



1. All documents must be written in English or Japanese. If the document is written in another language, it must be accompanied by an English or Japanese translation.
2. Hand written forms (except the "Certificate of Health") are NOT accepted. Please download all the files and type all necessary documents.
3. Unless indicated otherwise, students who had applied for the 2020 Spring Semester intake or the 2020 Fall Semester intake will have to resubmit all relevant documents.

00 - Application Checklist	<p>(00) Application Checklist.pdf</p> <p>Please use this checklist to monitor the current progress of your application and turn it in to your coordinator to be sent to KGU.</p>
01 - Application Form	<p>Exchange Program Application</p> <p>Fill out the Exchange Program Application and receive your Application Form by email.</p>
02 - Letter to Host Family, Dorm or CIEC	<p>(02) Letter to Host Family or Accommodation Coordinator.pdf</p> <p>Introduce yourself to your host. What kind of person are you? How would your best friend describe you? What do you look forward to? Send a special to your host to help them to get to know you.</p> <p>※ If you are opting out of KGU-arranged accommodation, please write a letter addressed to the CIEC office.</p> <p>※ Applicants who postponed from 2021 Spring or 2020 Fall Semester intake are exempt from submitting this document.</p>
03 - Reasons for Study Essay	<p>(03) Reasons for Study Essay.pdf</p> <p>The Reasons for Study Essay should answer the following two questions and should be written in the Japanese or English.</p> <ul style="list-style-type: none">◇ Why did you choose to apply for a study abroad program at KGU? (300 words)◇ What do you plan on doing after your study abroad program and what kind of impact will it have on this plan? (300 words) <p>※ Applicants who postponed from 2021 Spring or 2020 Fall Semester intake are exempt from submitting this document.</p>
04 - Self-Report of Medical Condition	<p>(04) Self Report of Medical Conditions.pdf</p> <p>※ The information included in this document will be used when assigning your accommodation placement as well as serve as a quick reference should any medical emergencies arise while you are participating in the program. It is important that you submit accurate information regarding your medical history. All students must submit this document.</p> <p>※ Applicants hoping to receive special academic support during their time at KGU should also submit a letter of accommodation describing in details the kind of support they receive in their home institution.</p>

<p>05 – Certificate of Health</p>	<p>(05) Certificate of Health.pdf</p> <p>Print out the "(5) Certificate of Health" form and have it filled out by your principal physician within 6 months prior to the date of application.</p> <ul style="list-style-type: none"> ※ The X-ray examination is omissible for students who are currently living in a Tuberculosis Low Burden Country, defined as a country where the "Total TB Incidence Rate" is lower than 10 (refer to WHO TB Country Profile for details about your current country of residence). If that is your case, please make sure that your physician indicate why you have not undertaken the X-ray examination when they fill out the Certificate of Health. ※ Ensure that in addition to the medical data, the principal physician also answers the final question, "In the view of this individual's history and the above findings, is it your observation that his or her health status is adequate for life in Japan". If they do not answer this question, we cannot accept the certificate. <p>Please note that in the case you will need to fill any medical prescriptions or receive medicine while in Japan, you will need to take a medical examination after arriving in the country. We strongly recommend you bring a letter of reference from your principal physician in your home country describing your symptoms and current treatment.</p> <ul style="list-style-type: none"> ※ Applicants who postponed from 2021 Spring are exempt from submitting this document. ※ We are aware that due to the COVID-19 pandemic, some of you will have difficulties to arrange for an in-person meeting with a physician and to get medical examinations done. If this is your case, please fill out the below Reason for Missing of Certificate of Health and understand that you will have to undertake a more thorough self-filled health declaration at a later date and a medical examination including an X-ray regardless of your current country of residence upon arrival at KGU. <p>(05) Reasons for Missing Certificate of Health</p>
<p>06 – Recommendation Letter</p>	<p>Recommendation Letter Upload Form</p> <p>Ask a professor or academic advisor to write a Recommendation Letter.</p> <p>The letter should include the following:</p> <ul style="list-style-type: none"> ◇ a paragraph or sentence that explains the relationship between the writer and the applicant and the duration of said relationship. ◇ a (short) narrative addressing the applicant's motivation for learning, general attitude, goals and plans as an exchange student. <p>Please provide this link to the person who will fill out the form along with your application number so they can submit the letter.</p> <ul style="list-style-type: none"> ※ Applicants who postponed from 2021 Spring or 2020 Fall Semester intake are exempt from submitting this document.
<p>07 – Japanese Language Assessment Form *if applicable</p>	<p>Japanese Language Assessment Form</p> <p>For students who are currently or have in the past studied Japanese in an academic settings (university or language schools). Please provide this link to the person who will fill out the form along with your application number.</p> <ul style="list-style-type: none"> ※ If you currently do not have a Japanese instructor, but need a teacher to evaluate your Japanese level, please try your best to find a teacher from a legitimate institution and ask them to interview you to fill it out.

