

# Application for International Exchange Students

Please mark each box to confirm all of your application documents are fulfilled for submission.

- 1. Dokkyo Application Form** (6 pages)
- 2. Certificate of Health**
- 3. Certificate of Language Proficiency (Japanese, and other languages if any)**
- 4. Application for Certificate of Eligibility (COE)**  
Upon receipt of the application we will apply for the Certificate of Eligibility (COE) at the Tokyo Immigration Bureau on behalf of the applicant. (It takes about two months for COE to be issued.)
- 5. Letter of Recommendation**
- 6. Evidence of Financial Support:** An official bank statement which proves an applicant's financial ability to cover his/her stay in Japan for the duration of the exchange (for six months or one year). The estimated coverage is approximately JPY80,000/month. The account holder should be the applicant, his/her guardians, guarantors, or an organization which provides scholarships and similar funding.
- 7. Certificate of Enrollment:** to be issued by your university.
- 8. Transcript and GPA: GPA** An average of your grades from the previous year. Please refer to "Conditions and Qualifications for Nominee for JASSO Scholarship" sheet to calculate your GPA. Please follow exactly how to calculate your GPA and enter the obtained GPA on the Dokkyo Application Form. This is very important as the GPA will be referred to for JASSO scholarship nomination. Please submit the most recent transcript available.
- 9. An Essay:** 500 or more words, preferably in Japanese. The content should cover the applicant's motivation, hopes and plans as to what they hope to accomplish through the exchange program in Japan.
- 10. A passport copy (main page):** Please submit a copy of where your photograph, name, issued & expire date, place of birth, issuing location and passport number are shown.
- 11. Photos (4):** Size: 4 cm x 3 cm. It should include your full face, head from top of hair to shoulders with a plain white background and without any hat/cap. It should be taken within the last 6 months of the submission date.

**NOTE:** Please keep copies of all documents for your record.

\* Please feel free to ask any questions you might have regarding these application documents to:

**International Center (a-kokuse@stf.dokkyo.ac.jp)** at Dokkyo University, Soka-city, Saitama, Japan.

Postal Address: 1-1, Gakuen-cho, Soka-shi, Saitama 340-0042 Japan