



## Fact Sheet & Application Guide for 2025 Fall Admission

Contact Information	
Name of division / institution	International Affairs Office, Yokohama City University
Address	22-2 Seto, Kanazawa-Ku, Yokohama City, JAPAN (ZIP code 236-0027)
Telephone	+81-45-787-2416, 787-2049
Email	<a href="mailto:exchange@yokohama-cu.ac.jp">exchange@yokohama-cu.ac.jp</a>

University Website	
YCU Top page (JPN)	<a href="http://www.yokohama-cu.ac.jp/">http://www.yokohama-cu.ac.jp/</a>
YCU Top page (EN)	<a href="https://www-user.yokohama-cu.ac.jp/~english/">https://www-user.yokohama-cu.ac.jp/~english/</a>
2025/26 Academic Calendar (JPN)	<a href="https://www.yokohama-cu.ac.jp/students/edu/schedule/cduaom000003jdm-att/2025gakunenreki_hakkei.pdf">https://www.yokohama-cu.ac.jp/students/edu/schedule/cduaom000003jdm-att/2025gakunenreki_hakkei.pdf</a>
2025/26 Academic Calendar (EN)	<a href="https://www.yokohama-cu.ac.jp/students/edu/schedule/cduaom000003jdm-att/2025gakunenreki_hakkei_Eng.pdf">https://www.yokohama-cu.ac.jp/students/edu/schedule/cduaom000003jdm-att/2025gakunenreki_hakkei_Eng.pdf</a>
Exchange Program (EN)	<a href="https://www-user.yokohama-cu.ac.jp/~english/index.php/global/exchange/">https://www-user.yokohama-cu.ac.jp/~english/index.php/global/exchange/</a>
Syllabus search portal (JPN/EN)	<a href="https://cmweb.yokohama-cu.ac.jp/campusweb/slbskgr.do">https://cmweb.yokohama-cu.ac.jp/campusweb/slbskgr.do</a>
School of International Liberal Arts (EN)	<a href="https://www-user.yokohama-cu.ac.jp/~english/index.php/academics/undergraduate/liberalarts/">https://www-user.yokohama-cu.ac.jp/~english/index.php/academics/undergraduate/liberalarts/</a>
School of Economics and Business Administration (EN)	<a href="https://www-user.yokohama-cu.ac.jp/~english/index.php/academics/undergraduate/business/">https://www-user.yokohama-cu.ac.jp/~english/index.php/academics/undergraduate/business/</a>
School of Science (EN)	<a href="https://www-user.yokohama-cu.ac.jp/~english/index.php/academics/undergraduate/science/">https://www-user.yokohama-cu.ac.jp/~english/index.php/academics/undergraduate/science/</a>
School of Data Science (EN)	<a href="https://www-user.yokohama-cu.ac.jp/~english/index.php/academics/undergraduate/ds-2/">https://www-user.yokohama-cu.ac.jp/~english/index.php/academics/undergraduate/ds-2/</a>
YCU Health Management Center (JPN)	<a href="https://www.yokohama-cu.ac.jp/health/">https://www.yokohama-cu.ac.jp/health/</a>
YCU Health Management Center (EN)	<a href="https://www-user.yokohama-cu.ac.jp/~english/index.php/life-ycu/health/">https://www-user.yokohama-cu.ac.jp/~english/index.php/life-ycu/health/</a>

Nomination and Application for 2025/2026 (2025 Fall Semester and 2026 Spring Semester) — For details of how to apply, please see the attachment “Application Guide for 2025 Fall Admission” —	
Nomination and application deadlines	<p>YCU’s deadline for both nomination and application are the same date (April 30, 2025). Early nomination is also possible if it is more convenient for the partner universities.</p> <p>-Nomination deadline for Fall 2025: April 30, 2025 -Application deadline for Fall 2025: April 30, 2025</p> <p>The preparation of application documents has two steps: (For details, please see “<b>ATTACHMENT: Application Guide for 2025 Fall Admission</b>” on page 7.) Phase 1: digital submission by email and Microsoft Forms (by April 30, 2025). Phase 2: paper submission by post (by July 31, 2025).</p>
Nomination process by each partner institution	<p>YCU receives nomination from the partner institutions’ International Office by email. Please email us the following information of the nominees. (Send to: <a href="mailto:exchange@yokohama-cu.ac.jp">exchange@yokohama-cu.ac.jp</a>)</p> <ul style="list-style-type: none"> <li>● Family Name</li> <li>● Given Name</li> <li>● Email address of the student</li> <li>● Duration of study at YCU (1 semester-long or 1 year-long)</li> </ul>
Nomination of students who need special assistance (reasonable accommodation)	<p><b>Request for advance notice to YCU before nomination</b></p> <p>YCU accepts exchange students who need special assistance (reasonable accommodation) including those who have learning disability. In such a case, we request partner institutions to make an advance notice to YCU before the nomination. For details, please see the section below entitled “<i>Students who need special assistance (reasonable accommodation)</i>” on Page 6.</p>

