

Fall 2020 Toyo University Study Abroad Program  
Application Process Overview

Time	What's happening
Now until March 5, 2020	<p><b>Online application</b></p> <p>Your home university (or ISEP, UMAP or CIS Abroad) coordinator will nominate you as a study abroad student at Toyo University and give you a link to our online application. Please fill out the application completely by the date on the left. You will be sent a confirmation email once we receive your online application. During this time, you may also begin preparing your other application documents (available on our website).</p>
March 11– 24, 2020	<p><b>Submission of application documents</b></p> <p>You will receive instructions on how to submit your application documents via Toyo Net-ACE, Toyo's online course management system, as well as your user ID and password for accessing Toyo Net-ACE. Please follow the instructions carefully and contact us if you have any questions. Completing the documents correctly and submitting them to us quickly will help the process go smoothly.</p> <p><b>Payment of application fee (Fee-based students only)</b></p> <p>You will also be asked to pay the application fee during this period.</p>
April 1 – May 10, 2020	<p><b>Submission of Application for the Certificate of Eligibility (COE) and supporting documents</b></p> <p>Please submit the application for the Certificate of Eligibility (COE), which you will need to apply for your student visa. You will also be asked to submit the application documents including financial supporting documents.</p>
May– Mid- July	<p><b>Waiting and research</b></p> <p>Once we have received your application documents, you will not be asked to do anything for quite some time. During this time, your documents will be undergoing internal review, and you will only hear from us if there is a problem. Most problems are related to errors and missing information in your application documents. Please check your email often and respond quickly to any requests you receive from us for additional information. Again, if you've filled out everything correctly, there shouldn't be any problems. Although you will not hear from us, please rest assured that your application is making progress. It just takes time.</p> <p>We encourage you to use this time to research Japan, Tokyo, and Toyo University. More specifically, this is a good time to learn more about the courses you might take. Check the timetable for study abroad students to see a listing of available courses, and download their syllabi via ToyoNet-G.</p> <p>At this stage, students are often tempted to purchase their flights to Tokyo. We advise you to wait until you have your student visa before doing so.</p> <p><b>Housing</b> You will be asked to submit your housing preferences. By mid-July, we will notify you about the housing option to which you will be assigned and ask you to pay for the housing fee.</p>
Mid-July -	<p><b>Welcome package and acceptance</b></p>

August	<p>We will send you your welcome package. This will include your Certificate of Eligibility (COE), which you will use to apply for your student visa.</p> <p>The welcome package will also include your certificate of admission and information about which faculty you will belong to while at Toyo.</p> <p><b>Payment of tuition fees (Fee-based students only)</b></p> <p>You will be asked to pay the tuition fees.</p>
Late-July - August	<p><b>Acquire student visa and submit remaining documents</b></p> <p>Go to a Japanese embassy or consulate to apply for and acquire your student visa.</p> <p>Once you have received your student visa, you may make your flight arrangements and notify us of your arrival information.</p>
September 9 or 10 (Tentative)	<p><b>Arrive in Tokyo</b></p> <p>Arrive and move in to the International House, Kitazono Women's Student Dormitory or your selected accommodation. The orientation program is tentatively scheduled to begin after the arrival date through the beginning of the semester.</p>