

成蹊大学協定留学生提出書類チェックリスト
Seikei University Exchange Student Application Documents Checklist

Nomination (by home institution) Deadline: [Spring: 1st October](#), [Fall: 1st March](#)

Application Documents Deadline: [Spring: 15th October](#), [Fall: 15th March](#)

NOTE :

There are two parts of the application.

A. Application for the Exchange Program

Please submit all the documents to your program coordinator.

B. Application for Certificate of Eligibility (only for those who do not have Japanese national.)

This is an online form to be filled out by students.

A. Application Documents for the Exchange Program

- ☐ 1. 成蹊大学協定留学申請書 (2 ページ)
Exchange Student Application (2 pages)
- ☐ 2. 日本語学習歴証明書
Certificate of Japanese Language Study Background
- ☐ 3. 健康診断書 ※プログラム開始より 1 年前までに受診した内容に限る。
Health Certificate ※up to one year prior to the start of the program
*Please submit the latest health certificate.
- ☐ 4. 奨学金申請に関する申請書 ※1 ページ目は全員提出、2 ページ目は奨学金希望者のみ提出
Scholarship Application Statement ※p.1: Mandatory for all, p.2: only for scholarship applicants
- ☐ 5. 誓約書
Declaration (Medical declaration form)
- ☐ 6. 英文成績証明書 (日本語科目の成績を含む)
Full Transcript in English including the grade(s) of the Japanese Language Course(s)
- ☐ 7. 写真データ (4cm × 3cm) ※[Only jpeg or jpg file](#)
An identical photo data (4cm × 3cm)
*Please keep the size strictly and photos must be taken against a light and clear background.
*The photo is used for your residence card and student ID card. Please do not edit the photo.
*Please refer to the [Japanese immigration website](#) for more information.
- ☐ 8. 有効期限内のパスポートのコピー (顔写真のページ)
A copy of your valid passport (photograph page) *
- ☐ 9. 日本語能力を示す試験結果のコピー ※「2. 日本語学習歴証明書」の設問で「受験歴あり」と回答した方のみ
A copy of your Japanese language test result ※only for those who choose "Yes" in "Certificate of Japanese Language Study Background")

B. Application Documents for Certificate of Eligibility

- ☐ 在留資格認定証明書交付申請書（オンラインフォーム）

Application form for a Certificate of Eligibility (Online form)

* Please click [here](#) or scan the QR code to fill out the form.

* The form is available after the nomination deadline.



- ☐ 経費支弁書類（上記オンラインフォームにアップロードする）

Proof of your financial source (to be uploaded in the above online form)

◆ Minimum required amount: **JPY 400,000** or equivalent (for 1 semester study)

JPY 800,000 or equivalent (for 2 semesters study)

※Document(s) must be either in English or Japanese. If they are issued in a language other than Japanese or English, please provide your own English translation of the documents.

You have three ways to prove, A, B or C.

A: If you are financing yourself

- ☐ **Official Bank Balance Certificate** (must be issued within 2 months at the time of application)

*If banks do not issue a balance certificate, please ask them to issue a letter that states their most up-to-date balance with information on the name of the account holder, issuing date and signature of a bank official and/or an organization office stamp. A copy of a web page is accepted if all of the above information are on it.

B: If someone other than applicant is covering your expenses

- ☐ **Official Bank Balance Certificate of the person covering an expense**

(must be issued within 2 months at the time of application)

- ☐ **Written Oath for Defraying Expenses 【Personal Funds】** *Designated form

*The person covering the expenses must be the same person you fill in the online form.

C: If scholarship/Student Loan is covering your expenses

- ☐ **Certificate of the Scholarship/Student Loan**

- ☐ **Written Oath for Defraying Expenses 【Scholarship/Student Loan】** *Designated form

*The Certificate (or letter) must clearly state the name of organization providing the fund to you, amount of scholarship available during your visiting period, issuing date and signature of the funding organization and/or stamp of the organization.

*Only scholarships/financial aid that have been confirmed at the time of application are valid. If receipt is not yet confirmed, it cannot be used. In such cases, please submit a financial certificate using method A or B above.