<p>How to get Application Forms and documents (URL for Download)</p>	<p>Nominated students are requested to download the application forms and other reference materials from the YCU website entitled "F-Share". Click or access the URL below.  <a href="https://f-share.yokohama-cu.ac.jp/public/Ke5Sw3_N9Tz4aMnPXIV0Jd3GsHHHDbokX9INGjzk67">https://f-share.yokohama-cu.ac.jp/public/Ke5Sw3_N9Tz4aMnPXIV0Jd3GsHHHDbokX9INGjzk67</a></p> <p><i>NOTE: This F-Share URL will expire after May 5, 2025. Please download the phase-1 and -2 application forms and reference materials by this expiry date.</i></p>
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Language qualifications	
Main language of study	In the application form, exchange students are asked to choose either English or Japanese as the main language of study at YCU. The recommended proficiency in each language is as shown below.
English Language criteria	To take English-taught courses, the minimum English level of TOEFL-iBT 61 or IELTS 5.5 or its equivalent (CEFR B2 level) is recommended.
English test certificate (scores)	There is no need to submit the English test scores to YCU. Instead, we request the International Office of each partner institution to select the candidates who satisfy the above criteria and ensure that nominees have good command of English.
Japanese Language criteria	<p>If students want to take courses taught in Japanese, the following level of Japanese is required.</p> <p>(A) Japanese Language Proficiency Test (JLPT) - N2, or            (B) TTBJ (SPOT90 Test total score) - 70 points or higher</p> <p>Note:            (1) TTBJ is "Tsukuba Test Battery of Japanese", which is an internet-based test to measure Japanese ability.            (2) SPOT90 (Simple Performance Oriented Test) is one of the components of TTBJ with the full score of 90 points.</p>
Japanese test certificate (scores)	If a candidate has a JLPT certificate above, it must be submitted as part of the application documents.

Immigration Requirement for Student Visa	
Required steps to apply for the COE and Japanese student visa	<p>Exchange students are guided to follow the procedures below to apply for the COE and student visa.</p> <p><b>STEP 1: Application for COE (Certificate of Eligibility)</b>            Students fill out "Application for Certificate of Eligibility (COE)" and send it to YCU.</p> <p><b>STEP 2: Issuance of COE by Immigration Agency</b>            YCU will review the Application for COE and submit it to the Immigration Services Agency (ISA) of Japan under the Ministry of Justice. If approved, ISA will issue digital COEs for individual students and send them to YCU International Affairs Office.</p> <p><b>STEP 3: Application for Student Visa</b>            YCU will send digital COEs to each exchange student by email. Students then submit their applications for student visa, along with the COE and other required documents, to the Embassy of Japan or the Consulate-General of Japan located in your home country or in the country your university is located. Normally, the student visa will be issued within 5 business days from the date of application.</p>
What is Certificate of Eligibility (COE)?	The Certificate of Eligibility (COE) is a pre-approved document for obtaining a student visa to study in Japan. The Ministry of Justice of Japan through ISA certifies in advanced that exchange students conform to the conditions of Immigration Contral Act, and therefore are eligible for the student visa.
Students with dual nationality or Japanese nationality	<p>If a student has dual nationality of Japan and other country, cautions must be taken for potential (and sometimes sensitive) legal issues which may arise upon entering Japan regarding the continuity and effectivity of either of your nationality. The possible risks will depend on the immigration laws of the country of student's nationality. Also, dual-nationality will affect the eligibility of university-arranged dormitory.</p> <p>YCU is not able to give any advice regarding which passport should be used to enter Japan. The decision must be made by the individual students based on their own research and with family consultation.</p> <p><u>Any exchange nominees who are Japanese-passport holders are requested to notify the YCU International Affairs Office as early as possible before or during the application process.</u></p>

Study and Credit Information	
Schools that accept exchange students	<p>The following four schools of YCU will accept the exchange students.</p> <ul style="list-style-type: none"> <li>● School of International Liberal Arts</li> <li>● School of Economics and Business Administration</li> <li>● School of Science</li> <li>● School of Data Science</li> </ul>

