

How to Prepare the Application Documents for Gifu University Exchange Programs

Please download the application forms from the following website:

<https://www.gifu-u.ac.jp/en/international/prospective/non-degree.html#Application Forms and Documents to be Submitted>

1) (Form A-1) Application Form for Special Auditor or

(Form A-2) Application Form for Special Research Student

Fill out Form A-1 if you are applying for this program as Special Auditor or Form A-2 if you are applying as Special Research Student. Select the period of study/research: one semester (six months) or two semesters (one year). You are required to continue your study/research at your home institution after completion of this exchange program. Ensure the accuracy of “Dates Attended” with “Year of Entrance and Completion” in the Educational Background Section.

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

The information you provide in Form B will be needed when we send your Certificate of Eligibility (CoE) to the Immigration Services Agency of Japan. You will need the CoE to obtain a student visa at a Japanese embassy/consulate in your home country. In Form B, write your full name exactly as it appears in your passport. Ensure the consistency of “Total Period of Education” in Form B with the Educational Background in Form A.

3) (Form C) Statement of Financial Support

Financially self-supporting students are required by the Immigration Services Agency of Japan to show that they have sufficient financial resources (more than 50,000 yen per month to stay in Japan). Failure to provide the proof of your financial resources along with the CoE application form may result in rejection of your entry to Japan by the Immigration Services Agency.

(*Gifu University does not allow exchange students to work off-campus while studying there.)

4) Certificate of Deposit Balance (English or Japanese)

Enclose a Certificate of Deposit Balance (prepared in English or Japanese) issued by a financial institution for your bank account or your guarantor’s bank account. If you have a scholarship that covers your expense in Japan, enclose a certificate of the scholarship (issued in English or Japanese). These certificates will serve as a proof of your financial status to study at Gifu University.

5) Academic Proposal

(Form D-1) Study Proposal for Special Auditor

(Form D-2) Research Proposal for Special Research Student

Fill out Form D-1 if you are applying for this program as Special Auditor or Form D-2 if you are applying as Special Research Student. Describe your plan of study/research at Gifu University in Japanese (approx. 1,600 characters) or English (approx. 500 words). If you decide to write it in Japanese, it will help us assess your Japanese proficiency. If you identify your second choice of faculty/graduate school/center at Gifu, make sure to write your plan of study/research for both your first and second choices in Form D-1/D-2. To ensure legibility, handwritten plan of study/research is not acceptable. (note: “Past Scholarly Achievements” and “Letter of Recommendation by Academic Advisor” in Form D-1 are required only if you are applying for graduate school.)

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

Form E should be filled out and signed by your current Japanese language instructor. Alternatively, if you can submit a copy of the Japanese-Language Proficiency Test Certificate of Result and Scores certifying the level of N2 or above, Form E will not be required.

7) Certificate of Enrollment from Home Institution

Enclose an original copy of your Certificate of Enrollment (Photocopy is not acceptable) issued by your home institution. If the certificate is not issued in English or Japanese, attach the translation in English or Japanese as a supplement.

8) Certified Academic Transcript from Home Institution

Enclose an original copy of your Academic Transcript (Photocopy is not acceptable) issued by your home institution. If the transcript is not issued in English or Japanese, attach the translation in English or Japanese as a supplement.

9) Two copies of full face photo (3 × 4cm)

The photos must comply with the specifications below:

1. Size: 3cm (1.19”) Width × 4cm (1.58”) Height
2. They must be photos of yourself.
3. Your face should appear in an appropriate size in them.
 - Your head should vertically fit in 25mm ± 3mm (1”).

- Your face directly looks at the camera.
 - Do not wear any hat/cap/head covering.
4. Use a plain background without any shadow.
 5. The photos must be clearly focused.
 6. They must be taken within three months to show your current appearance.
 7. Sign your name and date on the back of each photo.

* Failure to meet the above specifications may result in a delay of your visa application process.

* For more details, see a separate file, "5. Photograph Guidelines."

10) Copy of Your Passport

If the status of your passport application is pending, you may submit a copy of your student ID card. Send us a copy of your passport as soon as it is issued.

Submission of Application Documents

All of your application documents should be compiled and sent out by your home institution to Gifu University. We will not accept any documents sent directly to us from individual applicants.

All the necessary documents must be postmarked and received before the deadline. Incomplete application documents will not be accepted. Please note that all the application documents you submit will become the property of Gifu University and will not be returned to you or your home institution.

Notification of Admission Decision

Notification of our decision on your application will be sent to your home institution in
late January for Spring enrollment,
late June for Fall enrollment.