

Dear Partner University

International Affairs Office

Taisho University

October 25, 2024

Application Guidelines for Exchange Students  
to Taisho University for Spring 2025

This is Sho Hiraide, writing an Application guideline for the Exchange Program on behalf of Taisho University.

I have attached some application files for your students who are interested in participating in the exchange program next April. I hope you have any exchange student applicants for 2025 Spring semester.

Attached are all the files which the interested students need to fill out. The deadline for the nomination is **November 27, 2024** and the application is **December 11, 2024**. We are looking forward to reviewing your nominations! Let me know if you have any other questions.

We at Taisho University consider it a great pleasure to work with you in providing all of our students a chance to study abroad.

It has been a rich and rewarding experience for Taisho students who have visited your university, and we hope your students feel the same way.

Thank you for your time and effort.

We look forward to continuing our exchange program with you.

Sincerely yours,

International Affairs Office: Sho HIRAIDE (He/Him/His), Hiroki TAKAGAI (He/Him/His)

Number of exchange students from your University:

Pursuant to the Memorandum for Student Exchange

**【Application procedures】**

Deadline for Nomination	Deadline for Application	Admission Notification via email	Time of the dispatch of admission documents
November 27, 2024	December 11, 2024	End of January, 2024	Beginning of February, 2025

1. Please send the “*Nomination Form*” to us ([kokusai@mail.tais.ac.jp](mailto:kokusai@mail.tais.ac.jp)).
2. Please send the completed application form signed and with all supporting documents by email and post to:

**Address : International Affairs Office**

**Taisho University**

**3-20-1, Nishi-sugamo, Toshima-ku, Tokyo, 170-8470, Japan**

**T E L : +81-3-5394-3039 / FAX : +81-3-3918-9179**

**E-mail : [kokusai@mail.tais.ac.jp](mailto:kokusai@mail.tais.ac.jp)**

【Application documents】

No.	Application Documents	Submission
1	Study proposal (Form 1)	Taisho University
2	Official nomination letter from home institution (Form 2)	
3	Application for international exchange students (Form 3)	
4	Written oath (Form 4)	
5	Official transcript (full academic record from your home university) *original copy	
6	Certificate of Japanese language proficiency *original copy (certificate showing that the applicant has JLPT N2 or equivalent or higher)	
7	Certificate of health (Form 5)	
8	Medical questionnaire for measles (Form 6)	
9	Statement of financial support (Form 7)	
10	Application for certificate of eligibility < PART 1,2 / Section P > (Form 8)	Immigration Services Agency
11	Passport copy	
12	2 color photos(4cm×3cm)	
13	Photo (jpg)	
14	Resume for international exchange program (Form 9)	
15	Financial support statement (Form 10)	
16	Official documentation evidencing relationship between the applicant and the sponsor ex) family register, birth certificate	
17	Bank balance certificate in the name of the sponsor *original copy	
18	Certificate of employment *or business registration certificate for self-employed persons	
19	Official documentation evidencing financial supporter's fund foundation ex) bank statement over the past 3 years	
20	Official documentation evidencing financial supporter's income *original copy ex) tax payment certificate, income certificate over the past 3 years)	
21	Application form for student dormitory (Global Life Higashi-jujo)	Student Dormitory

**\*No.6 Certificate of Japanese language proficiency**

In the case of certification by the JLPT, please prepare “Japanese-Language Proficiency Test Certificate of Result and Scores.”

**\*No.10 Application for certificate of eligibility < PART 1・2・3 > (Form 8)**

Application for certificate of eligibility (Form 8) must be filled out in Excel format. Please send Excel form by email.

**\*No.21 Application form for student dormitory (Global Life Higashi-jujo)**

Please enter your answers to the application form (<https://forms.office.com/r/Hz49QLzeBE>) and submit.

【Faculty/Department/Course】

Faculty/学部	Department/学科	Course/コース
Regional Development 地域創生学部	Regional Development 地域創生学科	
	Public Policy 公共政策学科	
Human Studies 人間学部	Human Sciences 人間科学科	
	Social Welfare 社会福祉学科	
Clinical Psychology 臨床心理学部	Clinical Psychology 臨床心理学科	
Communication and Culture 表現学部	Communication and Culture 表現文化学科	Life Design ライフデザインコース
		Creative Writing クリエイティブライティングコース
		Information Culture Design 情報文化デザインコース
	Media and Communication メディア表現学科	Broadcasting and Imaging Arts 放送・映像メディアコース
		Arts & Entertainment Work アート&エンターテインメントワークコース
Literature 文学部	Japanese Literature 日本文学科	
	Humanities 人文学科	Studies of Philosophy and Religion 哲学・宗教文化コース
		Intercultural Relations 国際文化コース
	History 歴史学科	Japanese History 日本史コース
		Asian History 東洋史コース
		Cultural Heritage and Archaeological Studies 文化財・考古学コース
Buddhist Studies 仏教学部	Buddhist Studies 仏教学科	Buddhist Studies 仏教学専攻
		Buddhist Cultural Heritage 仏教文化遺産専攻
		Buddhist Denominational Studies 宗学専攻

\*Exchange students from partner universities are accepted by the specified department in the agreement on student exchange.

\*Detailed information about the study of the faculties and departments can be found in the following website:  
<https://www.tais.ac.jp/english/faculty/>

### 【Academic calendar (TBD)】

	2025 1QT	2025 2QT	2025 3QT	2025 4QT
Orientation Week	March.27-April.5		TBD	
Classes Begin	April.7	June.10	September.20	November.15
Classes End	June.3	July.28	November.7	January.19

\* Classes are held on a quarter system (4 semesters).

However, credits earned will be approved twice a year at the end of the second quarters (September) and at the end of the fourth quarters (March).

\* During the one-year exchange program, the first six months are dedicated to intensive study of the language, society, and culture of Japan, and the last six months focus on specialized courses in the student's department.

### 【Notes】

- ① Please type information directly into the PDF or Excel format.
- ② Please make sure that your name spelling, address, phone number, date of birth, department/major, year, etc., matches the information on each document.
- ③ Documents must be prepared in either Japanese or English.  
If the attached documents (No.16-20) to be submitted to the Immigration Services Agency of Japan are written in a foreign language (including English), please be sure to attach a translation in Japanese.  
Please do not write the translation directly on the original documents.
- ④ Please prepare the original documents and be careful not to forget to attach any attachments.

### 【Important notice regarding our exchange program】

As recruiting exchange students for Spring 2025, the following precautions are required. We will only accept applicants who agree to all of these precautions.

- ① There is a possibility that the acceptance of your students in Spring 2025 may be cancelled or postponed due to the infectious diseases and international situations.
- ② Depending on social conditions, restrictions on activities (e.g., prohibition of travel to distant places) and restrictions on part-time jobs (e.g., prohibition of part-time work) may be imposed.