

Application Documents Checklist

The following documents must be uploaded as part of the application. **All the documents should be written in English or Japanese. An English or Japanese translation is required if the text is written in any other language.**

1-1. Passport Copy (photo page)

- If you are still in the process of obtaining your passport, please upload a copy of your driver's license or other ID. Once you receive your passport, please send a copy of it to the International Office (incoming_gg@nufs.ac.jp) by email.

1-2. Passport Copy (entry records into Japan)

- If you have visited Japan before, please upload a photo of the entry and departure stamps of Japan in your passport. If the stamps are in your old passport, please also upload a photo page of your old passport. Please be sure to submit **ALL the stamps (both entry and departure)** in your passport(s) if you have entered Japan multiple times.
- If you have visited Japan before but went through an automated gate and did not get a departure stamp when you left Japan, please upload a copy of your **flight itinerary or e-ticket that proves the departure date**.

2. Portrait Photo

- This photo will be used for your NUFF student ID card and the CoE application.
- Do not upload a scan of the actual photo.

Photo requirements

- The image should be clear and in color.
- Only the applicant should be in the photo.
- Must be taken within the past 3 months, showing current appearance.
- Do not wear a hat or headgear that obscures the hair or hair line.
- Full face, front view with a **plain white** or **off-white background**.
- There should be spaces above and beside the face.
- Must be saved as a **jpg** file.
- Photo size: under 50KB, 330 pixels wide×440 pixels in height (3:4)

3. Official Academic Transcript

- Please upload a full academic transcript from your home institution including grading scale.
- Your academic record showing **the total number of credits** you have earned to date in your current institution is required.

4. Bank Statement

- Please provide a bank statement, a letter from the bank confirming your funds or a certificate of deposit. This document is required to show that you have adequate funds for your stay in Japan and it must be issued within 3 months prior to the application deadline.
- If your parents pay for your living expenses during your stay at NUFS, a bank statement of your parents' account will be acceptable. In this case, please upload a document certifying parent-child relationship (e.g. birth certificate) as well.

< Students who apply for the NUFS scholarship >

The minimum required balance should amount to 40,000 yen each month.

■ Study period of 1 academic semester: 40,000 yen×5 months = **200,000 yen**

■ Study period of 1 academic year: 40,000 yen×10 months = **400,000 yen**

< Students who do NOT apply for the NUFS scholarship >

The minimum required balance should amount to 100,000 yen for each month.

■ Study period of 1 academic semester: 100,000 yen×5 months = **500,000 yen**

■ Study period of 1 academic year: 100,000 yen×10 months = **1,000,000 yen**

5. Medical Information Form

- This form must be filled out and signed by a physician. Please upload the scan of the completed form.
- Students with pre-existing medical conditions should stay in touch with the physician in charge of their treatment in the home country, as some medical services or treatments may not be available in Japan.

6. Medical Liability Release Agreement

- Please upload a written agreement for the medical condition, treatment, medication and medical history listed on the Medical Information Form.
- You do not need to submit this agreement in case no condition, treatment, medication or medical history has been mentioned in the Medical Information Form.

7. Personal Reference Form

- This form must be filled out by your instructor, academic/student advisor or coordinator at your home institution.
- If your teacher would prefer to send it directly to NUFS International Office, please ask him/her to send it to incoming_gg@nufs.ac.jp.

8. NUFS Scholarship application

- Please read "Regulations Governing Nagoya University of Foreign Studies Non-Degree Exchange Student Scholarships" in the link below before applying for the scholarship.
<https://www-e.nufs.ac.jp/interchange/incoming/scholarships/>
- If you would like to apply for the NUFS scholarship, please upload the application form.

9. Certificate of Japanese-Language Proficiency Test (JLPT)

- A JLPT certificate is not required for applicants to the "Global Japan Program", but if you have passed the JLPT before, please upload a copy of your certificate.
- N2 level or higher certificate is required for undergraduate courses, and N1 level certificate is required for graduate courses.

10. Pre-Entry Tuberculosis Screening_TB Clearance Certificate

(Only for nationals of the Philippines, Viet Nam and Nepal)

- Nationals of the Philippines, Viet Nam and Nepal who live in these countries are required to get a chest X-ray at medical facilities designated by the Japanese government and obtain the TB Clearance Certificate. For more details, please refer to the website of the Ministry of Health, Labour and Welfare below.
<https://jpets.mhlw.go.jp/index.html>
- Please note that the certificate has an expiration date.
 - Spring intake: please get the certificate after August and upload a scan of it by the end of October.
 - Fall intake: please get the certificate after January and upload a scan of it by the end of March.