

*All the documents listed below should be in English or Japanese unless otherwise instructed.

**Documents stated in RED could require some time to be ready. We recommend you to start preparing the documents as soon as possible.

【Required documents to be uploaded to online application】

- Copy of your passport

It should be valid until the end of your exchange period. If not, please renew it and upload a note with your old passport, such as MS WORD file. If you will change any information of the passport pasted in the file, please also explain it in the note.

- Certificate of Enrollment /Certificate of Student Status

- Official transcript

If not issued in English, please also submit an English or Japanese translation. If the translation is not officially issued by your home university, it should be signed or stamped by your study abroad coordinator. If you are a graduate student, please also submit your official transcript of your undergraduate program.

- Official Grading Scale

-Letter of recommendation by academic advisor

Name, title/position with the name of home institution, and signature of the academic advisor must be clearly written in the letter. We do not accept a letter of recommendation from a study abroad coordinator.

- Proof of medical clearance to participate in the study abroad program

It should be signed and/or stamped by a practicing physician.

- Financial Statement

For details, please see “ **【Required original documents to be sent via post】** ” below.

【Required original documents to be sent via post】

- 5 Photographs (4.0 cm × 3.0 cm without background, taken within the last 3 months)

Please see the requirements: http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html

*Your full name must be clearly written on the back side of each photo.

- **Original Financial statement:**

a.) Original bank statement in English

It should be issued by bank within the last one month and duly signed or stamped on behalf of the bank. The Immigration Services Agency of Japan does not accept photocopies.

The name of the account holder on the statement must match with the applicant or financial supporter. Financial supporter must submit *original* "**Statement of Financial Support**" that verifies funding will be available for the applicant (the form can be downloaded from our online application).

Two or more bank statements can be combined to meet the required balance listed below.

a'.) Statement of Financial Support

If the bank statement is not under the name of the applicant, this should be also submitted. You can download the form from our online application. Signature of the financial supporter must be handwritten.

Intended Study Period	Official duration of the exchange program	Required balance *1USD≒110JPY
Semester I (April to end of July)	4 months	480,000JPY(≒US\$4,364*)
Semester II (September to end of January)	5 months	600,000JPY(≒US\$5,455*)
Academic year (April to end of January)	10 months	1,200,000JPY(≒US\$10,909*)
Academic year (September to end of July)	11 months	1,320,000JPY(≒US\$12,000*)

*Acceptable type of accounts: Savings, Checking, Ordinary Deposit, Passbook Deposit/Savings, Demand Account/Deposit, and Collections Savings

b.) Scholarship certificate/Certificate of student loan

Original official document issued by scholarship association, government, or university with signature and/or stamp. The period of scholarship/student loan must cover your exchange period. This can be combined with a bank statement to meet the required amount listed above.

Important Notes:

In the online application, the section of "9: Additional required documents" require applicants with specific nationalities to submit additional documents. As of September 17, 2020, however, the instruction by the Immigration Services Agency of Japan has been updated, so the relevant applicants no longer need to submit the documents listed in the section in advance.

If you have any record of rejection/disapproval of Japan "student" visa, you are required to submit the documents listed in the section. If that is the case, please contact us at oe@sec.musashi.ac.jp.