

APPLICATION PROCESS

■ Applications should be submitted online. Please follow the procedures below to prepare your application, and submit it by January 31

■ Steps for the Online Application

1. **Please prepare all required documents for your application before you start.**

Use the boxes on the Application Material Checklist to make sure you have prepared all the necessary documents.

2. Complete the online application using the following:

<https://www.chubu.ac.jp/english/contact-us/to-chubu-2/>

Note : You must review the entry fields of the online form before completing. It is not possible to save your progress while completing this form, so PLEASE HAVE ALL REQUIRED DOCUMENTS FOR YOUR APPLICATION READY BEFORE YOU START. It will take about 20 minutes to complete the application.

3. Upload the documents you have prepared and submit the application.

4. Check the auto-reply e-mail from Chubu University to confirm that your application has been received.

If you do not receive an email, please check your spam mailbox. **If you do not receive an e-mail, you will have to resubmit your online application, so be careful to make sure that there are no errors in your e-mail address.**

APPLICATION MATERIAL CHECKLIST

Please prepare the following documents and submit them with your online application form. File size should not exceed 100MB.

① Combine the following documents 1) through 7) into one PDF file. The title of the file should be “Last name_First name_Application.” Example: YAMADA_Taro_Application

| | 書類名 *すべて日本語もしくは英語で記入 | Document Name *Must be completed in Japanese or English | 書式 Form |
|--------------------------|------------------------------------|--|------------|
| <input type="checkbox"/> | 1) 留学理由書 | Statement of Purpose | A |
| <input type="checkbox"/> | 2) 医師による健康診断書 (出願締切日から6ヵ月以内に記入) | Certificate of Health (Completed within 6 months of the application deadline) | B |
| <input type="checkbox"/> | 3) 誓約書 | Oath | C |
| <input type="checkbox"/> | 4) 成績証明書 | Transcript | (None) |
| <input type="checkbox"/> | 5) 在学証明書 | Certificate of Enrollment | (None) |
| <input type="checkbox"/> | 6) 旅券(パスポート)情報 (顔写真と個人情報のページ) | Information Page of Passport (Page with photo and personal information) | (None) |
| <input type="checkbox"/> | 7) 日本語能力認定書 (表面・裏面) | Japanese Language Proficiency Test Score Report (Front and back) | (None) |

② Submit your ID photo in jpg or jpeg format. The title of the file should be Applicant's Last name_First name_Photo.”

| | | | |
|--------------------------|----------------------------|-------------------------------|--------|
| <input type="checkbox"/> | 8) 写真 (別紙 Photo Sample 参照) | ID Photo (see “Photo Sample”) | (None) |
|--------------------------|----------------------------|-------------------------------|--------|

③ Please ask your Japanese instructor to fill out the following form and submit it to Chubu University via the International Office at your university. The completed form should not be returned to the applicant.

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|--------------------------|-----------------|---|---|
| <input type="checkbox"/> | 9) 日本語教員に対する質問書 | Questionnaire Regarding Japanese Language Study | D |
|--------------------------|-----------------|---|---|

Contact Information

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