

Application Guidelines of Exchange Program for 2017 Fall Enrollment

◆Inquiry for the Student Exchange Program

Department in charge	International Affairs Office	Email	mlies@toyo.jp
Tel	+81-3-3945-7685	Fax	+81-3-3942-2489
Address	5-28-20 Hakusan, Bunkyo-ku, Tokyo 112-8606		
Website	http://www.toyo.ac.jp/site/english-ep/		

◆Notification

We would like to inform you that our housing facility for international exchange students is quickly approaching full capacity. Moreover, the number of spots in NEST, our Japanese language program is limited. While we hope that we will be able to accommodate and place everyone who meets the March 10 deadline, there is a possibility that some of your students may not be accepted. If we are unable to accept any of your students, we will inform you by March 15. Because the number of available spots is increasingly limited, we want to stress the importance of the March 10 deadline. If your students do not submit the completed online application by March 10, we will not be able to accept them to the program. We apologize for any inconvenience this may cause. Thank you very much for your understanding.

◆Information on the Student Exchange Program

For the following information, please refer to the Toyo Exchange Program Fact Sheet for 2017 (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

◆Application Timetable/Method

Please refer to ◆Application documents.

Step 1 Online application period	February 1 – March 10, 2017
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Step 1: (University) Please nominate the applicants using the specified form.

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

<http://www.toyo.ac.jp/file/english/form1/> (ID: toyo password: toyo2017)

An automatic confirmation email will be sent to you upon receiving your application.

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



Step 2 Submission of Japanese proficiency test scores	—March 31, 2017
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Step 2: If you have not passed the Japanese-Language Proficiency Test (JLPT) N1, please take the Japanese Computerized Adaptive Test (J-CAT) and submit your score report with other application documents.

J-CAT: <http://www.j-cat.org/>

For information regarding how to take the test, please see “Taking J-CAT” on our website.



Step 3 Submission of application documents	March 15 – March 31, 2017
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Step 3: The guideline for submitting documents 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, March 10. Please submit the application documents described on p.3-4(students from partner universities and UMAP), P4-5 (students from ISEP) through our web system, Toyo Net-ACE. Please note that the first online application is just a part of the application process and students need to submit other application documents through our web system. For admission in Fall 2017, only applicants whose application documents are received by March 31, 2017 will be considered to have completed their applications.



Step 4 Notification of admission acceptance/ Visa application	Early July 2017
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Step 4: A welcome package including admission acceptance and visa documents will be sent to the international exchange program office at your university. (Students from partner universities and UMAP) or to the students (Students from ISEP).



Step 5 Submission of necessary documents	Late July 2017
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Step 5: Please submit the necessary documents designated when you receive your welcome package.



Step 6 Arrival in Japan	September 7 or 8 2017(tentative)
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Step 6: Arrival in Japan (I-House check-in date)

We will inform you of your I-House check-in date in your welcome package. Please note that you may not move in to the I-House on a day and time other than the designated date and time. If you reside other places, check with your rental company.

◆Eligibility requirements

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

Students who have studied a Japanese-language course for at least one semester at a university are eligible.

Beginning students who have never studied the Japanese language must acquire hiragana and katakana characters completely before arriving in Japan.

* Educational materials recommended for beginning students of the Japanese language (online):

Hiragana/katakana character drill book: <http://u-biq.org/hiragana/aka.html>

JOSYU: <http://laits.utexas.edu/japanese/joshu/>

◆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

Students with special learning needs should inform the International Affairs Office of this when apply. We will examine whether we can provide special care to them.

◆Application documents (students from partner universities and UMAP)

Period for Acceptance	Submission Method	No.	Applicable students	Online registration/ Documents for Submission	Remark
February 1- March 10, 2017	Online registration	1*	All applicants	Online Application for Exchange Study 2017	Applicants must submit an online application on the website shown below.
March 15- March 31, 2017	Toyo-Net ACE	2	Students who have not passed JLPT N1	A copy of your J-CAT score report	Only students who have not passed JLPT N1 For information regarding how to take the test, please see "Taking J-CAT". *PDF
		3	Students who have passed JLPT N1 or N2	A copy of a Japanese-Language Proficiency Test (JLPT) score report	*PDF
		4*	All applicants	Application for Certificate of Eligibility	Must be filled out by applicants. *Excel
		5*	All applicants	Agreement on Toyo University Exchange Program and Recommendation from the Home University	Must be filled out by applicants and international exchange programs offices at their university. *PDF
		6*	All applicants	Application for Admission for Exchange Students	Must be filled out by applicants. *PDF
		7*	All applicants	2 Academic references	Two instructors from the applicant's university must complete and return them to the student in a PDF format. *PDF
		8*	All applicants	Personal statements	Applicants must write their statements about two themes. *PDF
		9*	All applicants	Certificate of Health	Applicants must undergo a health check at a medical institution. *PDF
		10*	All applicants	Student Self-Assessment Medical Form	Must be filled out by applicants. *PDF
		11	All applicants	Academic transcript	An explanation of assessment criteria must be provided. If the original transcript is in a

					language other than English or Japanese, an official translation must be submitted along with the original. *PDF
		12*	All applicants	A copy of the photo page of your passport including place and date of issue	Pay attention to the expiration date of your passport. *PDF
		13	All applicants	ID photo data (color; size: 40 mm x 30 mm)	No background, No hat, Normal facial expression. *JPEG
		14*	All applicants	Course Request List	Confirm the requirements of your university (required number of credits and courses). *PDF
		15*	Students who are interested	Certificate of Enrollment of the Applicant for Student Exchange Support Program (Scholarship for short-term study in Japan)	Accepted candidates will be notified early July *PDF
		16*	All applicants	Check List	*PDF

* For 1), 4)-10), 12), and 14)-16), please download an online application form and application documents from the website below.

<http://www.toyo.ac.jp/file/english/form1/>

User name: toyo; Password: toyo2017

* All documents must be filled out in Japanese or English.

◆Application documents (Students from ISEP)

Period for Acceptance	Submission Method	No.	Applicable Students	Online Registration/ Documents for Submission	Remark
February 1- March 10, 2017	Online registration	1*	All applicants	Online Application for Exchange Study 2017	Applicants must submit an online application on the website shown below.
March 15- March 31, 2017	Toyo-Net ACE	2	Students who have not passed JLPT N1	A copy of your J-CAT score report	Only students who have not passed JLPT N1 For information regarding how to take the test, please see "Taking J-CAT". *PDF
		3	Students who have passed JLPT N1 or N2	A copy of a Japanese-Language Proficiency Test (JLPT) score report	*PDF
		4*	All applicants	Application for Certificate of Eligibility	Must be filled out by applicants. *Excel
		5*	All applicants	Application for Admission for Exchange Students	Must be filled out by applicants. *PDF
		6*	All applicants	Certificate of Health	Applicants must undergo a health check at a medical institution. *PDF

		7	All applicants	ID photo data (color; size: 40 mm x 30 mm)	No background, No hat, Normal facial expression. *JPEG
		8*	Students who are interested	Certificate of Enrollment of the Applicant for Student Exchange Support Program (Scholarship for short-term study in Japan)	Accepted candidates will be notified early July 2017. *PDF
		9*	All applicants	Check List	*PDF

* For 1), 4)-6), 8)-9), please download an online application form and application documents from the website below.

<http://www.toyo.ac.jp/file/english/form1/>

User name: toyo; Password: toyo2017

* All documents must be filled out in Japanese or English.

December 26, 2016
International Affairs Office
Toyo University