

INTERNATIONAL CHRISTIAN UNIVERSITY EXCHANGE / INVITEE PROGRAM APPLICATION PROCEDURES

This information is for those who have been nominated as an exchange / invitee student by our partner institution*.

Please contact the study abroad office of your university for the details regarding the program.

*[List of Partner Institutions] <http://www.icu.ac.jp/english/liberalarts/ieep/index.html>.

A. How to apply

To apply for the 2012-2013 ICU Exchange / Invitee Program, please prepare and submit all required application items to ICU by March 15, 2012, through the study abroad office of your university; documents directly sent from students are **NOT acceptable**.

B. Notification

A letter informing the decision will be sent to the study abroad office of your university by mid-May, 2012.

C. Required application items

All documents should be completed in INK (ballpoint) or with Adobe Reader® unless otherwise instructed.

Instructions for preparing Application Forms with Adobe Reader®

1. Download Forms 1, 3, 5 and 6 to your PC.
2. Open the files using Adobe Reader®.
In case you do not have Adobe Reader®, download and install it on to your computer from this website: (<http://get.adobe.com/reader/>)
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.
5. Submit the completed forms and other supporting documents to the study abroad office of your university in time.

1. Application for 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 PC using Adobe Reader®.

Name

Write your official name as it appears on your passport. If you have a name in Chinese characters, please also provide it (this can be hand-written on the printed form, if it is not possible to input this by computer.).

Contact Information

We contact the study abroad office of your university for all necessary arrangements. For urgent matters, however, we may need to contact you directly by telephone, fax or email. Please clearly indicate an address, telephone, fax number and email address.

Educational Background

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

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

Prepare your official university transcripts, showing all the courses you have taken with grades or evaluation, from all the universities 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 that an explanation of your university's grading system (in English) is included along with your transcript.

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** (double-spaced and in a 12 point font).

1-4. Proof of Language Proficiency

If you are not a native speaker of English/Japanese, proof of your English/Japanese proficiency (such as TOEFL, IELTS and JLPT) would be required.

Contact the study abroad office of your university for further information.

1-5. Two Letters from your institution (in English)

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

1-6. Questionnaire Concerning Japanese Language (Form 3)

This is a PDF form which you can fill out on a PC using Adobe Reader®.

1-7. Passport Copy

Submit a clear photocopy of the pages of your passport showing your name, date of birth, place of issue, passport number, dates of issue and expiration, issuing authority and photo (The passport copy will be used for the registration of your name at ICU and also for application for Certificate of Eligibility.).

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 2012 for Autumn term only students and June 2013 for full year students, you are required to submit a copy of your passport again after you renew it.

1-8. Application Checklist (Form 4)

2. Application for Visa*

Submit these materials unless you hold Japanese citizenship including dual (or multiple) one or are expected to have an appropriate resident status for your stay in Japan such as “Spouse of Japanese nationals”.

*Note for Japanese nationals

If you hold Japanese citizenship including dual (or multiple) one, 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, consult with the study abroad office of your university.

2-1. Visa Information Sheet for Application for Certificate of Eligibility (Form 5)

This is a PDF form which you can fill out on a PC using Adobe Reader®.

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 will enable you to get your student visa.

2-2. One Portrait Photo (4x3 cm, your name must be written on the back)

The quality of the photo should be **VERY GOOD** (passport photo quality).

Photocopy or photo printed by a home (personal) printer is NOT acceptable.

Attach the photo to the Visa Information Sheet (Form 5) **with a paper clip**, not a staple or glue.

2-3. Confirmation of Financial Resources (Form 6)

This is a PDF form which you can fill out on a PC using Adobe Reader®.

This is to show that you are able to cover expenses while studying at ICU and is also an important document for your visa application.

2-4. A statement to certify the balance of your sponsor's bank account or a letter awarding a scholarship or a loan (in English or Japanese)

Students must submit evidence that they have sufficient funds (approximately 100,000YEN per month, i.e. 1,000,000 YEN for full year participants and 300,000 YEN for Autumn term participants) for the study in order to apply for the "Certificate of Eligibility". Since there are legal restrictions regarding foreign student employment in Japan, students must not include possible earnings from employment here in their budget.

This documentation should be provided in the form of one of the following (No copies are allowed):

- An official letter of award from your government or other sponsoring organization indicating the terms and amount of support.
- A certification of account balance stamped or signed by a bank official on original letterhead stationery certifying that sufficient funds, including the amount are available.

3. Application for Scholarships

To be announced in February 2012

Medical attention

Any applicants with conditions that may require special attention to undertake university work and/or who may need medical treatment during their studies in Japan should notify the International Educational Exchange Office in advance through your home institution in writing.

Handling of Personal Information

All personal information will be used only for admission purposes, such as documentary screening, correspondence with applicants, announcement of admission results, entrance procedures, and other related administrative tasks. Data collected through the 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/english/privacy/index.html>

If you have any questions, please consult with the study abroad office of your university or contact the International Educational Exchange Office.

Inbound Exchange / Invitee Program
International Educational Exchange Office
International Christian University
3-10-2 Osawa Mitaka Tokyo Japan, 181-8585
E-Mail: iee@icu.ac.jp Tel.: +81-422-33-3117
Website: http://subsite.icu.ac.jp/ieeo/exchange_invitee/