

Application Guidelines of Exchange Program for 2019 Fall Enrollment

◆Inquiry for the Student Exchange Program

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Website	http://www.toyo.ac.jp/site/english-ep/overview.html		

◆Information on the Student Exchange Program

For the following information, please refer to the Toyo Exchange Program Fact Sheet for 2019-2020 (Fall Enrollment):

1. Classes; 2. Credit recognition/academic records; 3. Campuses; 4. Housing; 5. Living in Japan;
6. Living expenses; 7. Visa procedures; 8. Day of arrival in Japan/orientation

◆Eligibility requirements

Students who are enrolled in our partner universities, ISEP or UMAP universities and were nominated from the home institution.

Students whose academic performance is GPA2.0/4.0 or higher [Partner U/UMAP], GPA3.0/4.0 or higher [ISEP].

Students who have mastered hiragana and katakana characters completely before arriving in Japan if they would like to take Japanese language and culture program (NEST).

* Online educational materials recommended for beginning students of the Japanese language

JF Japanese e-learning Hiragana

https://minato-jf.jp/CourseDetail/Index/KC17_HRGS_A100_EN01JOSYU:

JF Japanese e-learning Katakana

https://minato-jf.jp/CourseDetail/Index/KC17_KTKS_A100_EN01

◆Study period

Changing the length of your period of study after submitting your application documents (from a semester to a year, or a year to a semester) is not allowed. Please decide your desired length of study before submitting your application.

◆Note

If you have special learning needs, please inform the International Affairs Office when you apply. We will determine what kind of support we will be able to provide

◆Application Timetable/Method

Please refer to ◆Application documents.

Step 1 Nomination/Online application period	February1 –March10, 2019
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Step 1: (University) Please nominate the applicants using the following link.

URL: [Please see the email.](#)

Step 1: (Applicant) Please complete the online application on the website shown below.

URL: Please see the email.

An automatic confirmation email will be sent to you as soon as we have received your application.

If you do not receive the confirmation email, please contact: mlies@toyo.jp.



Step 2 Submission of application documents	March 15– 27, 2019
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Step 2: The guideline for submitting documents through our web system, ToyoNet-ACE, will be sent to exchange program coordinators (students from partner universities and UMAP) or students (students from ISEP) after the deadline of the online application(around March15). . Please note that the fonline application is just a part of the application process and students need to submit other application documents through our web system. If you do not submit the application documents by the deadline we take that to mean that you have declined the placement and withdrawn your application.



Step 3 Notification of admission acceptance/ Visa application	LateJuly, 2019
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Step 3: A welcome package including your admission acceptance and visa application documents will be sent to the international exchange program office at your university. (students from partner universities and UMAP) or directly to you (students from ISEP).



Step 4 Submission of necessary documents	LateJuly, 2019
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Step 4: Please submit the necessary documents designated when you receive your welcome package.



Step 5 Arrival in Japan	September 9 or 10, 2019 (tentative)
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Step 5: Arrival in Japan (Dormitory check-in date)

We will inform you of the dormitory check-in date in your welcome package. Please note that you may not move in to the I-House or Kitazono Women's Student Dormitory on a day or time other than the designated date and time. If you will reside elsewhere, check with your rental company.

◆Application documents

No.	Applicable Students	Documents for Submission	Form	Deadline
0	Partner U, UMAP, ISEP	Online Application	Online	March 10
1	Partner U, UMAP, ISEP	Check List	PDF	March 27
2	Partner U, UMAP, ISEP	Application for Admission for Exchange Students		
3	Partner U, UMAP	Academic Reference		
4	Partner U, UMAP	Personal Statements		
5	Partner U, UMAP	Official Academic Transcript and the explanation of the evaluation		
6	Partner U, UMAP, ISEP	Copy of Passport		
7	Who have passed the JLPT	Copy of JLPT Certificate (N1 or N2)	PDF	March 27
	Who have not passed the JLPT	Copy of J-CAT score page		
8	Partner U, UMAP, ISEP	ID Photo data	JPEG	March 27
9	Partner U, UMAP, ISEP	Application for Certificate of Eligibility	TBA	TBA
10	Partner U, UMAP, ISEP	Certificate of Finance, Guarantor Support Letter		
11	Partner U, UMAP, ISEP	Certificate of Finance, Guarantor Support Letter		
12	Partner U, UMAP, ISEP	Copy of Passport		
13	Partner U, UMAP, ISEP	ID Photo data		
14	Partner U, UMAP, ISEP	Certificate of Health	PDF	June 10

Forms can be downloaded from <http://www.toyo.ac.jp/site/english-ep/apply.html>

*** All documents must be filled out in Japanese or English. If the original documents are written in other languages please attach a official translation.**

International Affairs Office
Toyo University