

**International Christian University**  
**Application Procedures for Exchange/Invitee Program**  
**2017-2018 Academic Year, Autumn Term 2017 Entry**

\*This information is for those who have been nominated as Exchange/Invitee students by ICU partner universities.

[List of Partner Universities; [https://www.icu.ac.jp/en/academics/global/ieep\\_list.html](https://www.icu.ac.jp/en/academics/global/ieep_list.html)]

**I. Schedule**

<b>End of January 2017</b>	<p><b>Course Offerings for Autumn and Winter 2017 Open</b></p> <p>Please go to "Syllabi"; <a href="http://www.icu.ac.jp/en/liberalarts/list_syllabi/index.html">http://www.icu.ac.jp/en/liberalarts/list_syllabi/index.html</a></p>
<b>[Optional] February 28, 2017</b>	<p><b>Application for Summer Courses in Japanese (SCJ) Deadline (II-1)</b></p> <p>Submit by: <b>Applicants</b></p> <p>Via: Email</p> <p>To/Where: <a href="mailto:iee@icu.ac.jp">iee@icu.ac.jp</a></p>
<b>February 28, 2017</b>	<p><b>Nomination Deadline (II-2)</b></p> <p>Submit by: Exchange Coordinators</p> <p>Via: Online</p> <p>To/Where: N/A (To be announced to exchange coordinator)</p>
<b>March 15, 2017</b>	<p><b>Application Documents Deadline (II-3)</b></p> <p>Submit by: Exchange Coordinators</p> <p>Via: Online</p> <p>To/Where: N/A (To be announced to Exchange Coordinators)</p>
<b>March 22, 2017</b>	<p><b>CoE Application Documents Deadline (II-4)</b></p> <p>Submit by: Exchange Coordinators</p> <p>Via: Courier/Mail by Post - Must reach us by the deadline</p> <p>To/Where: ICU International Office</p>
<b>May 2017</b>	<p><b>Result of Application</b></p> <p>ICU will send a notification, housing information and application form, Health Report and Entrance Documents to Exchange Coordinators.</p>

<b>June 8, 2017</b>	<p><b>On-Campus Housing Application Deadline</b></p> <p>Submit by: <b>Accepted Students</b></p> <p>Via: <b>Email for Autumn Only Students, Postal Mail for Full-Year Students</b></p> <p>To/Where: ICU Housing Office</p>
<b>Mid June 2017</b>	<p><b>Health Report, Entrance Procedures Documents Deadline</b></p> <p>Submit by: Exchange Coordinators</p> <p>Via: Courier/Mail by Post - Must reach us by the deadline</p> <p>To/Where: ICU International Office</p>
<b>[For Those who take SCJ] Mid-late June 2017</b>	<p><b>Issuance of CoE and Applying for a Student Visa</b></p> <p>We will send the CoE to Exchange Coordinators. Please note that CoE is NOT a visa, so students must apply for a visa with the CoE.</p>
<b>Mid July 2017</b>	<p><b>Result of On-Campus Housing Application</b></p> <p>ICU Housing Office will send a notification letter to on-campus dormitory applicants.</p>
<b>August 2017</b>	<p><b>Issuance of CoE and Applying for a Student Visa</b></p> <p>We will send the CoE to Exchange Coordinators. Please note that CoE is NOT a visa, so students must apply for a visa with the CoE.</p>
<b>September 1, 2017</b>	<p><b>Matriculation Ceremony and Orientations</b></p> <p>All the accepted students must attend the Matriculation Ceremony on September 1st and Orientations. Detailed information will be announced to accepted students.</p>

## II. Application Procedures

### 1. [Optional]

#### **Application for Summer Courses in Japanese (SCJ) – by February 28, 2017**

While Summer Courses in Japanese is optional and fee-paying for most of exchange/invitee students, participation in SCJ is included in the program at some partner universities. Please check with your Exchange Coordinator, if you are unsure.

Those who would like to participate in SCJ before the one-term or full-year Exchange/Invitee Program starts in September can apply for it by a following step explained below. There is no need to complete the SCJ Application Procedures.

### Application Step

Please send the following information to ICU International Office by email ([iee@icu.ac.jp](mailto:iee@icu.ac.jp)) by February 28, 2017.

- 1) Name
- 2) Name of Home Institution
- 3) Date of Birth
- 4) Gender
- 5) Email Address
- 6) Completed SCJ Housing Form as an attachment

\*Please fill out with [Adobe Acrobat Reader ®](#).

## **2. Nomination – by February 28, 2017**

Your information and required documents as below should be provided by your Exchange Coordinators to ICU International Office as a nomination via online. Please follow the instruction and deadline given by your Exchange Coordinators.

