

Application Guidelines of Study Abroad Program for 2020 Fall Enrollment (Faculty of Global and Regional Studies)

◆ Inquiry for the Study Abroad Program

Department in charge	Education Affairs Office	Email	ml-grs-incoming@toyo.jp
Tel	+81-3-3945-8573	Fax	+81-3-3945-7261
Address	5-28-20 Hakusan, Bunkyo-ku, Tokyo 112-8606		
Website	https://www.toyo.ac.jp/		

◆ Information on the Study Abroad Program

For the following information, please refer to the Toyo Study Abroad Program Fact Sheet for 2020 (Fall 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 and nominated by their home institution.

Students whose academic performance is GPA2.5/4.0 or higher.

Students who have mastered hiragana and katakana characters completely before arriving in Japan if they would like to take Japanese language and culture program (NEST).

* 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:

JF Japanese e-learning Katakana

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 Education 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.

Step 1 Nomination List (Form A)/ Application form (Form B) (ml-grs-incoming@toyo.jp)	February 1st, 2020 – March 1st, 2020
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Step 1: (Sending Institution) Please nominate the applicants and email us the Nomination List (Form A) for Fall 2020 exchange students.

Step 1: (Applicant) Fill out all and email the Application form for Exchange Program(Form B)



Step 2 Submission of application documents	February 1st, 2020 – March 24th, 2020
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Step 2: The application documents should be submitted by email.



Step 3 Notification of admission acceptance/ Visa application	Early August 2020
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Step 3: A welcome package including your admission acceptance and visa application documents will be sent to you.



Step 4 Submission of necessary documents	Late August 2020
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Step 4: Please submit the necessary documents designated when you receive your welcome package.



Step 5 Arrival in Japan	September 9th and 10th, 2020 (Tentative)
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Step 5: Arrival in Japan (Dormitory check-in date)

We will inform you of the dormitory check-in date by email. 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.	Documents	Submit by	Where to submit	Due Date	Note
A	Nomination List (Form A)	Exel	Submit by mail to Email:ml-grs-incoming@toyojp	March 1st	A. Submit by Home University
B	Application form for Exchange Program (FormB)	Exel			B. Submit by applicant
0	Check List	PDF	Submit by mail to Email:ml-grs-incoming@toyojp	March 24th	1. Submit by applicant 2. Submit by applicant(*Be sure to have your coordinator sign) 3. Filled out by the instructor in charge at Home university 4. Submit by applicant *5 Be aware with the date of expiration *7 Only if applicable
1	Code of Conduct	PDF			
2	Application for Admission for Exchange Students	PDF			
3	Academic Reference	PDF			
4	Personal Statements	PDF			
*5	Copy of Passport	PDF			
6	Official Academic Transcript and the explanation of the evaluation	PDF			
*7	Copy of JLPT Certificate (N1 or N2) Copy of J-CA Score Report	PDF			
8	ID Photo data (40mm x 30mm)	JPEG			
9	Application for Certificate of Eligibility	Online	URL of Online Page will be announced after all the documents(A, B, 1~8) are submitted	April 1st – May 10th	* 13 Only if applicable * 14 Only if applicable
10	Financial Supporting Documents				
11	Copy of Passport				
12	ID Photo data				
*13	Certificate of attendance and transcripts of Japanese language school(s) you have attended				
*14	Japanese language test Score Report				
15	Certificate of Health	PDF	Submit by mail to Email:ml-grs-incoming@toyojp	June 10th	15. Certificate to be issued after April 1st

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

Education Affairs Office
Toyo University