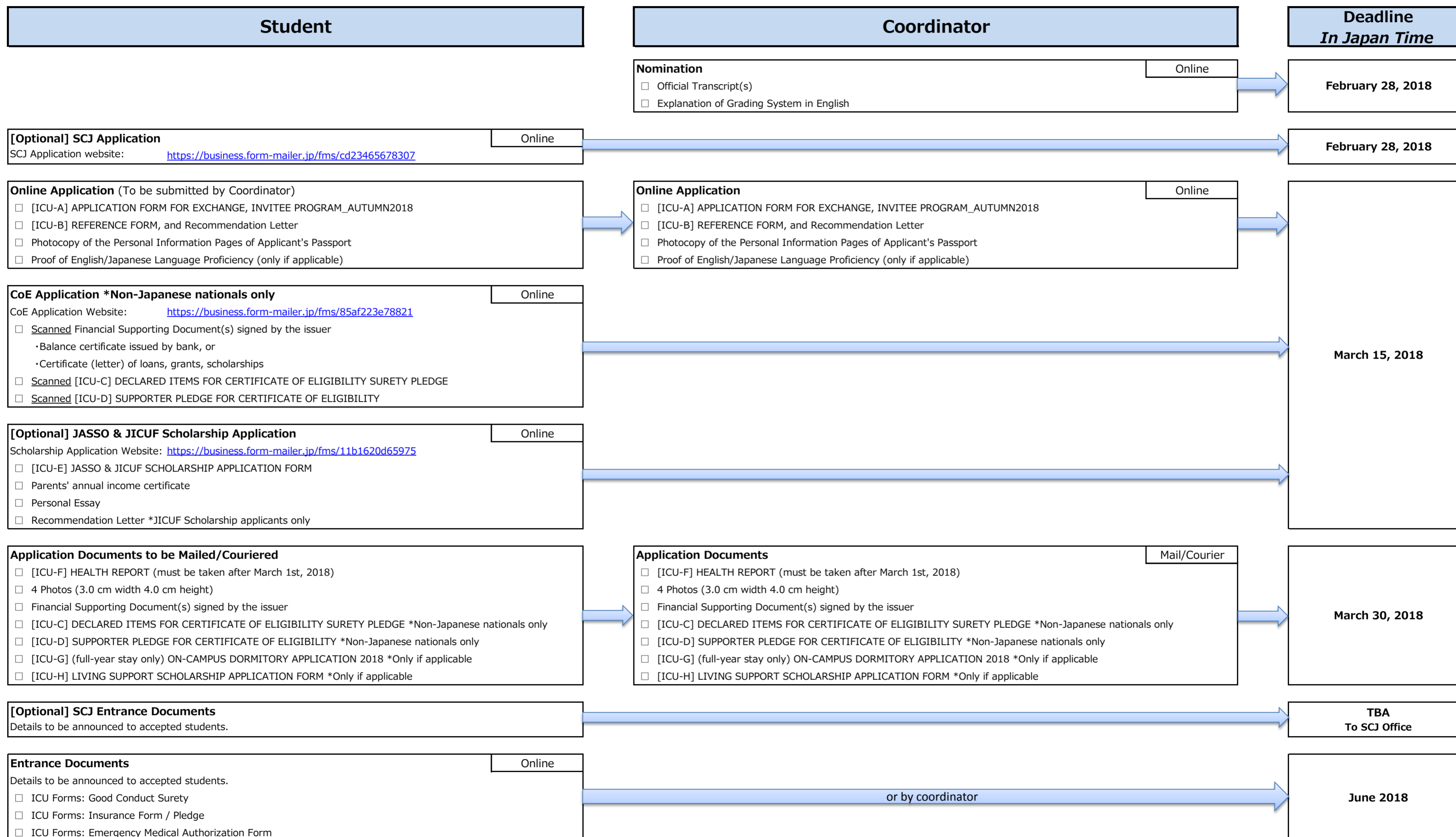


Application Procedures for Exchange/Invitee Program Autumn Term 2018 Entry



International Christian University
Application Instructions for Exchange/Invitee Program
2018-19 Academic Year, Autumn Term 2018 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]

I. Application Procedures

1. [Optional]

Application for Summer Courses in Japanese (SCJ) – by February 28, 2018

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 through the application website below. There is no need to complete the normal SCJ Application Procedures.

SCJ Application Website: <https://business.form-mailer.jp/fms/cd23465678307>

2. Nomination – by February 28, 2018

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) Current Year
- 8) Level of Study at ICU
- 9) Period of Study at ICU
- 10) Cumulative GPA/Grade (if GPA is not applicable)

11) 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.

