

# **Admission Forms**

**Office of International Education**

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**<http://www.kumagaku.ac.jp/international/>**

### **This set contains:**

1. KGU Application Form
2. Letter of Recommendation (Sample Form)
3. Japanese Course Questionnaire

### **Admission & Visa Procedures**

#### **I. Application**

Students must submit the following required application forms and documents to the Office of International Education at Kumamoto Gakuen University through the appropriate office or personnel of your home institution. ***Please make sure to print or type when you fill out the forms. Also please note the deadlines.***

#### **a) Necessary Documents to submit**

1. *Completed* International Exchange Application Form
2. One Letter of recommendation or reference (You could use any forms.)
3. *Completed* Japanese Course Questionnaire
4. Official home college/university transcript
5. Short essay (about 300 words) stating your reasons for wishing to participate in the exchange
6. Four ID photographs (4cm x 3.5cm or 1.6 inches x 1.4 inches) including the one photograph you attach to the International Exchange Application Form  
These photos should have been taken recently and should have the applicant's full name written on the reverse side. ***Please make sure they are COLOR PHOTOS of yourself with PLAIN LIGHT-COLORED BACKGROUND.***  
Please make sure they are the size indicated above. *Snapshot photos, digital photo printings and color copies are NOT acceptable.*
7. A copy of your passport, if currently possessed  
Please make a copy of the page with your photo, name and nationality.

#### **b) Application Deadline**

Application forms must be submitted to the Office of International Education at Kumamoto Gakuen University by the following deadline

For those who are applying for enrollment in April, please submit application forms by the end of October.

For those who are applying for enrollment in September, please submit application forms by the end of March.

## Acceptance Form (入学許可書)

After examining your applications, we will hold a meeting of KGU International Exchange Program Committee to prepare the documents for your admission into our university as an exchange student in order to obtain the approval at the Faculty Council in the following month. The Acceptance Form, which is one of the necessary documents to apply for the Certificate of Eligibility (COE), shall be issued only after we obtained the approval at the Faculty Council of the concerned Faculty.

## II. Certificate of Eligibility (COE)

Upon receipt of the above-mentioned Acceptance Form, we will apply to Japanese Ministry of Justice for your COE, which will enable you to obtain a student visa. Please note that a COE is only valid for 3 months, and it shall cease to be valid if you won't land into Japan within 3 months from the date of issue.

Thus, for those who are applying for enrollment in April, we will apply for the COE to be issued after the middle of January, and you can expect to receive it by the end of February.

For those who are applying for enrollment in September, we will apply for the COE to be issued after the middle of June, and you can expect to receive it by the end of July.

In the meantime, we will send the Letter of Acceptance, after the issuance of the Acceptance Form.

## III. Visa Procedures

Upon receipt of your COE, you can begin visa application procedures by taking it to the Japanese Consulate nearest your home or home institution. You may apply for a visa directly by appearing in person at the consulate, or you may select to go through the procedure by mail. In either case, please contact the nearest Japanese Consulate for the further information in advance, even prior to the receipt of your COE from us.

**This information regarding Admission & Visa Procedures is very important for you to know, therefore please retain this paper for your files.**

### **Check List**

- 1. Submit the Applications.
- 2. Receive the Information Pack and the COE.
- 3. Return the completed Arrival Information Sheet.

### **Important Dates**

There will be some orientations after you arrive. We will inform your institution's appropriate office or person as soon as they're determined.