Year of school to be placed	Regardless of the year of study at the home institution (i.e. undergraduate or postgraduate), all the incoming exchange students will be technically (on paper) placed as the second year (sophomore) of each school's undergraduate program. Exchange students can freely take any undergraduate courses offered by other schools (except the courses hosted by the School of Medicine).		
Language of Instruction	Japanese or English		
Japanese language-learning program	A variety of Japanese-learning classes, from beginner to advance level, are open for international students as regular courses with credits. They are popular to exchange students not only for learning the Japanese language and culture, but also for meeting with other students, socializing and networking.		
YCU Credit system and definition	<p>In YCU credit system, 1 course (1.5 hours class per week) for 1 semester (15 weeks) is equivalent to 2 credits. (Note: This rule has an exception in some of the Japanese language learning courses where 3 hours of class per week is counted as 2 credits.)</p> <p><b>Definition of 1 credit:</b>  One Japanese credit (1 Japanese credit) represents 45 hours of study (including self-study). This "45 hours" consists of the following components depending on the type of the courses.</p> <ul style="list-style-type: none"> <li>● A lecture course should make up a total of 15 contact hours, with the remaining 30 hours dedicated to self-study.</li> <li>● Experiments, practical training, and language courses should make up a total of 30 contact hours, with the remaining 15 hours dedicated to self-study.</li> </ul>		
Study load and minimum requirements	<p>Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) has a guideline that foreign students should secure minimum 10 hours of study per week to maintain the student visa status.</p> <p>Based on this guide, <b><u>YCU requires exchange students to register at least 5 courses per semester even if students' home universities have pre-approved fewer courses.</u></b> This rule should be well understood by both the International Office and students as a condition to grant admission.</p> <p>As a result, usually we recommend the exchange students take 5 to 7 courses per semester, which are approximately equivalent to 10 to 14 credits (450 to 630 hours of study).</p> <p>Some students register for more than 7 courses depending on individual needs. The maximum number of credits a student can take in one semester is 24 credits (representing 1,080 hours of study).</p> <p>Concept of "full time" or "full workload":  We do not have a concept of full time or full workload. Please follow the guidelines above.</p>		
Grade and GPA system	Grade points (GP) will be assigned to the grades of SA, A, B, C, and D. The scale of grades, scores and grade points (GP) are as indicated below.		
	<b>Grade</b>	<b>Score</b>	<b>Grade Point (GP)</b>
	SA	90 – 100	4.0
	A	80 – 89	3.0
	B	70 – 79	2.0
	C	60 - 69	1.0
D (FAIL)	59 and below	0.0	
Transcript of records	<p>Official Transcripts in Japanese will be available for free by the Automatic Certificate Issuing Machine at the Academic Affairs Division. The students can also view the transcript record and GPA through the online YCU-Board System.</p> <ul style="list-style-type: none"> <li>● Fall semester transcripts (in Japanese) : available in early March</li> <li>● Spring semester transcripts (in Japanese): available in early September</li> </ul> <p>Official Transcripts in English can be issued about 2 to 4 weeks after the Japanese version comes out, due to processing time for English translation to be done by the Academic Affairs Division. The official English version will be sent in digital format (PDF file) to International Office of home institution with cc: to the students.</p> <p>If a student needs a hard copy (paper form) of the transcript to be sent by postal mail, a written request should be made to the International Affairs Office of YCU.</p>		

