

International Christian University Exchange/Invitee Program Application Procedures 2015-2016

This information is for those who have been nominated as exchange/invitee students by our partner universities*.

If you are unsure about your eligibility for application, please consult with your home university.

*[List of Partner Universities] http://www.icu.ac.jp/en/academics/global/ieep_list.html.

A. How to apply

To apply for the ICU Exchange/Invitee Program in 2015-2016, please prepare and submit **all required application items to the study abroad office of your home university well ahead of our deadline: March 13, 2015.**

Documents directly sent from students are NOT acceptable.

[NEW THIS YEAR] Those who would like to participate in [Summer Courses in Japanese \(SCJ\)](#) before the one-term or one-year exchange/invitee program starts in September, you can apply for it by sending in all the required application materials for Exchange/Invitee Program **AND a notification of intent by email, which is due February 28, 2015, and a housing application form.** There is no need to fill out the rest of the SCJ Application Forms.

B. Notification

ICU will send a letter to the study abroad office of your home university in mid-May 2015. More detailed schedule can be found on the next page.

C. Required Application Materials

There are four types of required application materials.

1. Application for Exchange/Invitee Program
2. Application for Visa
3. [Optional] Application for Summer Courses in Japanese (SCJ)
4. Application for Scholarships

Please fill out all the documents in black ink or with [Adobe Reader\(R\)](#) unless otherwise instructed.

Instructions for preparing Application Forms with Adobe Reader (R)

1. Download the forms to your computer.
2. Open the files using Adobe Reader(R).
3. Fill out the forms. If the spaces or lines are not enough to include your information, such as educational background, please fill them out by hand.
4. Print out the forms, and sign your name in the designated places for Forms 1, 4, 5 and 7 (Optional).

D. Application Schedule

February or March 2015	We expect to post an announcement for the JASSO (Japan Student Service Organization) Scholarship in February or March. (Application deadline: TBD)
February 28	[Optional] Notification of intent for Summer Courses in Japanese (SCJ) due
March 13	Application deadline
Mid May	ICU will send a notification letter, housing information and applications, course offerings, Health Report and documents for entrance procedures to the study abroad office of your home university.
Late May	ICU will send the "Certificate of Eligibility (CoE)" to those who will participate in the Summer Courses in Japanese from July to August.
Mid June	Deadline for entrance procedures documents, Health Report and housing applications
July	ICU plans to post an announcement on the "Living Support Scholarship for International Students" for those students who are from our partner universities in Asia, South America and Africa. (Application deadline: TBD)
Mid July	ICU Housing Office will send a notification letter to dormitory applicants.
Late July - Early August	ICU will send the CoE to the study abroad office of your home university for those who start in September.
September 1	Matriculation ceremony and classes begin. *Detailed schedule will be sent to the accepted students in May. *All exchange/invitee students must attend the Matriculation Ceremony on September 1, 2015 and the orientations on September 2 and 3.

E. Application Forms and Materials

1. Application for ICU Exchange/Invitee Program

1-1. Application Form for Exchange/Invitee Program ([Form 1](#))

This is a PDF form which you can fill out on a computer, using Adobe Reader(R).

Name

Write your official name as it appears on your passport. If you have a name in Chinese characters, please also type it in or hand-write on the printed form. As for those who are Japanese language learners, please also include your name in *katakana*.

Contact Information

Our primary contact will be the study abroad office of your home university for all necessary arrangements. However, we may need to contact you directly by telephone, fax or email, for urgent matters. Please clearly indicate telephone and fax numbers, and an email address that you frequently check.

Educational Background

List all schools that you have attended from Grade 1 in primary school to the present. This information is also necessary for your visa application.

1-2. Official Transcript and Explanation of the Grading System in English

Prepare your official university transcript(s), showing all the courses you have taken with grades or marks, from all the universities/colleges, which you have attended.

If a grading system is not explained on the transcript such as grade comparison charts to US and/or ECTS systems, be sure to provide an explanation of your university's grading system in English and send it along with your transcript(s).

1-3. Study and Career Plans in English

Explain as fully as possible your reasons for wishing to study at ICU and how they relate to your present studies and future plans in **around 500 words** (12 font, double-spaced).

1-4. Proof of English or Japanese Proficiency

If you are not a native speaker of English or Japanese, proof of your proficiency in either English or Japanese (such as TOEFL, IELTS and JLPT) would be required. Contact the study abroad office of your home university for further information.

1-5. Two Letters from your university in English ([Form 2](#)*)

- 1) A nomination letter from a person at your home university, who is responsible for the study abroad programs
- 2) A reference letter from an instructor at your home university, who can comment on your academic work and motivation

*Recommenders can use their own formats instead of our form, Form 2.

1-6. Questionnaire Concerning Japanese Language Proficiency ([Form 3](#))

This is a PDF form, which you can fill out on a computer, using Adobe Reader(R).

1-7. Photocopy of the Personal Information Pages of Your Passport

Submit a clear photocopy of the personal information pages of your passport showing your name, date of birth, place of issue, passport number, dates of issue and expiration, issuing authority and photograph. This will be used for the registration of your name at ICU, and also for application for the Certificate of Eligibility (CoE), which is a document that you will need for visa application later on.

