

**Application Guideline for Kumamoto University
2021 - 2022 Short-Term Exchange Program
(Undergraduate Level, Spring Semester 2021)**

1. Eligibility

- Applicants should be non-Japanese Nationality and full-time undergraduate students at universities where have international student exchange agreements with Kumamoto University (hereafter, KU)
 - Applicants of **J Course** should be 3rd year students at the time of application and must have Japanese proficiency of JLPT N3 or higher (submission of a copy of your JLPT test result is required) ⇒ please note that **the new standard for Japanese language proficiency level will be set at JLPT N2 starting Fall Semester 2022.**
 - A letter from a professor CANNOT be accepted as a proof of language proficiency
 - N4 or N5 holders: please submit your score cards
 - If there is a difficulty taking a JLPT test in your region, please consult beforehand
 - **E Course** seeking applicants should be 3rd year students at the time of application. For all non-native English speakers (including students who attend universities in English-speaking countries,) submission of a copy of TOEFL iBT score card (61 or higher) is required (TOIEC or IELTS score is also accepted)
 - Chinese CET is NOT sufficient
 - A letter from a professor CANNOT be accepted as a proof of language proficiency
 - Applicants must be physically and mentally capable of completing their studies for the designated periods
- * The standard for Japanese language proficiency will be changed to JLPT N2 from Fall Semester 2022 application. Due to this change, N3-level Japanese language classes will be no longer offered.
- * Please note that since the Program is designed for students with JLPT N3 or higher level of Japanese proficiency, NO beginner level Japanese Language classes with credits are available

2. Required Documents (your documents will be checked via Online Application System)

- ① Application for Kumamoto University Short-Term Exchange Program (For Undergraduates)
 - Complete Online Application
 - Name in Katakana: required field
 - Expected Graduation Date: required field
 - Academic History: as at your study at KU commences
 - Preferred duration of stay at Kumamoto University: 6 months (1 semester) from April 1st to September 30th or 1 year (2 semesters) from April 1st to March 31st
 - *Please ensure that your Expected Graduation Date and return flight date are after the above-mentioned end date of each duration of your choice.
 - Date and Signature: must be hand-written (after submitting web application, the data will be sent to your international office. Please print out, sign, and send it back to us via courier)
- ② Certificate of Enrollment (issued by home university)

- ③ Academic Record (official home university transcript) of the most recent academic year
- ④ Letter of recommendation (from applicant's academic supervisor or a faculty member who knows him/her well)
- ⑤ Health Certificate (KU format) : please include the result of a PCR test for COVID-19
- ⑥ Application for Certificate of Eligibility (COE) form (3 pages in total)
- ⑦ Certificate of financial support (certificate of bank account balance, certificate of income, etc.)
- ⑧ Application for the International House (if you would like to rent a room in the KU dormitory)
- ⑨ Four (4) ID photos (40mm × 30mm) (please write your name and University name on the back side, adhere 1 to your Program Application, another to your Application for COE Form)
- ⑩ Copy of the picture page of applicant's passport
* Check the expiry date and if less than a year left, please renew it
- ⑪ Certificate of language proficiency

3. Online Application Flow

- I. Go the link, which has been sent to each partner university's international office, to access KU's online application website, fill in all necessary fields, upload required documents, then submit
- II. Kumamoto University will check uploaded documents for adequacy
- III. Only if all fields are confirmed filled properly and all uploaded documents are in fact adequate, KU will generate your application form data and send the data via e-mail to the person in charge of outbound students at your university (if there is information missing or something that needs to be corrected, KU will contact your university for missing info.)
- IV. Once the application form data is received, print it out and sign
- V. Pass your application package including the signed application form and other original documents to the person in charge of outbound students at your university
- VI. The package is sent to KU via courier

Remarks on Uploading Files:

- Check if the file sizes are not too big (upload in black-and-white color scheme to keep them smaller)
- Do not use International characters which are not recognized in Japan in file names (i.e., please use Japanese characters and alphabets only)
- Do not use too many dots in the file names
- File extension has to be one of the following; .doc, .docx, .xls, .xlsx, .pdf, or .jpg

4. Submission and Deadline

Please submit required documents to person in charge of overseas study programs at your home university. Documents must be sent to KU International Student Office through your home university by the deadline. Please note that we do not accept documents or reply any inquiries submitted directly by applicants.

*** Please prepare all documents in A4 size in either Japanese or English language. Also, please refrain from using staplers.**

(1) Submission Deadline

Friday, November 13, 2020

(Application documents must arrive at our office in mail no later than above date)

(2) Where to Submit

International Student Office

Kumamoto University

2-40-1 KUROKAMI, CHUO-KU, KUMAMOTO-CITY, KUMAMOTO

860-8555 JAPAN

TEL: +81-96-342-2103

FAX: +81-96-342-2130

E-mail: gji-ryugaku@jimu.kumamoto-u.ac.jp