

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

◆Inquiry for the Study Abroad Program

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Important Notice

The application process has been changed from the 2026 spring term. Coordinators and applicants must complete both the nomination and application process through the “Toyo University Study Abroad Registration System (Online)”.

◆Application process

Please also refer to ◆Application documents on page two.

Step 1 [Home University] Online Nomination	February 2 – February 28, 2026 (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 were sent by email to university coordinators in late August 2025.

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	March 4 – March 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submitted by the deadline, we will take that to mean that the placement has been declined or the application has been withdrawn by the student/home university.** The results of document screening will be shared via the Toyo University Study Abroad Registration System.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 April through June 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” 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 COE is a key component of your student visa application. After the student has 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 the COE application could negatively impact the student's arrival date. Please note: The PUGS system and Toyo University Study Abroad Registration System are different systems.

Step 4 Notification of admission acceptance [Student] Visa Preparation	 June 2026
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Step 4: Admission acceptance (PDF) will be sent to the student 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. Students will apply for the student visa on their own.

Step 5 Payment of accommodation fee [Students who stay in university dorms]	 Payment deadline for the first semester: July 15, 2026
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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: July 15, 2026

Payment deadline for the second semester: February 15, 2027

Step 6 [Student] Arrival in Japan	 September 24-26, 2026 (tentative dates)
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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	Feb 28
1	Personal Information, Academic History, Personal Statements etc.			
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	Upload PDF file to the system	Submitted by student Approved by coordinator	Mar 17
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 April 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	May 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			

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