Also make sure that your passport is valid through the end of your study period in Japan. If it expires before you complete the program, i.e. November 2015 for the autumn term only students and June 2016 for full year students, please renew it and submit a photocopy of your new passport.

1-8. Application Checklist ([Form 6](#))

Please use this checklist when you submit your application forms and materials to the study abroad office of your home university.

2. Application for Visa*

We would like to collect the following materials at the time of application so that we can prepare to apply for your Certificate of Eligibility (CoE) to the immigration office as soon as your acceptance is confirmed. Students need to apply for a college student visa through the closest Japanese embassy or consulate, using the CoE.

Submit the following materials unless you hold Japanese citizenship* or you are expected to have an appropriate resident status for your stay in Japan such as spouse or child of Japanese nationals.

***Note for Japanese nationals**

If you hold Japanese citizenship or dual citizenship, including Japanese, you do not need to submit these materials. You are, however, required to enter Japan with a Japanese passport. If you do not have a Japanese passport at the time of application to us, please make sure to apply for it and use it to enter Japan.

2-1. Visa Information Sheet for Application for Certificate of Eligibility ([Form 4](#))

This is a PDF form, which you can fill out on a computer, using Adobe Reader(R). This is a PDF form, which you can fill out on a computer, using Adobe Reader(R).

Be sure to answer all the questions. The information included in this form is very important, when we apply for the Certificate of Eligibility (CoE), which enables you to get your college student visa.

2-2. One Identification Photograph (Attach to Form 4)

This photograph will be used for your residence card, which will be issued at the immigration counter when entering Japan.

- Size: 4.0 x 3.0cm
- Write your name on the back.
- The quality of the photo should be **very good (passport photo quality)**.
- Photocopy or photo printed by a home printer is NOT acceptable.

Attach the photo to the Visa Information Sheet (Form 4) **with a paper clip**, not a stapler or glue.

2-3. Confirmation of Financial Resources ([Form 5](#))

This is a PDF form, which you can fill out on a computer, using Adobe Reader(R).

This is to prove that you are able to cover expenses, while studying at ICU, and is also an important document for our application for your CoE.

2-4. Supporting Documentation

Supporting documentation in either English or Japanese (e.g., bank letter, bank statement, and sponsor's statement) is necessary to certify the balance of your own or your sponsor's bank account or a letter awarding a scholarship or a loan.

Students must submit a proof that they have sufficient funds for study and living in Japan so that we can apply for the CoE, which will enable you to apply for a college student visa.

Since there are legal restrictions, regarding foreign student employment in Japan, students must not include possible earnings from employment in Japan in their budget.

- Approximately 100,000YEN per month for housing and other living expenses
- 300,000 YEN for autumn term only students
- 1,000,000 YEN for full year students

This documentation should be provided in one of the following forms, and must be an original copy.

- A letter on official bank letterhead showing your or sponsor's name as an account holder and the amount of funds available, with bank's official stamp or a signature of a bank official.
- A recent bank statement showing your or sponsor's name as an account holder and the amount of funds available.
- A letter on official sponsoring organization's letterhead, including your name, the amount of the award available to you, and the period when you will be eligible to receive the funds. Ref) [<sample statement1>](#) [<sample statement2>](#)

3. [Optional] Application for Summer Courses in Japanese (SCJ)

[NEW THIS YEAR] Those who would like to participate in [Summer Courses in Japanese \(SCJ\)](#) before the one-term or one-year exchange/invitee program starts in September, you can apply for it by sending in all the required application materials for Exchange/Invitee Program **AND a notification of intent by email, which is due February 28, 2015, and the SCJ housing application form.** There is no need to fill out the rest of the SCJ Application Forms.

3-1. 2015 Housing Form for SCJ for Exchange/Invitee Program Participants ([Form 7](#))

You can send this form along with the rest of the Exchange/Invitee Program application materials by March 15, 2015. **However, since the deadline for SCJ is February 28, please try to send them to us as soon as possible.**

3-2. Notification of intent by email

Send your name, name of home institution, e-mail address, gender and housing preference by email to iee@icu.ac.jp by **February 28, 2015.**

4. Application for Scholarships

As of December 24, 2014, no application forms for scholarships are available.

Please refer to [our homepage](#) and [Student Affairs Office's homepage](#) for more information for now, and keep coming back to these websites for further announcements.

We expect to post an announcement for [the JASSO \(Japan Student Services Organization\) Scholarship](#) in February or March. Application deadline is to be decided.

With regard to our "Living Support Scholarship for International Students" for those students who are from our partner universities in Asia, South America and Africa, we plan to post an announcement in July. Application deadline is to be decided.

Medical Attention

To assure every student will have access to adequate support before and after enrollment, any applicant with conditions that may require special attention to undertake studies and student life, and/or who may need medical treatment during the program should notify us in writing through your home university prior to application.

Handling of Personal Information

All personal information will be used only for admission purposes, such as documentary screening, correspondence with applicants and home universities, announcement of admission results, entrance procedures, and other related administrative tasks. Data collected through admission process may be used for data analysis for admission-related research, which will be used only within the University. Further information on the ICU policy for the protection of personal information can be found at:

<http://www.icu.ac.jp/en/privacy.html>

If you have any questions, please consult with the study abroad office of your home university first. Until you are accepted by us, you will need to communicate with us through them for questions and all necessary arrangements.

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