Course list and syllabus	<p>A list of 2025 Fall semester courses to be taught in English is under the process of confirmation, but students are advised to refer to the 2024 Fall semester course list, as it will be almost the same as the previous year with minimum changes. Please refer to the course lists for both 2024 Fall and Spring semester in the F-Share URL below.</p> <ul style="list-style-type: none"> <li>● Spring Semester courses with syllabus link</li> <li>● Fall Semester courses with syllabus link</li> </ul> <p><a href="https://f-share.yokohama-cu.ac.jp/public/Ke5Sw3_N9Tz4aMnPXIV0jd3GsHHHDbokX9INGjzk67">https://f-share.yokohama-cu.ac.jp/public/Ke5Sw3_N9Tz4aMnPXIV0jd3GsHHHDbokX9INGjzk67</a></p> <p>To see the syllabus of Japanese-taught courses, please go to the YCU-portal for syllabus search. <a href="https://cmweb.yokohama-cu.ac.jp/campusweb/slbsskgr.do">https://cmweb.yokohama-cu.ac.jp/campusweb/slbsskgr.do</a></p> <p>Most of the courses are "2 credits" per semester (except for some Japanese language-learning courses).</p>
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Academic Calendar & Key Semester Dates	
Duration of study at YCU	YCU accepts both semester-long and one-year-long exchange students who start from the 2025 Fall semester. In the application, students are asked to specify preferred duration of study at YCU.
Academic Calendar 2025/26	<p>The calendar for the Academic Year of 2025/26 (Spring &amp; Fall semester) is available at the URL:</p> <p>(JPN) <a href="https://www.yokohama-cu.ac.jp/students/edu/schedule/cduaoom000003jdm-att/2025gakunenreki_hakkei.pdf">https://www.yokohama-cu.ac.jp/students/edu/schedule/cduaoom000003jdm-att/2025gakunenreki_hakkei.pdf</a></p> <p>(EN) <a href="https://www.yokohama-cu.ac.jp/students/edu/schedule/cduaoom000003jdm-att/2025gakunenreki_hakkei_Eng.pdf">https://www.yokohama-cu.ac.jp/students/edu/schedule/cduaoom000003jdm-att/2025gakunenreki_hakkei_Eng.pdf</a></p>
<b>2025 Fall Semester schedule</b> <span style="float: right;">Note: Dates are subject to possible changes</span>	
Mid-September (dates TBA)	Dormitory check-in. Academic Orientation for Exchange Students
September 22, 2025	Beginning of classes for the Fall semester. Attendance is required.
September 29 to October 1	Submission of the course registration forms by the exchange students
October 30 to November 5	<i>No classes will be held due to the annual school festival week and the academic calendar adjustment days</i>
November 1 & 2	Hamadai Festival (YCU's annual school festival)
December 28 to January 8, 2026	Winter & New Year's holidays
January 9, 2026	Classes will resume after the New Year's break.
January 9 to February 2	Regular and supplementary classes. Final exams will continue until February 2.
February 2	Last day of all the fall semester classes
February 3	Spring Break starts
February 6 and 9	Reserved for "Make-up Exams" (only for those students who could not take final exams due to inevitable reasons and wish to fulfil the credit requirements. Arrangement can be made by written request to the school and approval by the Dean.)
March 31, 2026	End of exchange program period for <b>one-semester</b> exchange students
<b>2026 Spring Semester schedule</b> <span style="float: right;">Note: Detailed schedule TBA.</span>	
Early April 2026	Arrival in Japan. Orientation week for the new students.
Around 2nd week of April	Beginning of classes for Spring semester. Attendance is required.
Mid-April	Exchange students submit course registration forms
Late July to early August	Regular and supplementary classes. Final exam will last until early August.
Early- to Mid-August	Summer Break starts. (FYI, in the case of 2025, the summer break starts on August 8.)
Mid-August	Reserved for "Make-up Exams" (only for those students who could not take final exams due to inevitable reasons and wish to fulfil the credit requirements. Arrangement can be made by written request to the school and approval by the Dean.)
August 31	End of exchange program period for <b>one-semester</b> exchange students

Accommodation	
University-arranged dormitory	<p>YCU guarantees accommodation for exchange students in accordance with the numbers stipulated in each student exchange agreement. However, we may have to request an adjustment in the number of students acceptable in one semester to avoid excessive concentration if it becomes necessary. We have arrangements with two off-campus international residences which can accommodate YCU's exchange students:</p> <p>(A) Kanto Gakuin University International Residence (KGUIR) (B) Yokohama International Student House (YISH)</p> <p>The nominees will be assigned to either of the two facilities by YCU's International Affairs Office. As part of the application process, students will be requested to answer a questionnaire, through Microsoft Forms, whether they wish to move in university-arranged dormitory or not. Despite the questionnaire results, please note that we cannot guarantee that students' preference will always be met due to the availability of rooms and other factors.</p>
Cancellation fee before and after moving-in	Generally, we do not assume nor accept dormitory changes or cancellations. If any unforeseen circumstances arise to cancel your move-in or to leave your dormitory early in the middle of the contract, you are responsible for cancellation fees.
Observing house rules and eviction policy	Please note that students may be asked to leave the dormitory at any time if they do not follow the rules of living in each accommodation.
Rent information	<p>Detailed information on accommodation (terms and conditions of each dormitory, assignment procedures etc.) will be provided to each student after the official nomination.</p> <p>YCU has a semester fee system for accommodation including bedding and cleaning fee. The fee amount varies depending on the dormitory assigned.</p> <p>-Spring semester (April to August): JPY200,000 – JPY400,000 -Fall semester (September to March): JPY250,000 – JPY550,000</p>
Maximum occupancy period of the dorms	<p>For both KGUIR and YISH residents, students will be allowed to stay in the dormitories up to the following periods:</p> <p>1-semester student: from September 2025 to March 15, 2026 1-year student: from September 2025 to August 31, 2026</p>

