

## Application Guidelines of Study Abroad Program for 2023 Spring Enrollment (Exchange)

### ◆ Inquiry for the Study Abroad Program

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### ◆ Information on the Study Abroad Program

For the following information, please refer to the Toyo Study Abroad Program Fact Sheet for 2023 (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】.

Students who have a Japanese Language Proficiency Test (JLPT) score of N3 or higher or the equivalent of CEFR B2 or higher in English or who come from a university where the language of instruction is Japanese or English.

\*We can accept the following English scores.

Cambridge Examination	160 or higher
Eiken	Pre-1 or 1
GTEC Advanced	1190 or higher
GTEC CBT	1190 or higher
IELTS	5.5 or higher
TEAP	309 or higher
TEAP CBT	600 or higher
TOEFL iBT	72 or higher
TOEIC L&R+TOEIC S&W	1530 or higher *Please calculate as follows. Formula: TOEIC L&R score+(TOEIC S&W score*2.5) e.g. TOEIC L&R 800, TOEIC S&W 300 →800+(300*2.5)=1550

\*Students who don't have a Japanese or English language proficiency test score are required to submit an "English/Japanese-Language Ability Certificate". The student can access the certificate on our website and Toyo Net-ACE.

◆Study period

**Changing the length of your period of study after submitting your application documents or during the study abroad period (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.**

◆Important note

**If self-isolation for a period of time after entering Japan is required due to the continued spread of the novel coronavirus, you will need to bear the cost of the accommodations during your self-isolation.**

**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.**

\* 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)

◆Application Timetable/Method

Please refer to ◆Application documents.

<b>Step 1</b> <b>Nomination/Online application period</b>	Nomination: July 1, 2022 – October 1, 2022 Online application: July 1, 2022 – October 5, 2022
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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](mailto:mlies@toyo.jp).



<b>Step 2</b> <b>Submission of application documents</b>	October 14, 2022 – October 27, 2022
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Step 2: The guideline for submitting documents through our web system, Toyo Net-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 14). 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.

We will notify you about your eligibility by an acceptance letter around late February.



<b>Step 3</b> <b>Notification of admission acceptance/ Visa application</b>	Late February 2023
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Step 3: A welcome package including your admission acceptance and visa application documents will be sent to you by the Toyo University Global Service (TUGS) office.



<b>Step 4</b> <b>Submission of necessary documents</b>	Mid-March 2023
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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 23 and 24, 2023 (Tentative)
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Step 5: Arrival in Japan (Dormitory check-in date)

Please be sure to move in during the designated date and time that we inform you of in your welcome package. 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	Toyo Net-ACE	October 27
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 ,N2 or N3) OR English Proficiency score (CEFR B2 or higher) OR English/Japanese-Language Ability Certificate			
	Copy of J-CAT score page (If you have)			
8	ID Photo data	JPEG		October 27
9	Application for Certificate of Eligibility		TBA after the submission of the above application documents *TUGS(Toyo University Global Service will contact you.)	TBA
10	Financial Supporting Documents			
11	Copy of Passport			
12	ID Photo data			
13	Certificate of Health (Please get a medical check-up after April 1)	PDF	Toyo Net-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