

## Application Guidelines of Study Abroad Program for 2021 Spring Enrollment (Exchange)

### ◆Inquiry for the Study Abroad Program

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Website	<a href="https://www.toyo.ac.jp/en/international-exchange/prospective/Study-Abroad-Program-at-Toyo/">https://www.toyo.ac.jp/en/international-exchange/prospective/Study-Abroad-Program-at-Toyo/</a>		

### ◆Information on the Study Abroad Program

For the following information, please refer to the Toyo Study Abroad Program Fact Sheet for 2021 (Spring Enrollment):

1. Classes;
2. Credit recognition/academic records;
3. Campuses;
4. Housing;
5. Living in Japan;
6. Living expenses;
7. Visa procedures;
8. Day of arrival in Japan/orientation

### ◆Eligibility requirements

Students who are enrolled in our partner universities, ISEP or UMAP universities and were nominated by their home institution.

Students whose academic performance is GPA2.5/4.0 or higher 【Partner U/UMAP】, GPA3.0/4.0 or higher 【ISEP】.

\* Online educational materials recommended for beginning students of the Japanese language

JF Japanese e-learning Hiragana

[https://minato-jf.jp/CourseDetail/Index/KC19\\_HRGS\\_A100\\_EN01](https://minato-jf.jp/CourseDetail/Index/KC19_HRGS_A100_EN01):

JF Japanese e-learning Katakana

[https://minato-jf.jp/CourseDetail/Index/KC17\\_KTKS\\_A100\\_EN01](https://minato-jf.jp/CourseDetail/Index/KC17_KTKS_A100_EN01)

### ◆Study period

**Changing the length of your period of study after submitting your application documents (from a semester to a year, or a year to a semester) is not allowed. Please decide your desired length of study before submitting your application.**

### ◆Note

**If you have special learning needs, please inform the International Affairs Office when you apply. We will determine what kind of support we will be able to provide.**

◆Application Timetable/Method

Please refer to ◆Application documents.

<b>Step 1</b> <b>Nomination/Online application period</b>	Nomination: September 1, 2020 – October 1, 2020 Online application: September 1, 2020 –October 5, 2020
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Step 1: (University) Please nominate the applicants using the following link.

URL: Please see the email.

Step 1: (Applicant) Please complete the online application on the website shown below.

URL: Please see the email.

An automatic confirmation email will be sent to you as soon as we have received your application.

If you do not receive the confirmation email, please contact: mlies@toyo.jp.



<b>Step 2</b> <b>Submission of application documents</b>	October 11, 2020 – October 24, 2020
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Step 2: The guideline for submitting documents through our web system, ToyoNet-ACE, will be sent to exchange program coordinators (students from partner universities and UMAP) or students (students from ISEP) after the deadline of the online application (around October 10). Please note that the online application is just a part of the application process and students need to submit other application documents through our web system. If you do not submit the application documents by the deadline we take that to mean that you have declined the placement and withdrawn your application.



<b>Step 3</b> <b>Notification of admission acceptance/ Visa application</b>	Mid-February 2021
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Step 3: A welcome package including your admission acceptance and visa application documents will be sent to you.



<b>Step 4</b> <b>Submission of necessary documents</b>	Late February 2021
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Step 4: Please submit the necessary documents designated when you receive your welcome package.



<b>Step 5</b> <b>Arrival in Japan</b>	March 24 and 25, 2021 (Tentative)
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Step 5: Arrival in Japan (Dormitory check-in date)

We will inform you of the dormitory check-in date in your welcome package. Please note that you may not move in to the I-House or Kitazono Women's Student Dormitory on a day or time other than the designated date and time. If you will reside elsewhere, check with your rental company.

◆Application documents

No.	Document for Submission	Format	Where to Submit It	Deadline
0	Online Application	Online		October 5
1	Check List	PDF	ToyoNet-ACE	October 24
2	Application for Admission for Exchange Students			
3	Academic Reference			
4	Personal Statements			
5	Copy of Passport			
6	Official Academic Transcript and the explanation of the evaluation			
7	Copy of JLPT Certificate (N1 or N2) Copy of J-CAT score page			
8	ID Photo data	JPEG		October 24
9	Application for Certificate of Eligibility		TBA after the submission of the above application documents	November 16 – November 30
10	Financial Supporting Documents			
11	Copy of Passport			
12	ID Photo data			
13	Certificate of Health (Please get a medical check-up after October 10)	PDF	ToyoNet-ACE	January 10

Forms can be downloaded from <https://www.toyo.ac.jp/en/international-exchange/prospective/Study-Abroad-Program-at-Toyo/apply/>

**\* All documents must be filled out in Japanese or English. If the original documents are written in other languages please attach an official translation.**

International Affairs Office  
Toyo University