



August 22, 2018

## ***Announcement on Exchange Students from Partner Institutions***

We are pleased to inform you that we will accept exchange students (inbound) for our spring and fall semesters 2019 from our partner institutions.

Please read the following procedure for preparing to send your exchange-student(s) to Dokkyo University.

The application deadline is November 30, 2018 for students wishing to start their exchange program at Dokkyo University from the spring semester (April 1 - September 23, 2019), and April 30, 2019 for students wishing to start their exchange program at Dokkyo University from the fall semester (September 24, 2019- March 31, 2020). Dokkyo University only accepts graduate students commencing in the spring semester.

1. Please inform us of the full names of selected students by e-mail in advance.
2. Attached please find Application forms and other documents to be filled out by each applicant. You can also download the application documents at the website below. The application documents should be submitted by November 30, 2018 for the spring semester 2019, and April 30, 2019 for the fall semester 2019.

Attention: We have revised the Application form and Health Record Form as of August 1<sup>st</sup>, 2018, please make sure to use the latest ones.

<http://www.dokkyo.ac.jp/english/admissions/documents.html>

3. The applicant is required to send us the Application for Certificate of Eligibility designated by the Ministry of Justice, Government of Japan. 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 the COE to be issued.)

Upon receiving the COE from the Tokyo Immigration Bureau, we will send it to your University by registered express mail. To apply for a student visa, the applicant is required to submit: 1) the COE, 2) passport, 3) one photograph (40 mm x 30 mm), 4) application form for a student visa available at the nearest Japanese Consular Office, and 5) other documents, if any—please advise students to confirm beforehand at the Consular Office's website if any other documents are required for visa application, and to bring all of these documents personally to the Consular Office.

Should you have any questions, please feel free to contact us.

Sincerely yours,

Junko Uebayashi  
International Center  
Dokkyo University