

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

【Program to Develop the Japanese Language and Multicultural Communication Skills of
International Professionals through Intensive Japanese Study (IUEP) /
Korea-Japan 3+1 Program】

◆ Inquiry for the IUEP/3+1

Department in charge	International Affairs Office	Email	mlies@toyo.jp
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Address	5-28-20 Hakusan, Bunkyo-ku, Tokyo 112-8606		
Website	https://www.toyo.ac.jp/international-exchange/prospective/Exchange-Program/		
	IUEP https://www.toyo.ac.jp/contents/international-exchange/toyo-iuep/		

◆ Application Timetable/Method

Please refer to ◆ Application documents.

Step 1 [University] Online Nomination [Student] Online Application	Online Nomination: July 1, 2024 – October 1, 2024 Online Application: July 1, 2024 – October 5, 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. Coordinators will then share the link with their nominated students.

An automatic confirmation email will be sent to you as soon as we have received your application.

If you do not receive the confirmation email, please contact: mlies@toyo.jp.

Step 2 [Student] Submission of application documents and interview exam	October 11, 2024 – October 22, 2024
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Step 2: The guidelines for submitting documents through our web system, Toyo Net-ACE, and details of the interview exam, will be sent to students after the online application deadline (around March 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If you do not submit the documents by the deadline, we will take that to mean that you have declined the placement and withdrawn your application.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 students via Toyo-Net ACE.

Step 4 [Student] Visa application	Mid-February, 2025
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Step 4: Toyo University Global Service (TUGS – Toyo’s support office for COE and status of residence) will send the student instructions on how to apply for the Certificate of Eligibility (COE), which is a key step in the visa application process, and the student visa.

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 in to 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	March 5
1	Check List/チェックリスト	PDF	Toyo Net-ACE	March 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	<ul style="list-style-type: none"> • Copy of JLPT Certificate/日本語能力試験の写し (N1, N2) <li style="text-align: center;">OR • 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/ <small>ざいりゅうしかくにんてい</small> 在留資格認定 <small>しょうめいしょ</small> 証明書		<small>しゅつがんしよるいていしゅつご しゅうち</small> 出願書類提出後に周知 ※別途 TUGS (Toyo University Global Service) より連絡があります。	TBA
10	Financial Supporting Documents/ <small>けいひしべんしょ</small> 経費支弁書	-		
11	Copy of Passport/ <small>うつ</small> パスポートの写し			
12	ID Photo data/ <small>かおじゃしん</small> 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

You can download the application document 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