Health and Immunization Requirement before entering Japan	
Health Management Center (HMC) of YCU	<p>To protect and secure the health of all students, faculty and employees, YCU has the Health Management Center (HMC) with medical and health experts. The Center is in charge of keeping the physical and mental health of people and controlling infectious diseases within the YCU community. It is also responsible for formulating and implementing the health-related policies of the entire YCU.</p> <p>URL of the Health Management Center (JPN) <a href="https://www.yokohama-cu.ac.jp/health/">https://www.yokohama-cu.ac.jp/health/</a> (EN) <a href="https://www-user.yokohama-cu.ac.jp/~english/index.php/life-ycu/health/">https://www-user.yokohama-cu.ac.jp/~english/index.php/life-ycu/health/</a></p>
YCU Health Management Policy	<p>As part of YCU community, exchange students are subject to strict requirements of YCU health management policy. As a condition for admission, HMC requires all the incoming students of YCU to submit two health-related documents, which is also applicable to exchange students.</p> <ul style="list-style-type: none"> <li>- Certificate of Health</li> <li>- Questionnaire Regarding Infection</li> </ul>
Certificate of Health (Chest X-ray or IGRA Blood Test)	<p>The Certificate of Health includes the item "Chest X-ray examinations". It should be noted that Chest X-ray can be omitted if a student takes a blood test (IGRA) and the results were negative. If the results were positive, the Chest X-ray examination will be obligatory.</p> <p><i>Note: IGRA is "Interferon Gamma Release Assay" test which examines if a person is infected with tuberculosis (TB) bacteria.</i></p>
Questionnaire Regarding Infection	<p>Please provide your vaccination history and records in accordance with the questionnaire. If you have not met the following YCU requirement, please take vaccination accordingly.</p> <ul style="list-style-type: none"> <li>- For measles and rubella: Regardless of medical history completion of two vaccinations is required. MR vaccine (Measles-Rubella combined vaccine) is also acceptable.</li> <li>- For chickenpox and mumps: Regardless of medical history, one vaccination is recommended.</li> </ul>
FAQs (Frequently Asked Questions) for Health and Immunization	<p>We compiled frequently asked questions (FAQs) related to the Certificate of Health and Questionnaire Regarding Infection. Please download the FAQ file from the URL below.</p> <p><a href="https://f-share.yokohama-cu.ac.jp/public/Ke5Sw3_N9Tz4aMnPXIV0Jd3GsHHHDbokX9INGjxzk67">https://f-share.yokohama-cu.ac.jp/public/Ke5Sw3_N9Tz4aMnPXIV0Jd3GsHHHDbokX9INGjxzk67</a></p>
Inquiry Form to Health Management Center (HMC)	<p>If you have any questions about the Certificate of Health or Questionnaire Regarding Infection, please check the attached FAQs first. Even after checking the FAQs, if you still have questions, access the URL below and send your questions by MS Forms. HMC staff will reply to your e-mail address. (Please note that health related questions cannot be answered by the International Affairs Office. Please direct your questions through the MS Forms below.)</p> <p><b>Inquiry Form for Exchange Students on Certificate of Health and Questionnaire Regarding Infection:</b> <a href="https://forms.office.com/r/QEYEPjgLTT">https://forms.office.com/r/QEYEPjgLTT</a></p>

