



Application Procedure 2020 SPRING

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 11 October 2019.

- 1) **Nominee's full name in English**
- 2) **Proposed study period at Saitama (half a year or one year)**
- 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

We would like you to send us scanned application documents by email no later than **13 November 2019**. After confirming the documents, we will ask you to send the 4 passport photos to the Office of International Affairs. You don't need to send the hardcopy of application documents except photos.

3. Visa and Letter of Acceptance

As soon as being issued by Immigration Bureau, we will send Certificate of Eligibility (CoE) and Letter of Acceptance to your institution in August.

-Contact Information-

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