

Application Guidelines of Exchange Program for 2019 Spring Enrollment

◆Inquiry for the Student Exchange Program

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◆Information on the Student Exchange Program

For the following information, please refer to the Toyo Exchange Program Fact Sheet for 2018-2019 (Spring 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 whose academic performance is【Partner U/UMAP】GPA2.0/4.0 or higher, 【ISEP】GPA3.0/4.0 or higher.

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).

* Educational materials recommended for beginning students of the Japanese language (online):

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

Students with special learning needs should inform the International Affairs Office of this when apply. We will examine whether we can provide special care to them.

◆Application Timetable/Method

Please refer to ◆Application documents.

Step 1 Nomination/Online application period	September 1 – October 10, 2018
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Step 1: (University) Please nominate the applicants from the following link.

URL: <https://www.toyo.ac.jp/ques/questionnaire.php?openid=903>

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

URL: <https://www.toyo.ac.jp/ques/questionnaire.php?openid=1086>

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	October 10 – 29, 2018
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Step 2: The guideline for submitting documents 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 October 15. Please submit the application documents through our web system, Toyo Net-ACE. Please note that the first online 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 regard it as declining.



Step 3 Notification of admission acceptance/ Visa application	Late February, 2019
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Step 3: A welcome package including 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	Late February, 2019
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Step 4: Please submit the necessary documents designated when you receive your welcome package.



Step 5 Arrival in Japan	Late March, 2019 (tentative)
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Step 5: Arrival in Japan (I-House check-in date)
We will inform you of your I-House check-in date in your welcome package. Please note that you may not move in to the I-House on a day and 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	October 10
1	Partner U, UMAP, ISEP	Check List	One PDF	October 29
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	Partner U, UMAP, ISEP	Certificate of Finance, Guarantor Support Letter		
8	Partner U, UMAP, ISEP	Financial Supporting Documents		
9	Who have passed the JLPT	Copy of JLPT Certificate (N1 or N2)		
	Who have not passed the JLPT	Copy of J-CAT score page		
10	Partner U, UMAP, ISEP	Application for Certificate of Eligibility	Excel	October 29
11	Partner U, UMAP, ISEP	ID Photo data	JPEG	
12	Partner U, UMAP, ISEP	Certificate of Health	PDF	December 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