

## Application Documents Checklist

The following documents must be uploaded as part of the application. **All 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. 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](mailto:incoming_gg@nufs.ac.jp)) by email.

### 2. Portrait Photo

- This photo will be used for your NUFF student ID card and the CoE application.
- Digital photos only; a scanned copy of a physical photo is not accepted.

#### 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.
- There should be no reflection or glare on your glasses if you wear them.
- There should be spaces above and beside the face.
- Full face with front view
- Aspect ratio: **4:3** (Height: 4, Width: 3)
- Background: **white** or **off-white** without shadows, texture, objects, or lines.
- File format: **JPG**

#### Suitable Photo Example



### 3. Official Academic Transcript

- Please upload a full academic transcript from your home institution, including grading scale.
- The academic record showing **the total number of credits** you have earned to date at 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 must be issued within 3 months prior to the application deadline.
- If your parents cover your living expenses during your stay at NUFS, a bank statement of your parents' account is acceptable. In this case, please also upload a document certifying parent-child relationship (e.g. birth certificate).

#### For students who apply for the NUFS scholarship

The minimum required balance is 40,000 yen per month.

■ One semester: 40,000 yen × 5 months = **200,000 yen**

■ One academic year: 40,000 yen × 10 months = **400,000 yen**

#### For students who do **NOT** apply for the NUFS scholarship

The minimum required balance is 100,000 yen per month.

■ One semester: 100,000 yen × 5 months = **500,000 yen**

■ One 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 a 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 signed agreement regarding any medical conditions, treatments, medications or medical history listed on the Medical Information Form.
- You do not need to submit this agreement in case no conditions, treatments, medications or medical history have 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 they would prefer to send it directly to NUFS International Office, please ask them to send it to [incoming\\_gg@nufs.ac.jp](mailto: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.  
<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. Records of ENTRY into and EXIT from Japan (Passport Stamps)

- If you have visited Japan before, please upload **copies of ALL Japanese ENTRY and EXIT stamps** in your passport(s).
- If the stamps are in your old passport, please also upload the photo page of your old passport.
- If you went through an automated gate and did not get an exit stamp when you left Japan, please upload a copy of your **e-ticket/boarding pass or flight itinerary that proves the departure date from Japan**.

## 10. Certificate of Japanese-Language Proficiency Test (JLPT)

- A JLPT certificate is NOT required for applicants to the "Global Japan Program". However, 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.

## 11. Pre-Entry Tuberculosis Screening / TB Clearance Certificate

**(Only for nationals of the Philippines, Vietnam and Nepal)**

- Nationals of the Philippines, Vietnam and Nepal who live in these countries are required to undergo 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.