



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 a previous intake **will have to resubmit all relevant documents**.

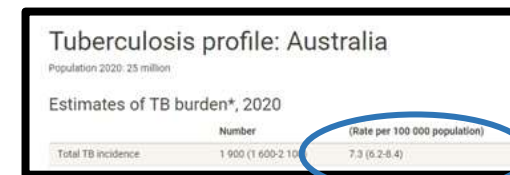
01 – Application Form	<p>Exchange Program Application Fill out the Exchange Program Application and receive your Application Form by email.</p>		
02 – Reasons for Study Essay	<p><i>Applicants who already submitted this document for a previous intake are exempt from submitting this document.</i> (02) Reasons for Study Essay.pdf 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) 		
03 – Self-Report of Medical Condition	<p>Self Report of Medical Conditions Online Form Received through email after online submission.</p> <ul style="list-style-type: none"> ※ The information included in this document will 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. ※ 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. 		
04 – Certificate of Health	<p>Case 1: => applying to KGU for the first time</p> <p>Submit the below document(s):</p> <ul style="list-style-type: none"> ● (04-A) Certificate of Health 	<p>Case 2: => applied to KGU in the past AND Certificate of Health was issued PRIOR TO May 2021</p> <p>Submit the below document(s):</p> <ul style="list-style-type: none"> ● (04-A) Certificate of Health 	<p>Case 3: => applied to KGU in the past AND Certificate of Health was issued AFTER May 2021</p> <p>Submit the below document(s):</p> <ul style="list-style-type: none"> ● (04-A) Certificate of Health Or ● (04-B) Certificate of Health Submission Exemption Request



● [\(04-A\) Certificate of Health](#)

Print out the "(03) Self-Report of Medical Condition PDF" and the "(04) Certificate of Health" form and have it filled out by your principal physician within 6 months prior to the date of application.

※ 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.

※ 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 Certificate of Health and understand that you will have to undertake a medical examination including an X-ray regardless of your current country of residence upon arrival at KGU.

[\(04-C\) Reasons for Missing Certificate of Health](#)

● [\(04-B\) Certificate of Health Submission Exemption Request](#)

Applicants whose Certificate of Health was issued AFTER May 2021 may submit a Certificate of Health Submission Exemption Request instead of the Certificate of Health, provided that their Health Status hasn't changed drastically since the issuance of said Certificate AND that they agree to undergo a medical examination including an chest X-ray upon arrival in Japan.

05 – Recommendation Letter

Applicants who already submitted this document for a previous intake are exempt from submitting this document.

[Recommendation Letter Upload Form](#)

Ask a professor or academic advisor to write a Recommendation Letter.


The letter should include the following:

- ◇ The applicant's name, the professor's or academic advisor's name, signature and contact details.
- ◇ 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.

The letter should be signed and dated.

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>06 – Japanese Language Assessment Form *if applicable</p>	<p><u>Case 1:</u> (A) studied Japanese in an academic setting AND applying to KGU for the first time You have to submit the document</p>	<p><u>Case 2:</u> (A) studied Japanese in an academic setting AND applied to KGU in the past BUT Japanese language assessment was submitted before May 2021 You have to submit the document</p>	<p><u>Case 3:</u> (A) never studied Japanese in an academic setting (B) studied Japanese in an academic setting AND applied to KGU in the past AND Japanese language assessment was submitted after May 2021 You do not have to submit this document.</p>
<p>Japanese Language Assessment Form Please provide this link to the person who will fill out the form along with your application number. ※ 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.</p>			
<p>07 – Official Grade Transcript</p>	<p>Please submit your LATEST full academic record from the time you entered an establishment of higher education to now. ※ The document should include both grades and grading scale.</p>		
<p>08 – Scan of Passport</p>	<p><i>Applicants who already submitted this document for a previous intake are exempt from submitting this document.</i> 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.</p>		
<p>09 – Digital ID photograph</p>	<p>The digital ID photograph must follow the below requirements. (09) Digital ID Photo Requirements.pdf</p> <p style="text-align: right;">This Youtube Video should also give you some idea of what is expected.  7 things to keep in mind to submit a perfect digital ID photo</p>		
<p>10 – Statement of Finance</p>	<p>Be sure to read instructions in the PDF below. Instructions (10) About Statement of Finance.pdf</p>	<p>Designated Format (10) Financial Supporter Letter.pdf</p>	<p>Sample (10) Confirmation of Account Balance – Sample.pdf</p>



<p>I 1 – KGU Immigration Application Form</p>	<p><i>Students who hold a Japanese citizenship do not need to fill out this form.</i></p> <p>KGU Immigration Application Form</p> <p>Received through email after online submission.</p> <p>Information provided in this online form will be used to submit an application for your Certification Of Eligibility to the Japan Immigration Bureau.</p>
<p>I 2 – Copy of JLPT Certificate *if applicable</p>	<p>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>
<p>I 3 – KGU Sponsored Scholarship Application Essay *if applicable</p>	<p><i>Applicants who already submitted this document for a previous intake are exempt from submitting this document.</i></p> <p>(I 3) KGU Sponsored Scholarship Application Essay.pdf</p> <p>This 800 words essay should be one (1) A4 page typed and must be written by the student. This essay can be written in Japanese or in English.</p> <p>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 "(02) Reasons for Study Essay" above and is only required from students applying for a scholarship.</p>
<p>I 4 – KGU Sponsored Scholarship Application Form *if applicable</p>	<p>(I 4) Scholarship Application Guide.pdf</p> <p>(I 4) 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.</p> <p>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.
<p>I 5 – Pre-Upload Checklist</p>	<p>Pre-upload Checklist</p> <p>Once you have gathered all your application documents, please fill out the Pre-Upload Checklist to make sure that everything is in order.</p> <p>After submission, you will receive a copy of the checklist in PDF form.</p>