

## Application Guidelines of Study Abroad Program for 2024 Fall Enrollment (Paid)

### ◆ Inquiry for the Study Abroad Program

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Address	5-28-20 Hakusan, Bunkyo-ku, Tokyo 112-8606		
Website	<a href="https://www.toyo.ac.jp/international-exchange/prospective/Exchange-Program/">https://www.toyo.ac.jp/international-exchange/prospective/Exchange-Program/</a>		

### ◆ Eligibility requirements

Students who are enrolled in our partner universities and were nominated by their home institution, ISEP Direct, UMAP Program B, KEI Abroad, and CIS Abroad students.

Students whose academic performance is GPA2.5/4.0 or higher 【Partner University/KEI】, GPA3.0/4.0 or higher 【ISEP Direct/UMAP B/CIS Abroad】.

▶ Students who have a Japanese Language Proficiency Test (JLPT) score of N3 or higher or the equivalent of CEFR B2 or higher in English or who come from a university where the language of instruction is Japanese or English.

\*We can accept the following English scores.

Cambridge Examination	160 or higher
Eiken	Pre-1 or 1
GTEC Advanced	1190 or higher
GTEC CBT	1190 or higher
IELTS	5.5 or higher
TEAP	309 or higher
TEAP CBT	600 or higher
TOEFL iBT	72 or higher
TOEIC L&R+TOEIC S&W	1530 or higher *Please calculate as follows. Formula: TOEIC L&R score+(TOEIC S&W score*2.5) e.g. TOEIC L&R 800, TOEIC S&W 300 →800+(300*2.5)=1550

\*Students who don't have a Japanese or English language proficiency test score are required to submit an "English-Language Ability Certificate". Students can access the certificate on our website and Toyo Net-ACE.

\*If your home university offers courses mostly in English, you don't need to submit proof of your English language ability.

### ◆ Study period

**Changing the length of your period of study after submitting your online application (from a semester to a year, or a year to a semester) is not allowed. Please decide your desired length of study before submitting your application.**

### ◆ Important note

If you have special learning needs, please inform the International Affairs Office early in the

**application process. We will contact you to confirm your situation and determine what kind of support we will be able to provide.**

\* Online educational materials recommended for beginning students of the Japanese language

JF Japanese e-learning Hiragana

[https://minato-jf.jp/CourseDetail/Index/KC19\\_HRGS\\_A100\\_EN01](https://minato-jf.jp/CourseDetail/Index/KC19_HRGS_A100_EN01):

JF Japanese e-learning Katakana

[https://minato-jf.jp/CourseDetail/Index/KC17\\_KTKS\\_A100\\_EN01](https://minato-jf.jp/CourseDetail/Index/KC17_KTKS_A100_EN01)

◆Application Timetable/Method

Please refer to ◆Application documents.

<b>Step 1</b> <b>[University] Online Nomination</b> <b>[Student] Online Application</b>	Online Nomination: February 1, 2024 –March 1, 2024 Online Application: February 1, 2024 – March 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: (Applicant) 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 you as soon as we have received your application.

If you do not receive the confirmation email, please contact: [mlies@toyo.jp](mailto:mlies@toyo.jp)



<b>Step 2</b> <b>[Student] Submission of application documents</b>	March 11, 2024 – March 22, 2024
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Step 2: The guidelines for submitting documents through our web system, Toyo Net-ACE, will be sent to program coordinators (students from partner universities and UMAP) or students (students from ISEP) after the deadline of the online application (around March 11). Please pay the application fee and submit the application documents during the above period. 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.

※ISEP Direct, KEI and CIS Abroad students: Please pay the necessary fees (to ISEP, KEI or CIS Abroad) by the deadline.

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.



<b>Step 3</b> <b>[Student] Notification of admission acceptance</b>	April – May, 2024
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Step 3: Admission acceptance (PDF) will be sent to you via Toyo-Net ACE.

※ISEP Direct, KEI and CIS Abroad students: Please pay the necessary fees (to ISEP, KEI or CIS Abroad) by the deadline



<b>Step 4</b> <b>[Student] Visa application</b>	Mid-August, 2024
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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.

Please complete the visa application process and pay the tuition and accommodation fees by their deadlines.



<b>Step 5</b> <b>[Student] Arrival in Japan</b>	September 9,10,11 and 12, 2024 (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	March 5
1	Check List/チェックリスト	PDF	Toyo Net-ACE	March 22
2	Application for Admission for Exchange 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	・Copy of JLPT Certificate/日本語能力試験の写し (N1, N2)  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/在留資格認定 証明書	-	しゅつがんとしよるいていしゅつご しゅうち 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/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 /健康診断書 (Please get a medical check-up after April 1)	PDF	Toyo Net-ACE	June 10

You can download the application document from our website:

[https://www.toyo.ac.jp/academics/international-exchange/prospective/exchange\\_program/](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