

How to Prepare the Application Documents for the Gifu University Exchange Program

Application Documents

-Please download and fill all Forms from following web site:

[http://www.gifu-u.ac.jp/en/international/prospective/non-degree.html#Application Forms and Documents to be Submitted](http://www.gifu-u.ac.jp/en/international/prospective/non-degree.html#Application_Forms_and_Documents_to_be_Submitted)

1) Either Application for Special Auditor (Form A-1) or Special Research Student (Form A-2)

Those who intend to study at Gifu University as Special Auditors should submit Form A-1 and those who intend to do research as Special Research Students should submit Form A-2. Form A requires applicants to choose his/her desired period of study/research, which is either for one semester (six months) or two semesters (one year). Applicants need to finish his/her study/research at the home university after the completion of the exchange program. Please make no contradictions in the “Dates Attended” and the “Year of Entrance and Completion” in the Educational Background in Form A.

2) Certificate of Eligibility (College Student) Application Form (Form B)

Form B information is indispensable for Gifu University to apply for the Certificate of Eligibility (CoE) of an applicant to the Immigration Bureau in Japan. The applicant needs CoE to obtain his/her college student visa at the Japanese Legation in their home countries. Please write your name in full exactly the same way as shown in your passport. Also, please make no contradictions in the “Total Period of Education” in Form B by making reference to the Educational Background box in Form A.

3) Financial Support Information Form (Form C)

Privately-financed students are required by the Immigration Bureau to make their financial support source clear (they need to secure 50,000 yen or more per month while staying in Japan). Improper information on this financial source in the application form for CoE may result in refusal of the applicants’ entry to Japan by the Immigration Bureau.

(*Please bear it in mind that Gifu University does not allow exchange students to work outside Gifu University while studying at Gifu University).

4) Certificate of Deposit Balance (English or Japanese)

Please enclose a copy of the Certificate of Deposit Balance (written in English or Japanese) held in the name of an applicant, or his/her guarantor/financial supporter or certificate of scholarship (written in English or Japanese) if the applicant is decided to receive scholarship.



These Certificates will help to prove to the Immigration Bureau that the applicant is financially secured while he/she is studying at Gifu University.

**5) Questionnaire for Study at Gifu University, Proposed Study at Gifu University Form, *Past Scholarly Achievements, *Letter of Recommendation by Academic Adviser (Form D-1) or Questionnaire for Research at Gifu University, Past Scholarly Achievements, Proposed Research at Gifu University, Letter of Recommendation by Academic Adviser (Form D-2)
*Only graduate students**

Those who intend to study at Gifu University as Special Auditors should submit Form D-1 and those who intend to do research as Special Research Students should submit Form D-2. Please choose one theme that you are planning to study/research at Gifu University and discuss it in Japanese (approx. 1,600 characters) or English (approx. 500 words), so that Gifu University can determine the most appropriate faculty or the graduate school for an applicant (handwriting is not accepted). In addition to these, those who intend to belong to graduate school should submit Past Scholarly Achievements and Letter of Recommendation by Academic Adviser.

6) Letter of Reference by Japanese Language Instructor (Form E)

If an applicant is able to submit a copy of the Level 2 (N2) and above of the Japanese Language Proficiency Test result, he/she does not have to submit Form E.

Form E should be filled out and signed by a Japanese language instructor who presently teaches the applicant.

7) Certificate of Enrollment from Home University

Please enclose the Certificate of Enrollment (copy is not accepted) issued by the home university. If it is not written either in English or Japanese, English or Japanese translation needs to be attached.

8) Certified Academic Transcript from Home University

Please enclose the Academic Transcript (copy is not accepted) issued by the home university. If it is not written either in English or Japanese, English or Japanese translation needs to be attached.

9) Two full face photos (Width 3cm (1.19") x Height 4cm (1.58"))

1. Photograph size 30mm X 40mm (1.19" X 1.58")



2. The person in the photograph must be the applicant him/herself,
3. Check the facial dimensions place the photograph template showed in the left.
4. The heights of a head (top of hair and bottom of chin) must be 25mm ± 3mm (1")
5. A frontal pose looking directly at the camera and showing full face without wearing any hats or head covering.
6. No background and any shadows behind a head.
7. The photograph must be in sharp focus and correctly.
8. Taken within three months to reflect your current appearance.
9. Your name must be written in the back of a photograph.

*Please carefully check attached photo specification and sends us suitable photos. Immigration bureau's photo rule now is very strict and there were many cases in past that the applicants were requested to provide new photos because of failure to meet its requirement. Please understand this sort of thing may cause delay in processing of student's application.

10) Copy of a passport

If an applicant's passport is not ready, he/she could submit a copy of other ID, but please send us a copy of his/her passport as soon as it's ready.

Submission of Application Documents

Applicant's home university sends all the necessary documents above to Gifu University. Application submitted by applicants individually will not be accepted.

All the application documents must arrive at our office by POST before the deadline expires. Documents that are not properly completed are not accepted, and all the submitted documents, once received, will not be returned to the respective applicants/home universities.

Notice of Acceptance

Gifu University will inform the applicant's home university of the results about whether he/she has been accepted.