12) 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 – by March 15, 2018

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 download "[ICU-A] Application Form for Exchange, Invitee Program 2018-19" and fill out all the documents in black ink or with Adobe Acrobat Reader®* unless otherwise instructed.

*Instructions for Adobe Acrobat 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, please fill them out by hand.*
4. *Send/Pass the documents to your Exchange Coordinators.*

1) Application Form for ICU Exchange/Invitee Program

- *Name*

Write your official name as it appears on your passport. If you have an official 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 or email, for urgent matters. Please clearly indicate telephone number 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

Please submit [ICU-B] REFERENCE FORM and recommendation letter filled out by your instructor (faculty) at your home university, who can comment on your academic work and motivation.

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

4. [Non-Japanese nationals only*]

Certificate of Eligibility (CoE) Online Application – by March 15, 2018

**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.*

Non-Japanese students must obtain a Certificate of Eligibility in order to apply for a student visa. ICU will apply for your Certificate of Eligibility as soon as your acceptance is confirmed in May, and we expect to send your CoE to the International Office of your university 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.**

Please prepare for the following documents before you start online application.

All the documents below must be attached to "CoE Online Application Form" by March 15, then couriered/mailed to ICU to be arrived by March 30, 2018.

1) [ICU-C] DECLARED ITEMS FOR CERTIFICATE OF ELIGIBILITY SURETY PLEDGE

Please print out the form and fill out all the information.

"Signature of Student" must be handwritten by yourself.

Attach the scanned form to CoE Online Application by March 15, the original must be couriered/mailed to ICU to be arrived by March 30, 2018.

2) [ICU-D] SUPPORTER PLEDGE FOR CERTIFICATE OF ELIGIBILITY

Please print out and have this filled out by your MAIN SUPPORTER.

"Signature of Supporter" or "Signature of Agency Official" must be handwritten by the supporter.

Attach the scanned form to CoE Online Application by March 15, the original must be couriered/mailed to ICU to be arrived by March 30, 2018.

For those who do not live with the supporter or the supporter is an organization, we strongly recommend to prepare for the form well in advance to the deadline.

Only if all the information in the form are provided in 3) Financial supporting documents, and there is a handwritten signature on the documents, this form could be replaced to that document.

3) Financial supporting documents

Financial supporting documents should be provided in one of the following forms. Please refer to Page 9 and 10, and prepare for the proper documents. Attach the scanned copy of documents to CoE Application Form by March 15, and the original paper must be sent/couriered to ICU to be arrived by March 30, 2018.

- 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.

Part 1:

1. Personal Information and 2. Passport Information

You need to fill out the questions based on your passport information.

If you do not have a valid passport which covers your entire stay in Japan, please apply for a new passport as soon as possible.

Notes:

- Please fill out all the answers in CAPITAL LETTERS.
- If you are born in China, please write the name of city (prefecture), province and country in "Place of Birth" and "Home Town"

5. Family* or Co-residents in Japan

This section is only applicable for those who have a family (father, mother, spouse, child, brother, sister, etc.) or co-resident(s) in Japan.

If not applicable, please proceed to "CoE Application Part 2".

Part 2:

ICU needs to certify that you have sufficient funds set aside to use as your living expense during your program. This living expense should not include your funds for tuition and fees to be paid to your home university. The total amount of living expense must exceed JPY 100,000 per month, and can be provided by multiple resources. Please refer to the amount you need to set aside as your living expense as below.

- Autumn Term Only (Sept. - Nov. 2018, 3 months) → JPY 300,000 in total
- SCJ + Autumn Term (July - Nov. 2018, 5 months) → JPY 500,000 in total
- Full Year (Sept. 2018 - June 2019, 10 months) → JPY 1,000,000 in total
- SCJ + Full Year (July 2018 - June 2019, 12 months) → JPY 1,200,000 in total

The scanned copy of original documentation verifying the funds claimed, referred to as "Financial supporting documents", must be attached to CoE online application and sent /couriered to ICU International Office to be arrived by March 30, 2018.

5. Application Documents to be Mailed/Couriered – Must reach ICU by March 30, 2018

Please prepare for all the documents below and send them to ICU International Office to be arrived by March 30, 2018.

1) [ICU-E] HEALTH REPORT

All the applicants must take a health check-up AFTER MARCH 1ST and submit the original Health Report written by physician.

The result/content of Health Report does not have any effect on the applicants' application.

2) 4 Photos

Please prepare for 4 photos with the width of 3.0 cm and height of 4.0 cm (1.2 x 1.6 inches).

The quality must be very good enough to be used for passport.

