

# Application Guideline For Exchange Student

Tokyo International University E-Track Program

2020 Spring

## 1. Submit application documents

- 1 Application Form for Exchange Student → [ONLINE FORM](#)
- 2 Photo (This photo will be used for your Student ID)
- 3 Passport copy (photo page)
- 4 Certificate of Enrollment (Issued by your home institution)
- 5 Official Transcript (Issued by your home institution)
- 6 Proof of English Proficiency (If applicable)
- 7 Statement of Purpose (approx. 500 words)
- 8 Letter of Recommendation

Submit your application documents to the International Exchange Office (IEO) by email.

Contact: [etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp)

**Due date: November 8, 2019**

## 2. Receive the result and matriculation documents from TIU

- 1 Notice of Admission
- 2 Information for COE/Visa application
- 3 Course Request List, Course List, Course Description
- 4 Certificate of Health (designated form)
- 5 Oath

Academic matters including credits and courses will be taken care of by the E-Track Academic Affairs Office (AAO).

Contact: [etk-kyoumu-ml@tiu.ac.jp](mailto:etk-kyoumu-ml@tiu.ac.jp)

Other inquiries: [etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp)

## 3. Submit visa related documents to the IEO

- 1 Application for Certificate of Eligibility (COE)
- 2 Copy of your passport
- 3 Statement of Financial Support
- 4 Certificate of your outstanding balance (If applicable)

Submit the COE related documents by email.

Where to submit will be mentioned in the "Information for COE/Visa application".

**Due date: December 20, 2019**

## 4. Submit the matriculation documents to TIU

- 1 Course Request List
- 2 Oath (Signed by your guarantor)
- 3 Certificate of Health

Course Request List ⇒ AAO  
Oath & Certificate of Health ⇒ IEO

## 5. Receive the schedule

- 1 AAO will inform you whether or not the courses you requested will be offered during the semester you are enrolled in.
- 2 Orientation Schedule
- 3 Housing Information (Only if you apply)
- 4 Welcome Service Request Form (Only if you are going to live in the dormitory)

## 6. Issuance of COE by the immigration of Japan

Once your COE is issued by the immigration Bureau of Japan, the COE will be mailed to your home address. Then, you can go to the closest Japanese Embassy or Consulate and have the visa issued/stamped in your passport.

## 7. Book your flight and fly to Japan!

- ※ The welcome (pickup) service will be offered during the designated period which will be announced later.
- ※ You can only move into the dormitory during the Move-in period which will be announced later.