

Application Guidelines of Study Abroad Program for 2024 Fall Enrollment (Exchange for the faculty of Global and Regional Studies)

◆ Inquiry for the Study Abroad Program

Department in charge	Education Affairs Office of the Faculty of Global and Regional Studies	Email	ml-grs-incoming@toyo.jp
Tel	+81-3-3945-8562		
Address	5-28-20 Hakusan, Bunkyo-ku, Tokyo 112-8606		
Website	https://www.toyo.ac.jp		

◆ Eligibility requirements

Students who are enrolled in our partner universities, and were nominated by the home institution.

▶ Students whose G.P.A. is 2.5/4.0 or higher 【Partner University】, 3.0/4.0 or higher 【ISEP/UMAP】.

▶ Students who have a Japanese Language Proficiency Test (JLPT) score of N3 or higher or the equivalent of CEFR B2 or higher in English or who come from a university where the language of instruction is Japanese or English.

*We can accept the following English scores.

Cambridge Examination	160 or higher
Eiken	Pre-1 or 1
GTEC Advanced	1190 or higher
GTEC CBT	1190 or higher
IELTS	5.5 or higher
TEAP	309 or higher
TEAP CBT	600 or higher
TOEFL iBT	72 or higher
TOEIC L&R+TOEIC S&W	1530 or higher *Please calculate as follows. Formula: TOEIC L&R score+(TOEIC S&W score*2.5) e.g. TOEIC L&R 800, TOEIC S&W 300 →800+(300*2.5)=1550

*Students who don't have a Japanese or English language proficiency test score are required to submit an "English-Language Ability Certificate". Students can access the certificate on our website and Toyo Net-ACE.

*If your home university offers courses mostly in English, you don't need to submit proof of your English language ability.

◆ Study period

Changing the length of your period of study after submitting your online application (from a semester to a year, or a year to a semester) is not allowed. Please decide your desired length of study before submitting your application.

◆ Important note

If you have special learning needs, please inform the Education Affairs Office of the Faculty of

Global and Regional Studies early in the application process. We will contact you to confirm your situation and determine what kind of support we will be able to provide.

* Online educational materials recommended for beginning students of the Japanese language

JF Japanese e-learning Hiragana

https://minato-jf.jp/CourseDetail/Index/KC19_HRGS_A100_EN01:

JF Japanese e-learning Katakana

https://minato-jf.jp/CourseDetail/Index/KC17_KTKS_A100_EN01

◆Application Timetable/Method

Please refer to ◆Application documents.

Step 1 Nomination/Application (ml-grs-incoming@toyo.jp)	Due date: March 1, 2024
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Step 1: (University) Please nominate the applicants and email the nomination list (Form A) to us.

Step 1: (Applicant) Please complete the application form for exchange program (Form B) and email it to us.



Step 2 Submission of application documents	Due date: March 22, 2024
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Step 2: The application documents should be sent by email. If you do not submit the documents by the deadline, we will take that to mean that you have declined the placement and withdrawn your application. Students who have missing documents/errors will be asked to re-submit document(s). The deadline for resubmission will be announced after the documents have been screened.



Step 3 Notification of admission acceptance	May, 2024
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Step 3: Admission acceptance (PDF) will be sent to you via email.



Step 4 Visa application	Mid-August, 2024
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Step 4: Toyo University Global Service (TUGS – Toyo’s support office for COE and status of residence) will send the student instructions on how to apply for the Certificate of Eligibility (COE), which is a key step in the visa application process, and the student visa.



Step 5 Arrival in Japan	September 9,10,11 and 12, 2024 (Tentative)
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Step 5: Arrival in Japan (Dormitory check-in date)

Please be sure to move into the dormitory during the designated date and time. If the tentative dates change, we will notify you via email. If you will reside elsewhere, please enter Japan by the designated date.

◆Application documents

No.	Documents	Submit by	Where to submit	Due Date	Note
A	Nomination List (Form A)	Excel	Submit by mail to Email: ml-grs- incoming@toyo.jp	March 1, 2024	A. Submit by Home University
B	Application form for Exchange Program (Form B)	Excel			B. Submit by applicant
0	Check List	PDF	Submit by mail to Email: ml-grs- incoming@toyo.jp	March 22, 2024	
1	Code of Conduct				1. Submit by applicant
2	Application for Admission for Exchange Students				2. Submit by applicant
3	Academic Reference				3. Filled out by the instructor in charge at Home university
4	Personal Statements				4. Submit by applicant
*5	Copy of Passport				*5. Be aware with the date of expiration
6	Official Academic Transcript and the explanation of the evaluation				
*7	Copy of JLPT Certificate (N1 or N2) Copy of J-CAT score page	*Only if applicable			
8	ID Photo data (40mm x 30mm)	JPEG			
9	Application for Certificate of Eligibility	-	TBA after the submission of the above application documents	TBA	
10	Financial Supporting Documents				
11	Copy of Passport				
12	ID Photo data				
13	Certificate of Health (The result of Health check after April 1 st is acceptable)	PDF	Submit by mail to Email: ml-grs- incoming@toyo.jp	June 10, 2024	

*** All documents must be filled out in Japanese or English. If the original documents are written in other languages please attach an official translation.**

Education Affairs Office
Toyo University