April 10, 2027 or after admission to USI undergraduate, graduate or intensive english program.	Receive Visa application form		Send Visa application form
April 2027	Completes Visa application and purchases airline ticket		
April 2027	Applicant confirms and signs letter of agreement and returns it to SIJS	Forwards letter of agreement to applicant	Prepare letter of agreement
Around July 22, 2027	Arrival in Evansville, move-in, and orientation		
July 30, 2027	Student instructor begins teaching at SIJS		
August 16, 2027	Student begins USI Fall Semester courses		

15. The Roles of Organizations and USI:

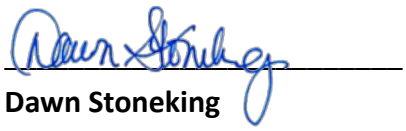
a) USI makes the recruitment summary. USI and SIJS are responsible for the recruitment summary.

b) USI requests the organizations in Japan for recruitment and reception with the goodwill of the organizations.
c) After the application, USI supports the visa application and enrollment procedure. USI makes the agreement with the applicant. Please contact SIJS with any questions.

16. Important Notes:

Policies and processes of the university are subject to change during the program due to unforeseen 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 30, 2027, or if the student teacher must leave USI and conclude teaching responsibilities before June 24, 2028, due to unforeseen circumstances, the stipends will be reduced and prorated accordingly.



Dawn Stoneking **10/22/2026**

Date

Executive Director of Outreach & Engagement
University of Southern Indiana