

**Application Procedure for Kumamoto University  
2020 - 2021 Short-Term Exchange Program  
(Undergraduate Level, Spring Semester 2020)**

**1. Eligibility**

- Applicants should be non-Japanese full-time undergraduate students at universities where have international student exchange agreements with Kumamoto University (hereafter, KU)
- Applicants for **J Course** should be 3<sup>rd</sup> year students at the time of application and **must have Japanese proficiency of JLPT N3 or higher (submission of a copy of the JLPT or J.TEST result is required)**
  - \* A letter from a professor **CANNOT be accepted** as a proof of language proficiency
- **E Course** seeking applicants should be 3<sup>rd</sup> year students at the time of application. For non-native English speakers, **submission of a copy of TOEFL score (iBT 61 or higher) is required (TOEFL, TOIEC, or IELTS score is also accepted)**
  - \* Chinese CET is NOT adequate
  - \* A letter from a professor **CANNOT be accepted** as a proof of language proficiency
- Applicants should be physically and mentally capable of completing their studies for designated periods

\* Please note that NO beginner level Japanese Language classes with credits are available

**2. Required Documents (online application procedure)**

- ① Application for Kumamoto University Short-Term Exchange Program (For Undergraduates)
  - \* Complete Online Application
  - \* Name in Katakana: required field
  - \* Academic History: as at your study at KU commences
  - \* Expected Graduation Date: required field
  - \* Date and Signature: must be hand-written (after submitting web application, the data will be sent to your international office. Please print out, sign, and send it back to us via courier)
- ② Certificate of Enrollment (issued by home university) : submit as an attachment
- ③ Academic Record (official home university transcript) of the most recent academic year: submit as an attachment
- ④ Letter of recommendation (from applicant's academic supervisor or a faculty member who knows him/her well) : submit as an attachment
- ⑤ Health Certificate (KU format) : submit as an attachment
- ⑥ Application for Certificate of Eligibility (COE) form (3 pages in total) : submit as an attachment as well as the original via courier
- ⑦ Certificate of financial support (certificate of bank account balance, certificate of income, etc.) : submit as an attachment
- ⑧ Application for the International House: submit as an attachment as well as the original via courier

- ⑨ Four (4) ID photos (40mm×30mm) (please write your name and University name on the back side, attach 1 to program application, 1 to COE form) : submit as an attachment as well as the original via courier
- ⑩ A copy of the first page of applicant's passport: submit as an attachment  
\* Check the expiry date
- ⑪ Certificate of language proficiency: submit as an attachment

### **3. Online Application Flow**

- I. Access the link for the online application which is sent to each partner university, fill in all necessary fields, attach required documents, then submit
- II. Kumamoto University will check submitted documents for sufficiency
- III. Only if all fields are confirmed filled properly and all attached documents are in fact adequate, KU will send the application form data via e-mail to the person in charge of outbound students at your university (if there is information missing or something that needs to be corrected, KU will contact your university)
- IV. Once the data has been received, print it out, and sign
- V. Pass your application package including the signed application form and other original documents to the person in charge of outbound students
- VI. The package is sent to KU via courier

### **4. Submission and Deadline**

Please submit required documents to person in charge of overseas study programs at your home university. Documents must be sent to our International Student Office through your home university by the deadline. Please note that we do not accept documents submitted directly by applicants.

**\* Please prepare all documents in A4 size in Japanese or in English language. Also please refrain from using staplers**

#### **(1) Submission Deadline**

**Friday, November 15, 2019**

(Application documents must arrive at our office in mail no later than above date)

#### **(2) Where to Submit**

International Student Office

Kumamoto University

2-40-1 Kurokami, Chuo-ku, Kumamoto-city

860-8555 JAPAN

TEL: +81-96-342-2103

FAX: +81-96-342-2130

E-mail: [gji-ryugaku@jimu.kumamoto-u.ac.jp](mailto:gji-ryugaku@jimu.kumamoto-u.ac.jp)