

Application documents

Please submit the following documents together in a package, otherwise your application will not be considered. Necessary documents must be accompanied with either Japanese or English translations if they are written in other languages.

Applicant Documentation Documentation to be submitted by applicant All applicants must submit the following materials:	
1	入学申請書・学習計画書 Application Form and Statement of Purpose Form for Admission (Form1,Form1-2) Must be filled out by applicant
2	在籍大学推薦書 Professor's Recommendation (Form-2) Must be filled out by her / his Professor
3	健康診断書 Health Certificate Form (Form-3) Must be filled out by an authorized medical facility on the applicant's medical examination within three months of application.
4	麻疹（はしか）に関する問診票 Measles and Rubella Immunization Record Form (Form-4) Must be filled out by an authorized medical facility on the applicant's medical examination
5	誓約書 Participant's Consent Form (Form-5) Must be filled out by applicant
6	経費支弁者情報一覧 Information on the Financial Supporter Form (Form-6) Must be filled out by financial sponsor. If self-supported, the applicant must be a financial supporter
7	履歴書 Personal Records Form (Form-7) Must be filled out by applicant
8	成績表 Official Academic Transcript An officially certified, English translation of academic records.
8	在留資格認定証明書交付申請書 Application for Certificate of Eligibility (Form-8-1,2,3) Must be filled out by applicant.
9	パスポートの写し Copy of Passport Photocopy of all the pages of applicant's passport (except when applicant has not yet obtained passport)
10	写真 4 cm × 3 cm < 4 枚 > Photographs 4cm x 3cm photos. Each of the four (4) photos must be identical with the applicant's name and nationality on the back. The photo must be taken full-faced, without hats and background and the features of applicant should be clearly recognizable. The photo should be taken within three months of application.
In case applicant, will be financially supported by a financial supporter residing in home country: The financial supporter must submit the following additional documents for applicant:	

1	<p>経費支弁書 Financial Support Statement Form (Form-9) Must be filled out by financial supporter.</p>
2	<p>経費支弁者と志願者の親族関係を立証する書類 Document to prove relationship between applicant and financial sponsor Only in the case financial sponsor is a family member or a relative of applicant.1</p>
3	<p>経費支弁者の預金残高証明書 Original Bank Books and/or Bank Statement Records In the case the other documents do not show sufficient amount to prove the financial sponsor's ability to support the applicant, must be issued bank books and/or bank statement records for the past three(3) years from a banking institution. Only bank statements stating the amount in Japanese yen or US dollar or China's currency are acceptable. In case the remittance is to be made from China, a photocopy of bank book must be attached, too.</p>
4	<p>経費支弁者の収入証明書及び和訳文（過去3年間） Income Statement of the financial supporter(Past 3 years) Must be issued by a firm where financial sponsor is working to prove annual income</p>
5	<p>経費支弁者の納税証明書（過去3年間） Certificate of Income Tax of the financial supporter(Past 3 years) Must be issued from tax office in case that a financial supporter is self-employed.</p>
6	<p>経費支弁者の在職証明書及び和訳文 Certificate of Employment of financial sponsor Must be issued from an organization where such a financial sponsor is working as a salaried employee to ensure the nature and position of work and how long he/she has been working. In case the financial sponsor is one of company's officers such as manager or director, or of owners of a firm, shop, etc.,submit an official transcript of Company Registration or Business License in place of Certificate of Employment. In case the financial sponsor owns business or is self-employed, submit a copy of income tax documents.</p>
7	<p>経費支弁者の資金経緯証明書 Explanation of Founds Formation Process Must be filled out by financial supporter.</p>

IMPORTANT NOTES:

- All application materials should be sent by post directly from the Exchange Coordinator or the International Office at your home university to the Exchange Coordinator at Taisho University. Those applications without prior approval by the International Office/Coordinator at their home university will not be accepted.
- Necessary documents must be accompanied with either Japanese or English translations if they are written in other languages.
- Submitted documents will not be returned.
- Incomplete applications or applications which have reached Taisho University after the designated submission deadline will not be accepted.
- If you need any document signed by Taisho University such as "Scholarship" etc., please send it to us along with your application documents.
- **All the documents should be single-sided, and don't bind the documents with a stapler or strings so that we can make copies easily.**

Application schedule

There are different deadlines for applying to study at the University of Taisho, depending on when you want to commence your study or research. Please see the table below.

Program start Dates	Deadline for application	Admission Notification via email	Time of the dispatch of admission documents
April 1, 2017	January 15, 2017	End of February, 2017	Mid-March, 2017
September 15, 2017	May 15, 2017	End of July, 2017	Early August, 2017

**It takes more than two month to receive the certificate of eligibility from Tokyo regional immigration bureau after submitting the application documents.*

**We will let you know the tracking number when we dispatch of admission documents.*