3) [ICU-C] DECLARED ITEMS FOR CERTIFICATE OF ELIGIBILITY SURETY PLEDGE

(Non-Japanese students only)

Please send the original of this form which you upload the scanned copy to CoE Online Application.

4) [ICU-D] SUPPORTER PLEDGE FOR CERTIFICATE OF ELIGIBILITY

(Non-Japanese students only)

Please send the original of this form which you upload the scanned copy to CoE Online Application.

5) [ICU-F] (full-year stay only) ON-CAMPUS DORMITORY APPLICATION 2018

(if applicable)

The on-campus housing information for those who plan to study at ICU for one term only, the information will be announced with the result of application.

If you apply for our full-year exchange program, please read "[ICU] (full-year stay only) Information on Housing". If you would like to apply for on-campus dormitories, fill out the application form and send/courier with other documents to be mailed/couriered. "[ICU-G Optional] (full-year stay only) ON-CAMPUS DORMITORY APPLICATION 2018" must be printed on both sides, and a hard copy of the photo must be attached. Late application will not be accepted for any reasons.

6) [ICU-G] LIVING SUPPORT SCHOLARSHIP APPLICATION FORM (if applicable)

If you are eligible to apply for Living Support Scholarship, please fill out the Living Support Application Form and send/courier with Housing Application and other documents to be mailed/ couriered. Late application will not be accepted for any reasons.

For details, please refer to "Scholarship Information for Exchange Students in 2018-19".

II. 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 your departure 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://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

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

III. 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>

IV. Application Check List

1) Online Application – by March 15, 2018

- [ICU-A] Application Form for Exchange, Invitee Program 2018-19
- [ICU-B] REFERENCE FORM, and Recommendation Letter
- Photocopy of the Personal Information Pages of Applicant's Passport
- Proof of English/Japanese Language Proficiency (if applicable)

2) CoE Online Application (non-Japanese nationals only) – by March 15, 2018

- Scanned [ICU-C] DECLARED ITEMS FOR CERTIFICATE OF ELIGIBILITY SURETY PLEDGE
- Scanned [ICU-D] SUPPORTER PLEDGE FOR CERTIFICATE OF ELIGIBILITY
- Scanned Financial supporting documents

3) Application Documents to be Mailed/Couriered – Must reach ICU International Office by March 30, 2018

- [ICU-F] HEALTH REPORT
- 4 Photos (3.0 cm width, 4.0 cm height)
- [ICU-C] DECLARED ITEMS FOR CERTIFICATE OF ELIGIBILITY SURETY PLEDGE
(non-Japanese nationals only)
- [ICU-D] SUPPORTER PLEDGE FOR CERTIFICATE OF ELIGIBILITY
(non-Japanese nationals only)
- [ICU-G] ON-CAMPUS DORMITORY APPLICATION 2018 (if applicable)
- [ICU-H] LIVING SUPPORT SCHOLARSHIP APPLICATION FORM (if applicable)

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

International Office, International Christian University

3-10-2 Osawa, Mitaka-shi, Tokyo 181-8585 JAPAN

Tel: +81-422-33-3117 / E-Mail: iee@icu.ac.jp / Website: <http://subsites.icu.ac.jp/exchange/>

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>

ICU Bank

SAMPLE

June 1, 20XX

Taro Kokusai
10-2, Osawa 3-chome,
Mitaka-shi, Tokyo, Japan

Official certificate of account balance should;

- indicate the account holder name
- indicate the account balance
- be printed on original letterhead stationery with official stamp or with signature of a bank official

To Whom It May Concern,

Please be advised that the above mentioned has been a customer of ICU Bank since April 1, 2010 and has a total current balance of \$10,000 as of today.

If you have any questions or need additional information, please feel free to contact us at 0422-33-XXXX.

Thank you,

J. Smith

John Smith
Customer Service
XXX Branch

残高証明書
ACCOUNT BALANCE CERTIFICATE

Date: 1/6/20XX
Day/Month/Year

TARO KOKUSAI 様
国際 太郎 様

SAMPLE



XXX Branch
0422-33-XXXX

20XX年6月1日現在の上記ご名義の下記勘定残高につき相違ないことを証明いたします。We here by certify that the balance of the above account holder with us as of 1/6/20XX is as indicated below.

ACCOUNT	CURRENCY	BALANCE	REMARKS
SAVING ACCOUNT	JPY	1,000,000	

* AMOUNT AMENDED IS INVALID.

Official certificate of account balance should;
- indicate the account holder name
- indicate the account balance
- be printed on original letterhead stationery with official stamp or with signature of a bank official