

Spring 2019 Toyo University exchange program

Application process overview

Time	What's happening
Now until October 10, 2018	<p>Online application</p> <p>Your home university exchange coordinator will nominate you as an exchange student at Toyo University and give you a link to our online application. Please fill out the application completely by October 10. You will be sent a confirmation email once we receive your online application. During this time, you may also begin preparing your other application documents (available on our website).</p>
October 15– 29	<p>Submission of application documents</p> <p>Your home university exchange coordinator will send you instructions on how to submit your application documents via ToyoNet-ACE, Toyo's online course management system, as well as your user ID and password for accessing ToyoNet-ACE. Please follow the instructions carefully and contact us if you have any questions. Completing the documents correctly and submitting them to us quickly will help the process go smoothly.</p> <p>Spaces in our international dormitory, the I-House and Kitazono women's student dormitory are limited. Nominees who 1) choose them as their first preference for accommodation in the online form and 2) complete the submission of application documents (except a copy of the passport and certificate of health) will be placed in these dormitories on a first-come, first-served basis.</p>
October 30– Mid-February	<p>Waiting and research</p> <p>Once we have received your application documents, you will not be asked to do anything for quite some time. During this time, your documents will be undergoing internal review, and you will only hear from us if there is a problem. Most problems are related to errors and missing information in your application documents. Please check your email often and respond quickly to any requests you receive from us for additional information. Again, if you've filled out everything correctly, there shouldn't be any problems. Although you will not hear from us, please rest assured that your application is making progress. It just takes time.</p> <p>We encourage you to use this time to research Japan, Tokyo, and Toyo University. More specifically, this is a good time to learn more about the courses you might take. Check the timetable for exchange students to see a listing of available courses, and download their syllabi via ToyoNet-G.</p> <p>At this stage, students are often tempted to purchase their flights to Tokyo. We advise you to wait until you have your student visa before doing so.</p>
Mid-February	<p>Housing results</p> <p>When you completed the online application, you indicated your housing preferences. By mid-February, we will notify you about the housing option to which you will be assigned. Students who are placed in the Toyo University International House ("I-House") and Kitazono Women's Student Dormitory will be sent housing documents to complete and submit. Students who are placed in other housing options will be sent relevant information</p>

	about those options.
Late February	<p>Welcome package and acceptance</p> <p>In late February, we will send you your welcome package. This includes your Certificate of Eligibility, which you will use to apply for your student visa.</p> <p>The welcome package will also include your certificate of admission and information about which faculty you will belong to while at Toyo.</p>
Late February to mid-March	<p>Acquire student visa and submit remaining documents</p> <p>Go to a Japanese embassy or consulate to apply for and acquire your student visa.</p> <p>Once you have received your student visa, you may make your flight arrangements and notify us of your arrival information.</p>
March 27 or 28 (Tentative)	<p>Arrive in Tokyo</p> <p>Arrive and move in to the International House, Kitazono Women's student dormitory or your selected accommodation. The orientation program is tentatively scheduled to begin March 29.</p>