

Application Guidelines of Toyo University Study Abroad Program for 2027 Spring Enrollment (Exchange)

◆Inquiry for the Study Abroad Program

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Website	https://www.toyo.ac.jp/international-exchange/prospective/Exchange-Program/		

◆Application process

Please also refer to ◆Application documents on page three.

Step 1 [Home University] Online Nomination	September 1 – September 30, 2026 (23:59 JST)
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Step 1: (Home University) Please nominate applicant(s) via the Toyo University Study Abroad Registration System. For inquiries regarding the System URL, login ID, or password required to log in to the system, please contact the International Affairs Office.

After submission, Toyo University will review and approve the nomination.

Step 2 [Student] Submission of application documents [Home University] Review and approval of the application	October 2– October 17, 2026 (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, the coordinator is asked to return the application to the student for correction. **If applications are not submitted by the deadline, we will take that to mean that the placement has been declined or the application has been withdrawn by the student/home university.** The results of document screening will be shared via the Toyo University Study Abroad Registration System.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 2026
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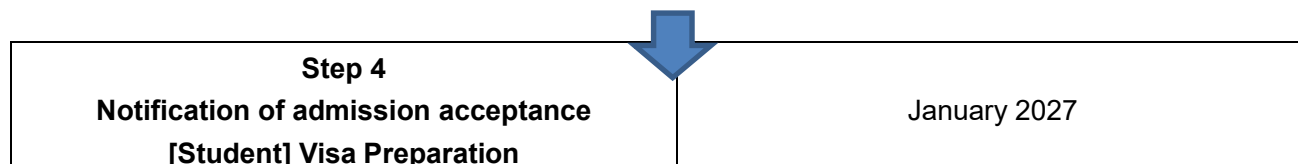
Step 3: (Student) Toyo University Support Office for COE and Status of Residence will contact students with the system URL, login ID, and password for the PUGS System <noreply-pugs@tugs.co.jp> through which they will apply for the Certificate of Eligibility (COE).

(Title of the email: 【PUGS】 Request for registration of personal information/ 【PUGS】 申請者情報登録依頼) ※Please check your Spam or Deleted folder in case you have not received it.

The Certificate of Eligibility (COE) is a required document for a student visa application. Once the required

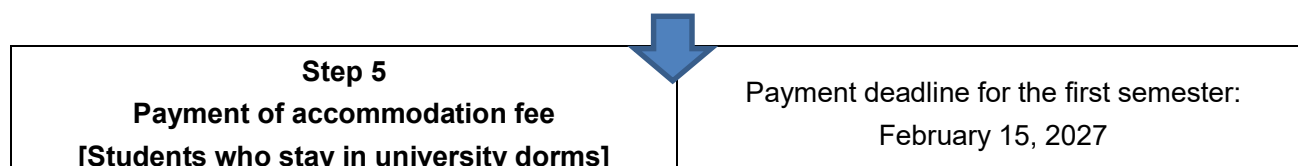
information and documents for the COE application have been submitted through the PUGS system, the Toyo University Support Office for COE and Status of Residence will submit the application to the Tokyo Regional Immigration Services Bureau. Please note that delays in the submission of information and documents may affect the student's arrival date.

※The PUGS system and the Toyo University Student Exchange Application System are separate systems.



Step 4: Admission acceptance (PDF) will be sent to students via the Toyo University Study Abroad Registration System.

Once the Certificate of Eligibility (COE) has been issued, notification will be provided through the PUGS system regarding the location of the COE (PDF) file and important notes related to the student visa application. After reviewing the information, students are required to complete the visa application procedures on their own.

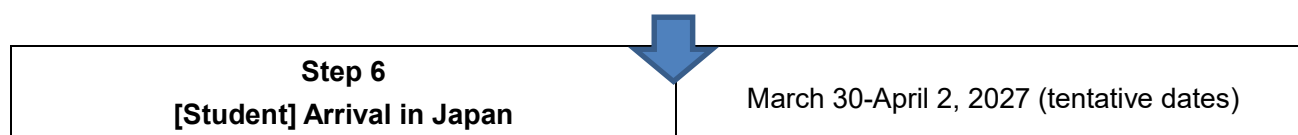


Step 5: Invoice (PDF) will be sent to students by email via a payment service called "Flywire".

Students who stay in university dorms are required to pay the accommodation fees depending on their study abroad period before the deadline:

Payment deadline for the first semester: February 15, 2027

Payment deadline for the second semester: July 15, 2027



Step 6: Arrival in Japan (Dormitory check-in date)

Students must move into the dormitory during the designated date and time. If the tentative dates change, students will be notified at the time that their notification of admission acceptance is sent. Students who will reside elsewhere must 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.			Oct 17

2	Academic Reference	Upload PDF file to the system	Submitted by student → Approved by coordinator	
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	Passport–style photo data *The photo data will be used for the application for Certificate of Eligibility (COE) and the student ID card, requirements specified by the Immigration and Naturalization Service. The applicant must meet the requirements specified by the Immigration and Residency Management Agency.	Upload JPEG file to the system		
7	Certificate of Health (Please get a medical check–up after October 1 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 30
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			

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