

Application Guidelines of Toyo University Study Abroad Program for 2025 Spring Enrollment (Exchange)

◆ Inquiry for the Study Abroad Program

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◆ Application Timetable/Method

Please refer to ◆ Application documents.

Step 1 [University] Online Nomination [Student] Online Application	Online Nomination: July1, 2024 –October1, 2024 Online Application: July1, 2024 –October5, 2024
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Step 1: (University) Please nominate the applicants using the online nomination link. The link will be sent to coordinators by email.


Step 1: (Student) Please complete the online application by using the online application link. The link will be sent to coordinators by email. The coordinators will then share the link with their nominated students. An automatic confirmation email will be sent to students as soon as we have received their application. If you do not receive the confirmation email, please contact: mlies@toyo.jp.



Step 2 [Student] Submission of application documents	October11, 2024 – October 22, 2024
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Step 2: The guidelines for submitting documents through our web system, Toyo Net-ACE, 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 (around October 11). Please note that the online application is just one part of the application process. Students also need to submit other application documents through our web system. **If you do not submit the documents by the deadline, we will take that to mean that you have declined the placement and withdrawn your application.**

Students who have missing documents/errors will be asked to re-submit document(s). The deadline for resubmission will be announced after the documents have been screened.



Step 3 [Student] Notification of admission acceptance	January – February 2025
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Step 3: Admission acceptance (PDF) will be sent to you via Toyo-Net ACE.



Step 4 [Student] Visa application	Mid-February 2025
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Step 4: Certificate of Eligibility (COE) will be uploaded on Toyo Net- ACE once it is issued. Please apply

for a student visa by yourself.



Step 5 [Student] Arrival in Japan	March 24,25,26 and 27, 2025 (Tentative)
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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 via email. If you will reside elsewhere, please enter Japan by the designated date.

◆Application documents

No.	Document for Submission	Format	Where to Submit It	Deadline
0	Online Application/オンラインアプリケーション	Online	Google Form	October 5
1	Check List/チェックリスト	PDF	Toyo Net-ACE	October 22
2	Application for Admission for Study Abroad Students /交換留学生入学願書			
3	Academic Reference/推薦書			
4	Personal Statements/志望理由書			
5	Copy of Passport/パスポートの写し			
6	Official Academic Transcript and the Explanation of the Evaluation/成績証明書及び成績評価尺度			
7	One of the following documents <ul style="list-style-type: none"> • Copy of JLPT Certificate/日本語能力試験の写し (N1, N2 or N3) • English Proficiency score (CEFR B2 or higher) • English/Japanese-Language Ability Certificate /語学能力証明書 			
8	ID Photo data/顔写真	JPEG		
9	Application for Certificate of Eligibility/在留資格認定 証明書	-	※別途 TUGS (Toyo University Global Service) より連絡がありま す。 <small>しゅうつがんとしるいでいしゅうつご しゅうち 出願書類提出後に周知</small>	TBA
10	Financial Supporting Documents/経費支弁書			
11	Copy of Passport/パスポートの写し			
12	ID Photo Data/顔写真			

13	Certificate of Health / <small>けんこうしんだんしょ</small> 健康診断書 (Please get a medical check-up after October 10)	PDF	Toyo Net-ACE	January 10
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You can download the application documents from our website:

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