



- 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.
- Hand written forms** (except the "Certificate of Health") are **NOT accepted**. Please download all the files and type all necessary documents.
- Unless indicated otherwise, all prospective exchange students must submit all listed documents.

01 – Application Form	<p><u><a href="#">Exchange Program Application</a></u> Fill out the Exchange Program Application receive a PDF via email after online submission.</p>
02 – Reasons for Study Essay	<p><u><a href="#">(02) Reasons for Study Essay.pdf</a></u> 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"> <li>◇ Why did you choose to apply for a study abroad program at KGU? (300 words)</li> <li>◇ What do you plan on doing after your study abroad program and what kind of impact will it have on this plan? (300 words)</li> </ul>
03 – Self-Report of Medical Condition	<p><u><a href="#">Self Report of Medical Conditions Online Form</a></u> Fill out the Self-Report of Medical Conditions Online Form and receive a PDF via email after online submission.</p> <ul style="list-style-type: none"> <li>※ 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.</li> <li>※ 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.</li> </ul>
04 – Certificate of Health	<p><u><a href="#">(04) Certificate of Health</a></u> 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.</p> <ul style="list-style-type: none"> <li>※ The X-ray examination is <u>omissible</u> for students who are currently living in a Tuberculosis Low Burden <u>Country</u>, defined as a country where the “Total TB Incidence Rate” is lower than 10 (refer to <u><a href="#">WHO TB Country Profile</a></u> 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. <i>While Taiwan is not listed on the WHO website, it has a Total TB Incidence Rate of over 10.</i></li> <li>※ Ensure that in addition to the medical data, the principal physician also <u>answers the final question</u>, "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.</li> </ul>





<p>05 – Japanese Language Assessment Form <i>*if applicable</i></p>	<p><u><a href="#">Japanese Language Assessment Form</a></u> 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. ※ 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>06 – Official Grade Transcript</p>	<p>Please submit your <b>LATEST full academic record</b> from the time you entered an establishment of higher education to now. ※ The document should include both <b>grades</b> and <b>grading scale</b>.</p>		
<p>07 – Scan of Passport</p>	<p>The scan should fill the following specifications</p> <ul style="list-style-type: none"> <li>◇ Only the full ID page of the passport is required.</li> <li>◇ The scan must not be blurry.</li> <li>◇ The scan must be fully captured. Cut off scans will be rejected.</li> </ul> <p>※ 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>08 – Digital ID photograph</p>	<p>The digital ID photograph must follow the below requirements. This Youtube Video should also give you some idea of what is expected. <u><a href="#">Digital ID Photo Requirements.pdf</a></u>      📺 <u><a href="#">7 things to keep in mind to submit a perfect digital ID photo</a></u></p>		
<p>09 – Statement of Finance</p>	<p><u><b>STEP 1</b></u> <u><a href="#">F24 About Statement of Finance.pdf</a></u> Read the instructions in the PDF above and gather necessary documents</p>	<p><u><b>STEP 2</b></u> <u><a href="#">Statement of Finance Form</a></u> Fill out the Statement of Finance online form, upload your Statement of Finance document and receive a PDF via email after online submission.</p>	<p><u><b>STEP 3</b></u> Submit your documents to your study abroad office with your other application documents.</p>
<p>10 – KGU Immigration Application Form</p>	<p><i>Applicants holding a Japanese passport are exempt from submitting this document.</i> <u><a href="#">KGU Immigration Application Form</a></u> Fill out the KGU Immigration Application Form receive a PDF via 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.</p>		



<p><b>I 1 – Copy of JLPT Certificate *if applicable</b></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><b>I 2 – KGU Sponsored Scholarship Application Essay *if applicable</b></p>	<p><a href="#">(I 2) KGU Sponsored Scholarship Application Essay.pdf</a> 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. It should cover the following topics:</p> <ul style="list-style-type: none"> <li>◇ Why do you need financial assistance? Please make sure to specifically address the reasons why you would not be able to participate in this exchange program without a scholarship. (400 words minimum)</li> <li>◇ KGU’s school motto is “Mastery for Service” and reflects the ideal for all its members to master their abundant God-given gifts to serve their neighbors, society and the world. Please describe an episode in your life where you embodied this principle and how you intend to champion this principle during and after your time at KGU? (400 words minimum)</li> </ul> <p>※ This essay is different from "(02) Reasons for Study Essay" above and is only required from students applying for a scholarship.</p>
<p><b>I 3 – KGU Sponsored Scholarship Application Form *if applicable</b></p>	<p><a href="#">(I 3) Scholarship Application Guide.pdf</a> <a href="#">(I 3) KGU Sponsored Scholarship Application Form.xlsx</a> 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"> <li>※ This form must be filled by your exchange coordinator or authorized person at your university.</li> <li>※ Students applying through the University Studies Abroad Consortium (USAC), the Association of Christian Universities and Colleges in Asia (ACUCA) are not eligible to apply for these scholarships.</li> </ul>
<p><b>I 4 – Pre-Upload Checklist</b></p>	<p><a href="#">Pre-upload Checklist</a> Once you have gathered all your application documents, please fill out the Pre-Upload Checklist to make sure that everything is in order. After submission, you will receive a copy of the checklist in PDF form.</p>