

Konan University Year-in-Japan Program Application Procedures

Step 1:

Students must be selected and nominated by their home university. Please send the following information to kiec-in@adm.konan-u.ac.jp: Student's name (full name as it appears on passport), email address and proposed exchange term.

Step 2:

Once we receive nominated student's information, two different online application links will be sent directly to your nominated student's email address by separated emails, 1) general questionnaire for admission 2) questionnaire for Certificate of Eligibility. Students will be required to upload following items online: Japanese Language Proficiency Evaluation (JLPE) forms, Official University Transcript(s), Essay for Scholarship and a photo for host family in general questionnaire, Photocopy of ID Page of Valid Passport, and ID photograph in questionnaire for Certificate of Eligibility.

Step 3:

Required additional documents are following: Physician Health Report, Recommendation, and Japanese Language Proficiency Evaluation (JLPE) forms which must be completed by the appropriate people. Recommendation and JLPE form must be filled in by different faculty members.

Step 4:

Please check the summary below and correct paper based items from your students and send them to KIEC by postal service.

SUMMARY

If the students cannot submit any required documents above due to COVID-19, please contact KIEC in advance.

Online Forms Sent directly to nominated students by emails	Paper Documents Must be submitted from study abroad advisors to KIEC by postal service
1) General Questionnaire for Admission Required items to be uploaded -Japanese Language Proficiency Evaluation (JLPE) forms -Official University Transcript(s) -Essay for Scholarship -A photo for host family 2) Questionnaire for Certificate of Eligibility Required item to be uploaded -Photocopy of ID Page of Valid Passport -ID photograph 3) Request for submission of Agreement Form*	1) Must be completed by the appropriate person -Physician Health Report -Recommendation 2) Others -Signed Agreement -4 ID photographs -additional supporting documents, if any

*Request for Submission of Agreement Form (COVID-19 special measures)

In order to apply for a visa, students must submit a written pledge affixed with the seal of the applicant's host institution (Konan University) in response to current COVID-19 special measures. Konan University will issue the written pledge to students who agree to comply with the guidelines regarding procedures and individual conduct prior to and following arrival in Japan. This pledge form is required when you apply for your visa at the nearest embassy/consulate of Japan. A sample agreement form is sent with the application materials. **We will send the latest agreement form to students who are accepted to Year-in-Japan Program at a later date.** After carefully reading the guidelines and checking the latest information available from relevant government ministries, please sign and submit the signed copy to Konan International Exchange Center (kiec-in@adm.konan-u.ac.jp).

Specifications for ID photographs:

- Ensure that the picture and the data on the bottom part of the ID page of the passport are clearly visible and easy to read. The passport must be valid beyond the date of your return after the exchange. If it is not, please proceed to apply for a new passport as quickly as possible.
- Please check that your ID photographs are accurately measured as requested below. Please be sure to include **4 additional photos** with your application materials. Photocopies and low quality prints are **NOT ACCEPTABLE**. Please check the website for the details.
http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html