- 1) Name
- 2) Name of Home Institution
- 3) Date of Birth
- 4) Gender
- 5) Email Address
- 6) Major
- 7) Cumulative GPA
- 8) Period of Study
- 9) Current Year
- 10) Official Transcript - Saved as a PDF file

Please submit your official university transcript(s), showing all the courses you have taken with grades/marks, from all the universities/colleges you have attended to your Exchange Coordinators.

- 11) Explanation of the Grading System in English – Saved as a PDF file (If applicable)

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

### 3. Application Documents – by March 15, 2017

Your Exchange Coordinators need to send the information and required documents listed below to us via online. Please follow the instruction and deadline given by your Exchange Coordinators.

Please fill out all the documents in black ink or with [Adobe Acrobat Reader®](#) 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. Send/Pass the documents to your Exchange Coordinators.

#### **1) Application Form for ICU Exchange/Invitee Program**

Instructions:

- *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.

#### **2) 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).

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, please renew it and submit a photocopy of your new passport.

*\*For Japanese nationals*

*If you hold a Japanese nationality including multiple nationalities, please send the photocopy of your Japanese passport. However, if you would like to use your official name written in the other passport, please submit both photocopies of the passport. For those who do not have a Japanese passport at the time of application, please make sure to apply for it and use it to enter Japan.*

### **3) Reference Form and Letter from Your University in English**

A reference form and 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.

### **4) Certificate of Eligibility (CoE) Application Documents – by March 22, 2017**

***\*If you hold a Japanese nationality including multiple nationalities, you must enter Japan with your Japanese passport. You do not have to apply for visa, so you do not have to submit these documents, but please prepare Japanese passport which is valid for your whole stay in Japan.***

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 in late April. CoE will be sent to your study abroad office around mid-late June for those who take SCJ and August for the rest of the students.

**\* Please note that CoE is NOT a visa, so that accepted students are responsible to apply for a student visa through the closest Japanese embassy or consulate with their CoE.**

#### **A. Certificate of Eligibility (CoE) Application Form**

**Part 1:** *Be sure to answer all the questions.*

**- Identification photo** (Part1-2)

This photograph will be used for your residence card, which will be issued at the immigration counter, when entering Japan. Please use a paper clip to attach the photo.

- Size: 4.0 x 3.0cm (1.6 x 1.2inches), your name written on the back

- Quality: Must be very good enough to be used for passport.

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

- **Signature** (Part1-2)

Electronic signature is NOT acceptable. Please handwrite your signature.

**Part 2:**

This is to prove that you are able to cover your personal expenses for 3 months or 10 months, while studying at ICU. Please do NOT include tuition and fees you are responsible for your home institution.

The total amount of your living expense PER MONTH should be more than 100,000 Japanese Yen.

**B. Original Financial Documentation to go with CoE Application Form**

Original financial documentation in either English or Japanese is necessary to certify that you have sufficient funds set aside to use as your living expenses during the program. Since there are legal restrictions regarding foreign student employment in Japan, students must NOT include anticipated earnings from employment in Japan in their budget. As written in above, the amount of your living expense per month should be more than 100,000 Japanese Yen.

- Students who will stay at ICU for a full year

Your program will last for 10 months (September 2017 to June 2018);  
therefore, a total of 1,000,000 JPY needs to be set aside.

- Students who will stay at ICU for Autumn term only

Your program will last for 3month (September 2017 to November 2017);  
therefore, a total of 300,000 JPY needs to be set aside.

**These documentations should be provided in one of the following forms, and must be an original copy.**

- An original 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. The stamp and signature should be original.
- A recent bank statement showing your or sponsor's name as an account holder and the amount of funds available.
- An original 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.

### III. Medical Attention

If you are on medication or will need medical assistance in Japan, we strongly advise you to consult with your doctor and prepare your prescription and medical certificate in English or Japanese. If you are on medication please make sure to have a look through the website below as you may need to apply for an import certificate called “Yakkan Shomei” to take your medicine with you. You need to receive the certificate before you leave home so that you can declare it to the officer at customs. Those who may need medical treatment during the program should notify us in writing through your home university prior to application.

<http://subsite.icu.ac.jp/office/gsentpro/medicine/>

<https://www.icu.ac.jp/en/campuslife/health/index.html>

### IV. Special Needs Support Service (SNSS)

ICU provides support for students with special needs in accordance with the Basic Policy (please refer to the link below). By completing the necessary procedures, interested students can receive a wide variety of learning support from SNSS Office staff members and, as necessary, class instructors, Student Supporters, and other ICU departments.

<https://www.icu.ac.jp/en/campuslife/health/ssn.html>

#### **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.

**If you have any questions, please consult with the study abroad office of your home university until you are accepted by us.**

International Office

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