



Application Procedure 2019 FALL

1. Nomination

*We accept nomination only from student exchange program coordinator.

If there are any nominees from your institution, please send us the following information by email.

Nomination deadline is 12 April, 2019.

- 1) **Nominee's Name in English**
- 2) **Proposed study period at Saitama**
- 3) **Date of Birth**
- 4) **Gender**

Once we receive a nomination from your institution, we will email back to you to confirm the receipt of your nomination. If you do not receive confirmation reply in a week, please let us know.

2. Application

In order to look over the documents beforehand, we would like you to send us scanned application documents by email. After confirming the documents, we will ask you to send the hardcopy by FedEx or equivalent courier to the Office of International Affairs no later than **14 May, 2019**.

3. Visa and Letter of Acceptance

After careful screening, we will issue Certificate of Eligibility (CoE) and Letter of Acceptance to your institution in August.

-Contact Information-

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