Students who need special assistance (reasonable accommodation)	
Disability Information and Support Office (DISO) of YCU	YCU has established Disability Information and Support Office (DISO), a specialized unit in charge of supporting students who need special assistance (reasonable accommodation) including learning disability. YCU is ready to accept these exchange students on the condition that we are given advance notice and undergo the proper procedures as set below.
Advance notice and consultation with YCU before nomination	If our partner institution plans to nominate a student who requires reasonable accommodation, YCU requests the International Office of partner institutions to make an advance notice before nomination and to have an opportunity of mutual consultation with each other.
YCU Procedures and Policy for reasonable accommodation	<p>In order for YCU to accept the students who need reasonable accommodation, following policy and steps should be taken.</p> <ol style="list-style-type: none"> <li>1. Advance notice and consultation to YCU by the International Office of home university.</li> <li>2. It is the responsibility of the home university to decide whether or not reasonable accommodation should be requested to YCU.</li> <li>3. YCU will confirm the presence (or absence) of a learning disability with a medical certificate or equivalent documents provided by the home institution.</li> <li>4. YCU will confirm the courses to be taken by students.</li> <li>5. YCU International Affairs Office will provide reasonable accommodation in coordination with its Disability Information and Support Office (DISO). DISO will formulate a support plan in accordance with the individual student's needs.</li> <li>6. YCU tries to provide equivalent support with the home institutions, but we cannot guarantee that the degree and contents of the reasonable accommodation will reach exactly the same level. This should be understood by the home institutions as a condition of nomination.</li> <li>7. YCU will obtain necessary approvals from DISO's Barrier-free Support Committee, Faculty Committee of Schools and individual lecturers of the courses to be taken by the student.</li> </ol>
Other areas of special assistance	Students who need special assistance in other areas (current medical treatment, dietary restrictions, physical conditions, mental conditions, etc.) should notify YCU at the time of application.

Event of introducing the home university	
Outline of Event	<p>Semi-annually, YCU organizes an event where exchange students give a presentation to introduce their home universities and their culture to YCU students who are interested in studying abroad. We hope that exchange students will be able to join this event, since it is a good opportunity to meet Japanese students interested in students' home countries.</p> <p>For details, please refer to the reference material: <i>Invitation to the event of introducing your home university to Yokohama City University (YCU) students</i></p>

Health Insurance / Damage and Liability Insurance	
Insurances	<p>To cover your health insurance, there are two ways:</p> <ul style="list-style-type: none"> <li>- Japanese government's mandatory National Health Insurance (NHI)</li> <li>- Other private or non-private overseas travel/medical insurance purchasable in students' home country</li> </ul> <p>Japanese government has <b>mandatory</b> National Health Insurance (NHI), and all students are obligated to join this scheme. The NHI scheme generally covers 70 percent of the medical treatment expenses at a hospital or clinic. After arrival in Japan, on the day of academic orientation, YCU will give students guidance and explain how to fill out the application form for NHI coverage. Students will submit their applications to the Ward Office of residence.</p>
Other health insurance	Students are also free to apply for any private or non-private overseas travel or medical insurance sold in home country before departure. If you wish, please seek advice from the International Office of your home university.
Damage and liability insurance	It is recommended (non-mandatory) to have damage insurance, personal accident insurance or liability insurance. YCU recommend students to consider insurance called "Gakkensai" in Japanese, which covers injuries, accidents, damages etc. occurred during education and research activities. You can apply for it at YCU after arrival in Japan.

## ATTACHMENT: Application Guide for 2025 FALL Admission

### 1 Required documents and deadlines

The application process has two phases. The required documents are divided into two kinds: for YCU admission purpose (academic application) and for applying for the Certificate of Eligibility (COE) and student visa.

※JST: Japan Standard Time

	Deadline (JST)	List of documents & information to be submitted by students to YCU	
		Academic Application to Yokohama City University	Application for Certificate of Eligibility (COE) to Immigration Services Agency (ISA) of Japan, Ministry of Justice
Phase 1 (by digital data)	April 30, 2025	1_Personal Registration through Microsoft Forms URL: <a href="https://forms.office.com/r/af3BBYLj8k">https://forms.office.com/r/af3BBYLj8k</a> 2_Application Form with Study Plan (EXCEL) 3_Academic Transcripts in English 4_Enrollment Certificate in English 5_TTBJ test score 6_JLPT Certificate (if you have any)	7_Application for Certificate of Eligibility (including your ID Photo attached on the first page) <i><b>(EXCEL file only. PDF will not be accepted.)</b></i> 8_Photocopy of your Passport (ID page) 9_Bank Balance Certificate in English (digital form) 10_Written Oath for Defraying Expenses (digital form) 11_Scholarship Certificate in English (if applicable) (digital form)
		<p><b>How to submit: Email</b> (except for Personal Registration through Microsoft Forms)                      Please email the documents in electronic form to YCU International Affairs Office.                      Send to: <a href="mailto:exchange@yokohama-cu.ac.jp">exchange@yokohama-cu.ac.jp</a></p> <p><i>NOTE: In case you need to have more time to prepare any of the documents or certificates beyond the deadline, please contact us in advance and inform us when they will become ready.</i></p>	
Phase 2 (original paper documents by post)	July 31, 2025	12_Certificate of Health in English 13_Questionnaire Regarding Infection (vaccination)	9_Bank Balance Certificate in English (original paper) 10_Written Oath for Defraying Expenses (original paper) 11_Scholarship Certificate in English (if applicable) (original paper)
		<p><b>How to submit: Send original paper document by post</b>                      Send to: International Affairs Office                      Yokohama City University                      22-2, Seto, Kanazawa-ku, Yokohama, JAPAN (ZIP code 236-0027)                      Tel: +81-45-787-2049                      E-mail: <a href="mailto:exchange@yokohama-cu.ac.jp">exchange@yokohama-cu.ac.jp</a></p> <p><i>NOTE: In case you need to have more time to prepare the phase 2 documents, send us digital data first by the deadline, and then the original documents can arrive later. Please inform us in advance if you need to do so.</i></p>	

