

Otemon Gakuin University Application for Inbound Exchange Program

➤ Documents to be submitted

Please send required documents **by email** to <otemon-cis@ml.ccile.otemon.ac.jp> until the below mentioned due date. You **DO NOT** need to send us original documents.

2018 Fall Semester: *from 17 September 2018 to 16 January 2019*

Orientation: *on 11, 12, and 13 September, 2018*

Application Period: *from 1 May to 15 June, 2018*

Arrival Date: *from 9:00 to 16:00 on 10 September, 2018 at KIX*

**There is a possibility of change in plan.*

1. Before taking part in the study semesters at OGU, candidates need to submit:

◆For Application

- 1-1. Exchange Program Application Form **in Japanese or English** (Fill out the attached form: Scanned image in PDF format)
- 1-2. Resume (Free format: Scanned image in PDF format)
- 1-3. Letter of Recommendation issued by the host institution (Free format: Scanned image in PDF format)
- 1-4. Transcript (Free format: Scanned image in PDF format)
- 1-5. Bank statement issued by a financial institution for the candidate to indicate a balance equivalent of at least US\$8,000 for one semester, or US\$15,000 for two semesters (Free format: Scanned image in PDF format)
***In case the above bank statement can't be made available, the following supplemental endorsement is required:
1-5. Endorsement made by the home institution to validate the candidate's or his/her family's financial capacities to support him/her while in Japan (Free format: Scanned image in PDF format)
- 1-6. Certificate of Physical Examination (Fill out the attached form: Scanned image in PDF format)
- 1-7. Image of Portrait Photograph [4.5cm × 3.5cm] (In JPG format, the file size should be between 50KB and 100KB)

◆For Visa

- 2-1. Application for Certificate of Eligibility (Fill out the attached form: **In Excel format**)

***The form consists of 3 separated sheets**

- 2-2. Passport Copy (Scanned image in PDF format)

◆Accommodation (submit either of them)

- 3-1. Dormitory *Please check 'Dormitory' in 1-1. Application sheet.
- 3-2. Homestay Application Form (Fill out the attached form: **In Excel format**)
- 3-3. Homestay Agreement Form (Fill out the attached form: Scanned image in PDF format)

◆Comprehensive Insurance for Students Lives

- 4-2. Consent Form in **One or Two** semesters (Fill out the attached form: Scanned image in PDF format)

***Please read and understand attached insurance policy 4-1.**

2. Following an initial decision for acceptance made by OGU, if the candidate has a learning experience of Japanese, please take the below test from the following URL and submit the score:

◆J-CAT Japanese Computerized Adaptive Test

5-1. J-CAT score report (Scanned image in PDF format)

<http://www.j-cat.org/en/>

3. After receiving The Certificate of Eligibility from OGU, candidates need to submit the following additional document:

◆Flight Information

6-1. Flight Information

***Do not purchase any flight tickets before receiving COE**

➤ **Visa Application (Certificate of Eligibility)**

If you wish to study in Japan, you should in principle first obtain a Certificate of Eligibility. The Certificate of Eligibility is issued by the Ministry of Justice in Japan and will process your visa in a shorter period of time. This is because it certifies in advance that an investigation has been completed, showing that you meet the criteria for the subject visa status and for landing permission.

To obtain a Certificate of Eligibility, the home institution must ask a sponsor in Japan (Otemon Gakuin University) to contact the local immigration office and make an application on your behalf. The application must be made by Otemon Gakuin University in Japan and cannot be made by the applicant. Please fill out all the information required in application forms sent by Otemon Gakuin University and return the forms **in Excel format** to us before the deadline.

Once we have your Certificate of Eligibility issued by the local immigration office, we will send the original certificate to your exchange coordinator at the home institution. After you receive your Certificate of Eligibility, please bring to the closest Japanese Embassy or Consulate General the following documents for your visa application:

1. Valid passport
2. One visa application form, completed and signed
3. One passport-sized photograph (taken within last 6 months)
4. Original Certificate of Eligibility
5. One photocopy of Certificate of Eligibility

+++Important+++

We do not allow exchange students to do sightseeing before and after the period of study at Otemon Gakuin University. If you want to stay longer in Japan for the purpose of sightseeing after the semester finished, please obtain a 'Short-term Stay' visa by yourself.

Contact:

Yumi Obayashi (Ms.)

Center for International Studies, Otemon Gakuin University

2-1-15 Nishiai Ibaraki, Osaka 567-8502 Japan

Tel: +81-72-641-9631 / Fax: +81-72-643-5651 / Email: yumi.obayashi.67@otemon.ac.jp