08 - Official Grade Transcript	Please submit your <u>full academic record</u> from the time you entered an establishment of higher education to now. The document should include both grades and grading scale . Must have been issued within 3 months prior to the date of application.
09 - Scan of Passport	The scan should fill the following specifications <ul style="list-style-type: none"> ✧ Only the full ID page of the passport is required. ✧ The scan must not be blurry. ✧ The scan must be fully captured. Cut off scans will be rejected. ※ Passports must be valid beyond the date of your return after the exchange program finishes. If your passport is currently invalid or expiring during your exchange program, turn in a scan of the expired/current passport and apply for a new passport immediately.
10 - 1 Digital ID photograph	The digital ID photograph must adhere to the specifications mentioned on the below website. Immigration Bureau of Japan - HP <ul style="list-style-type: none"> ✧ 40 mm x 30 mm ✧ Color, clear, high resolution ✧ Front-facing, showing shoulders and up ✧ Taken by a professional. ✧ No hats, glasses, etc. ※ The digital ID photograph must be different from the one used in your passport to avoid problems when issuing your COE.
11 - Statement of Finance	Be sure to read instructions in the PDF below. Instructions Sample Sample (11) About Statement of Finance.pdf (11) Financial Supporter Letter - (11) Confirmation of Account Balance - Sample.pdf Sample.pdf
12 - KGU Immigration Application Form	KGU Immigration Application Form Received through email after online submission. Information provided in this online form will be used to submit an application for your Certification Of Eligibility to the Japan Immigration Bureau. Please be as accurate as possible when filling out this form. ※ Students who hold a Japanese citizenship do not need to fill out this form.
13 - Copy of JLPT Certificate *if applicable	In order to take regular university courses, an extremely high level of Japanese ability is required. Students who can submit proof of having passed JLPT (Japanese Language Proficiency Test) N1 before arriving in Japan, or who pass the Regular Course Aptitude Test (JLPT N1 equivalent level) at KGU after arriving in Japan, will be able to enroll in regular university courses held in Japanese.

<p>14 - KGU Sponsored Scholarship Application Essay *if applicable</p>	<p>(14) KGU Sponsored Scholarship Application Essay.pdf</p> <p>This 800 words essay should be 1 A4 page typed and must be written by the student. This essay can be written in Japanese or in English. It should answer the following questions:</p> <ul style="list-style-type: none"> ◇ Why do you need financial assistance? ◇ How will getting a scholarship impact your study abroad experience? <p>※ This essay is different from "(03) Reasons for Study Essay" above and is only required from students applying for a scholarship.</p>
<p>15 - KGU Sponsored Scholarship Application Form *if applicable</p>	<p>(15) Scholarship Application Guide.pdf (15) KGU Sponsored Scholarship Application Form.xlsx</p> <p>Students should read the "Scholarship Application Guide" carefully before asking their exchange coordinator to fill this form. Details about eligibility and Scholarship GPA Formula are included in the guide.</p> <ul style="list-style-type: none"> ※ This form must be filled by your exchange coordinator or authorized person at your university. ※ Students applying through the University Studies Abroad Consortium (USAC), the Association of Christian Universities and Colleges in Asia (ACUCA), or Japan-Canada Academic Consortium (JACAC) are not eligible to apply for these scholarships.



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