### 2 How to download the Application Forms

The files can be downloaded from the following website of "F-Share".

[https://f-share.yokohama-cu.ac.jp/public/Ke5Sw3\\_N9Tz4aMnPXIV0ljd3GsHHDbokX9INGjxzk67](https://f-share.yokohama-cu.ac.jp/public/Ke5Sw3_N9Tz4aMnPXIV0ljd3GsHHDbokX9INGjxzk67)

### 3 Instructions for application documents

Please prepare and submit the documents or information as per instruction.

Document No.and name	Instructions
1_Personal Registration	Provide your information and answer the questions via Microsoft Forms. There are 27 basic and important questions needed to start your study at YCU. Please access the URL: <a href="https://forms.office.com/r/af3BBYLj8k">https://forms.office.com/r/af3BBYLj8k</a>
2_Application Form with Study Plan	Fill in the EXCEL form.
3_Academic Transcripts in English	Obtain an official Transcript of Records (English version) from your university. Please send it to YCU electronically (such as PDF, scanned copy, etc.)
4_Enrollment Certificate in English	Obtain an official Enrollment Certificate (English version) from your university. Please send it to YCU electronically (such as PDF, scanned copy, etc.)

<p>5_TTBJ test score</p>	<p>TTBJ (Tsukuba Test Battery of Japanese) is an on-line Japanese language test developed by Tsukuba University for non-Japanese speakers. Regardless of your past history of learning Japanese, the score data must be submitted to YCU as part of the application requirement. The internet-based test does not take much time to complete.</p> <p>Please access the website of TTBJ (筑波日本語テスト集) and take the test:  <a href="http://ttbj1.cegloc.tsukuba.ac.jp/apply/agree/">http://ttbj1.cegloc.tsukuba.ac.jp/apply/agree/</a></p> <p>You will be asked on the screen (see below) to select the kind of test from several options. Please choose and take: SPOT90 + Grammar90 + 漢字 SPOT50 on the top of the choices.</p> <div data-bbox="523 398 1174 719" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #d9ead3; margin: 0;">受けるテストを選択 (Test selection)</p> <p style="font-size: small;">受験希望のテストを以下から選択してください。 (Select the test you would like to take.)</p> <p><input checked="" type="radio"/> SPOT90 + Grammar90 + 漢字 SPOT50 <span style="color: red; font-size: 1.2em;">←</span></p> <p><input type="radio"/> SPOT90 (SPOT 90)</p> <p><input type="radio"/> Grammar 90</p> <p><input type="radio"/> 漢字 SPOT50 (Kanji SPOT 50)</p> <p><input type="radio"/> 漢字力診断初級 (Elementary Kanji Diagnostic Test)</p> <p><input type="radio"/> 漢字力診断中級 (Intermediate Kanji Diagnostic Test)</p> <p><input type="radio"/> 漢字力診断上級 (Advanced Kanji Diagnostic Test)</p> <p style="text-align: center; margin-top: 5px;"><input type="button" value="次へ (Next)"/></p> </div> <p>After taking the test, the score report will be produced in PDF format.</p>
<p>6_JLPT Certificate (if you have any)</p>	<p>JLPT is the “Japanese Language Proficiency Test” (日本語能力試験) jointly organized by Japan Foundation and Japan Educational Exchanges and Services since 1984 to measure and certify the Japanese-language proficiency of those whose native language is not Japanese.</p> <p>If you have taken this test before and have an official certificate, please submit it in electronic form as part of the application documents.</p>
<p>7_Application for Certificate of Eligibility (EXCEL file only)</p> <p><b><u>Be sure to send this application file to YCU in original EXCEL format.</u></b></p> <p><b><u>PDF files will not be accepted.</u></b></p>	<p>As the first step of the Japanese immigration procedures, YCU will collect and submit the Application for Certificate of Eligibility to the Yokohama District Office of the Immigration Services Agency of Japan (ISA) under the Ministry of Justice.</p> <p>There are 3 sheets to be filled out by students. To each application sheet, “sample” sheets are attached for your reference for how to fill out the form. In addition, there is another explanation on “How to fill in No.28”, which gives detailed guidance on how to answer the question No.28 and what kind of supporting evidence is required by the ISA. Please go over these 7 sheets thoroughly to complete the Application.