

## Required documents and forms for application

\*Submission schedule

Documents	Submission period for September/Fall 2024 Enrollment	Submission period for April/Spring 2025 Enrollment <Tentative>
Part ①	Graduate program: <b>Mar. 1-15, 2024</b>	Graduate program: <b>Sep. 15-30, 2024</b>
	Undergraduate program: <b>Apr. 1-15, 2024</b>	Undergraduate program: <b>Oct. 15-31, 2024</b>
Part ②	Graduate & Undergraduate: <b>May 1-10, 2024</b>	Graduate & Undergraduate: <b>Nov. 1-10, 2024</b>

**The application period is limited, we recommend the nominated students to prepare followings before the application period.  
Late application can not be considered.**

\*Details & Forms

Documents/ Form	Remarks
Online web application form	Refer to the page 2
[A] Digital color ID photo	*Refer to the website below before you take your ID photo. <a href="https://www.isa.go.jp/en/applications/guide/photo_info.html">https://www.isa.go.jp/en/applications/guide/photo_info.html</a> *The photo file should be uploaded by JPEG format with the size of 4cm high, 3cm wide.
[B] Passport Copy (ID page)	If your passport is under process, please upload a copy of your ID card which shown your nationality, birth date, birthplace, sex, and full name in the English alphabet. If your passport expires and needs to be renewed, please upload a copy of passport you currently have. New passport copy needs to be sent by email later.
Part ① [C1] Study Plan** ※ for Undergraduate Program [C2] Study Plan** ※ for Graduate Program	*Write in English (approx 800 words) or Japanese. *Your academic study plan which is very important for your acceptance. It will be considered when the Faculty/Graduate School decides your acceptance. -Why did you choose your major? -Why are you interested in the subject? -Is there a specific topic within this field which interests you? -What are your academic goals? *All incoming exchange students other than research students are expected to select 5 preferred academic courses mainly from the department you wish to be enrolled at Chuo. This is for reference to confirm the choice of students' preferred faculty/ graduate school at Chuo is the most suitable for them. Actual course selection and registration will be conducted after arrival. *Handwriting is not acceptable. *Graduate students are required to describe your detailed research plan, because each student will have their own academic advisor while studying at Chuo, and the advisor will be assigned based on your study plan. If there is no suitable academic advisor we could find based on the study plan, we wouldn't be able to accept the student at our exchange program.  *Course list is available at <a href="http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/">http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/</a>
[D] Certificate of Enrollment	Recently issued by your home institution. English version.
[E] Academic Transcript	Most recent, issued and certified by your faculty or collage. English version.
[F] Certificate of JPN language proficiency **	*If applicant has JLPT certificate, please submit a copy of JLPT certificate instead of this form. *Completed/signed by a Japanese language teacher. *The signature should be filled in by handwriting. *Applicants with no history of studying Japanese Language are not requested to submit this document.
[G] Pledge**	Fill in your signature by handwriting.
[H] Academic Reference ** -Letter of recommendation ※ for Graduate Program Only	Ask your professor to fill in and sign it.
[I] Certificate(s) of Undergraduate Degrees ※ for Graduate Program Only	Applicants of Graduate program only (Master degrees too, if applicable)
Part ② [J] Declaration and Certification of Finances**	Please fill in the signature by handwriting.
[K] Financial Statement Verification ※Support documents of [J]	*All the exchange students are required to submit current evidence that you will have at least JPY100,000 per month for the entire length of time you plan to study at Chuo University.  *Please submit a copy of verification of the financial statement by means of a bank statement indicating saving balance, a bank remittance, a copy of a bank book which indicates a proof of remittance or a certificate of remittance, an official letter from the scholarship foundation indicating the amount and duration of the scholarship, or other official evidence of cash available and transferable.
[L] Certificate of Health**	*Take a health examination and ask a doctor to fill in the data and sign the designated certificate. *The signature should be filled in by handwriting. *If your doctor denies taking your chest X-ray because there is no symptoms of any diseases, please ask him/her to mention it in the certificate.

\*\* Designated forms are available at our website:

<https://www.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/>

## List of Questions of Online Web Application Form (manaba) (Draft sheet)

An online web application form will be open only for the designated period. (about two weeks)

As the period is very limited, the nominated students are strongly recommended to make a draft with this list before the application period.

\*Letter to use should be the 26 letters of the English alphabet only.

(The system cannot identify letters of other languages, neither any marks such as accent.)

○ : A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z

X : í, ò, ë, à, ç, ß, Ø, Ù, Å

Category	Questions	Data to fill in
Personal Details	Full Name:	
	Family Name:	
	First Name:	
	Middle Name: *If applicable	
	Your Name in Katakana:	
	[F] Certificate of JPN language proficiency **	
	[G] Pledge**	Male/ Female
	[H] Academic Reference ** -Letter of recommendation ※ for Graduate Program Only	
	Nationality:	
	Your Current Residence Address:	
	Telephone Number:	
	Email:	
	Emergency Contact -Name:	
	Emergency Contact -Relation to You:	
Emergency Contact -Address:		
Emergency Contact -Telephone Number:		
Current Academic Status at Home Institution	Name of Home Institution	
	Current level	Undergraduate / Graduate school Master level/ Graduate school Doctor level
	Current year	1st/2nd/3rd/4th/5th/6th
	Major Field	
	Minor Field	
Proposed period and level of study at Chuo	Starting Period (AY)	
	Starting Period (Semester)	
	Finishing Period (AY)	
	Finishing Period (Semester)	
	Total Semester(s) at Chuo	1 semester/ 2 semesters (1 year)
	Program at Chuo	Undergraduate Senkasei (full-time non-degree student) , Graduate Senkasei (full-time non-degree student) Graduate Kenkyusei (full-time non-degree research student) * A Kenkyusei conducts specific research under the supervision of an academic adviser. Credits or grades are not granted.
Preferred Faculty / Graduate School * Choose a faculty which relates to the major at your home university * Choice of faculty should correspond to your course selection at Chuo	Law/ Economics / Commerce/ Science and Engineering/ Letters/ Policy Studies/Global Management *Global Management is undergraduate program only	
Major Field		
Personal Records	High School/ Name of School (Max. 35 letters)	
	High School/ Location (Only city & country names)	
	High School/ Duration(From)	
	High School/ Duration(To)	
	Undergraduate/ Name of School (Max. 35 letters)	
	Undergraduate Location (Only city & country names)	
	Undergraduate Duration(From)	
	Undergraduate Duration(To)	
	Undergraduate Earned Diploma	
	Graduate School/ Name of School (Max. 35 letters)	
	Graduate School Location (Only city & country names)	
	Graduate School Duration (From)	
	Graduate School (To)	
Graduate School Earned Diploma		
Other Information	Do you wish to be arranged your accommodation by Chuo Univ.?	Yes/ No
	Have you ever studied Japanese?	Yes/ No
	If yes, Name of institution	
	Location of the Institution	
	Duration (from)	
	Duration (to)	
	Do you wish to take Japanese Language course at Chuo?	Yes/ No