

Application Guidelines of Study Abroad Program for 2024 Spring Enrollment (Exchange)

◆ Inquiry for the Study Abroad Program

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◆ Information on the Study Abroad Program

For the following information, please refer to the Toyo Study Abroad Program Fact Sheet for 2024 (Spring Enrollment):

1. Classes; 2. Credit recognition/academic records; 3. Campuses; 4. Housing; 5. Living in Japan;
6. Living expenses; 7. Visa procedures; 8. Day of arrival in Japan/orientation

◆ Eligibility requirements

Students who are enrolled in our partner universities, ISEP Exchange or UMAP Program A universities and were nominated by the home institution.

▶ Students whose G.P.A. is 2.5/4.0 or higher **【Partner University】**, 3.0/4.0 or higher **【ISEP/UMAP】**.

▶ 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 self-isolation for a period of time after entering Japan is required due to the continued spread of the novel coronavirus, you will need to bear the cost of the accommodations during your self-isolation.

If you have special learning needs, please inform the International Affairs Office when you apply. We will 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:

JF Japanese e-learning Katakana

https://minato-jf.jp/CourseDetail/Index/KC17_KTKS_A100_EN01

◆Application Timetable/Method

Please refer to ◆Application documents.

Step 1 Online Nomination/ Application period	Online Nomination: July 1, 2023 – October 1, 2023 Online Application: July 1, 2023 – October 5, 2023
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Step 1: (University) Please nominate the applicants using the following link.

URL: Please see the email.

Step 1: (Applicant) Please complete the online application on the website shown below.

URL: Please see the email.

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 Submission of application documents	October 14, 2023 – October 25, 2023
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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 13). Please note that the online application is just a part of the application process and students need to submit other application documents through our web system. If you do not submit the application documents by the deadline, we will take that to mean that you have declined the placement and withdrawn your application.

Step 3 Notification of result of screening	Early-Mid November 2023
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Step 3: We will let you know the result of the screening. If you have missing documents/errors, you will need re-submit document(s). The deadline for resubmission will be announced after the screening.

Step 4 Notification of admission acceptance	December 2023 - January 2024
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Step 4: Admission acceptance (PDF) will be sent to you via Toyo-Net ACE.

Step 5 Visa application	Late-February 2024
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Step 5: 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 6 Completion of visa application	Mid-March 2024
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Step 6: Please complete the visa application process.

Step 7 Arrival in Japan	March 20,21,22 and 23, 2024 (Tentative)
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Step 7: 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	Online		October 5
1	Check List	PDF	Toyo Net-ACE	October 25
2	Application for Admission for Exchange Students			
3	Academic Reference			
4	Personal Statements			
5	Copy of Passport			
6	Official Academic Transcript and the Explanation of the Evaluation			
7	One of the following documents* <ul style="list-style-type: none"> •Copy of JLPT Certificate •English Proficiency Score(CEFR B2 or higher) •English/Japanese-Language Ability Certificate 			
	Copy of J-CAT score page			
8	ID Photo Data	JPEG		October 25
9	Application for Certificate of Eligibility		TBA *After the submission of the above application documents, TUGS (Toyo University Global Service) will contact you.	TBA
10	Financial Supporting Documents			
11	Copy of Passport			
12	ID Photo Data			
13	Certificate of Health (Please get a medical check-up after October 1)	PDF	Toyo Net-ACE	January 10

*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