

Application Guidelines of Toyo University Study Abroad Program for 2026 Spring Enrollment (Exchange)

◆Inquiry for the Study Abroad Program

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Important Notice

The application process will be changed from this term. Coordinators and applicants must complete both the nomination and application process through “Toyo University Study Abroad Registration System (Online)”.

Detailed information about the system will be sent to coordinators at our partner universities by email around August 2025.

◆Application process

Please also refer to ◆Application documents on page two.

Step 1 [Home University] Online Nomination	September 1 – September 30, 2025 (23:59 JST)
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Step 1: (Home University) Please nominate applicant(s) via the Toyo University Study Abroad Registration System. The system URL, login ID, and password will be sent by email to university coordinators in late August. After submission, Toyo University will review and approve the nomination.

Step 2 [Student] Submission of application documents [Home University] Review and approve the application	October 8 – October 21, 2025 (23:59 JST)
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Step 2: (Student) After approving the nomination, Toyo University will send the student the system URL, login ID, and password by email. Students must complete the application and upload the required documents to the system by the deadline.

(Home University) The coordinator will receive a notification email once the student submits all the documents. The coordinator will then review and approve the documents by the deadline. If there are any errors or missing documents, please return the application to the student for correction. **If applications are not submitted or approved by the deadline, we will take that to mean that the placement has been declined or the application has been withdrawn by the student/home university.** The results of document screening will be shared via the Toyo University Study Abroad Registration System.

Step 3 [Student] Submission of application for Certificate of Eligibility (COE)	Late November through December 2025
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Step 3: (Student) The Toyo University Support Office for COE and Status of Residence will contact students with the system URL, login ID, and password for the PUGS System through which they will apply

for the Certificate of Eligibility (COE). The COE is a key component of your student visa application. After you have completed the COE application, the Toyo University Support Office for COE and Status of Residence will submit it to the Tokyo Regional Immigration Bureau. Late completion of your COE application could negatively impact your arrival date. Please note: The PUGS system and Toyo University Study Abroad Registration System are different systems.

<p style="text-align: center;">Step 4 Notification of admission acceptance [Student] Visa Preparation</p>	<p style="text-align: center;">January 2026</p>
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Step 4: Admission acceptance (PDF) will be sent to you via the Toyo University Study Abroad Registration System.

Students will also receive digital copies of the Certificate of Eligibility (COE) and other necessary documents for visa application. Please apply for the student visa by yourself.

<p style="text-align: center;">Step 5 [Student] Arrival in Japan</p>	<p style="text-align: center;">March 23, 24, 25, and 26, 2026 (Tentative Dates)</p>
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Step 5: Arrival in Japan (Dormitory check-in date)

Please be sure to move into the dormitory during the designated date and time. If the tentative dates change, we will notify you with the admission notification. If you will reside elsewhere, please enter Japan by the designated date.

◆Application documents

All documents must be submitted via [the Toyo University Study Abroad Registration System](#). For details please follow the instructions provided in the system.

No.	Document for Submission	Format	Who to Submit It	Deadline(JST)
0	Online Nomination	Input directly in the system	Coordinator	Sep 30
1	Personal Information, Academic History, Personal Statements etc.		Upload PDF file to the system	Submitted by student➡ Approved by coordinator
2	Academic Reference			
3	Copy of Passport (ID photo page)			
4	Official Academic Transcript and the Explanation of the Evaluation			
5	One of the following documents • Copy of JLPT Certificate (N1, N2 or N3) • English Proficiency score (CEFR B2 or higher) • English/Japanese–Language Ability Certificate			

6	ID Photo data	Upload JPEG file to the system		
7	Certificate of Health (Please get a medical check-up after Oct 9, and submit the certificate separately after the application. We will notify applicants the details after the application documents are approved)	Upload PDF file to the system	Student	Nov 31
8	Application for Certificate of Eligibility	Details will be notified after the application documents are approved	Student	*Toyo University Global Service (TUGS) will contact you separately.
9	Financial Supporting Documents			
10	Copy of Passport			
11	ID Photo Data			

You can find sample application documents on our website.

Please note that some documents may take time to acquire. We recommend that you begin preparing them in advance.

https://www.toyo.ac.jp/academics/international-exchange/prospective/exchange_program/

*If your home university offers courses mostly in English, you don't need to submit proof of your English language ability. Forms can be downloaded from our website.

*** 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