</p> <p>The ISA is highly strict on documentation regarding its formality and correctness of what is written. Every year, we receive comments from ISA if any part of the application is incomplete. Please make sure that every instruction in this form is observed. Your name (Family name and Given name) should be provided in alphabet as written in your passport.</p> <p><b>【Advice on your ID Photo for successful application】</b>  Every year students have problems in the student’s ID photo. Many students take self-portrait pictures (selfies) using smartphone, but <b><u>selfies are often regarded as incomplete and unacceptable by ISA</u></b>, because they do not satisfy the criteria of its newness, clarity, background, facial direction, shadows etc.</p> <p>The website of the ISA gives strict specification of the ID photo and states: <b><u>“If an application is submitted using an inappropriate photo that does not meet the specified standards, we will ask you to retake the photo.”</u></b></p> <p><b>Specified standards</b></p> <div data-bbox="523 1496 788 1688" style="border: 1px solid black; padding: 5px; text-align: center;"> </div> <ol style="list-style-type: none"> <li>1 Photo size 4cm long, 3cm wide</li> <li>2 Photo taken only of the applicant</li> <li>3 The dimensions of the part excluding the edges meet the dimensions shown in the diagram on the left. (Face dimensions are from the top of the head (including hair) to the tip of the chin)</li> <li>4 Without a hat and facing forward</li> <li>5 No background (including shadows)</li> <li>6 Something that is clear</li> <li>7 Photographs taken within 6 months prior to the date of submission</li> </ol> <p><b><u>The ISA’s website shows examples of both acceptable and unacceptable ID pictures. Please be sure to browse this web page to get a concrete idea about acceptable pictures.</u></b>  (Multilanguage screen available)  <a href="https://www.moj.go.jp/isa/applications/status/photo_info_00002.html?hl=en">https://www.moj.go.jp/isa/applications/status/photo_info_00002.html?hl=en</a></p>



8_Photocopy of Passport (ID page)	<p>Please send the photocopy of your passport ID page in any digital format.</p> <p><b>Note for those students who have <u>dual nationality</u>.</b></p> <ol style="list-style-type: none"> <li>(1) Please send the photocopy of the passport which you plan to use for entering Japan.</li> <li>(2) If you have dual nationality of Japan and other country, please be careful about any potential legal issues which might arise regarding the continuity and effectivity of either of your nationalities.</li> <li>(3) YCU cannot give any advice regarding which passport should be used. The decision must be made by the individual students based on their own research.</li> <li>(4) If you are a Japanese-passport holder, please notify the YCU International Affairs Office as early as possible before or during the application process. (Send email to: <a href="mailto:exchange@yokohama-cu.ac.jp">exchange@yokohama-cu.ac.jp</a>)</li> </ol>
9_Bank Balance Certificate in English	<p>ISA needs to verify that the student has sufficient financial capacity to bear living costs in Japan. The certificate of bank balance should prove that the expected monthly expenses for the study period can be covered. Although ISA does not clearly disclose its evaluation criteria on how much balance should be enough to issue COEs (as it will depend on individual cases), YCU has a certain benchmark figure as below.</p> <p style="text-align: center;">Minimum bank balance generally recommended:</p> <p style="text-align: center;">-For one-semester study: JPY900,000 or its equivalent -For one-year study: JPY1,800,000 or its equivalent</p> <p>If a student will solely support himself/herself out of the student's own pocket, please submit the student's own bank balance certificate. If a student plans to be supported by the family members, relatives or other third-party person(s), the bank balance certificate of such a financial supporter (i.e. the bank account holder) needs to be submitted.</p> <p>The eligible certificate should satisfy the following conditions:</p> <ol style="list-style-type: none"> <li>1) Officially issued by a bank as paper form (<u>online screenshots are not acceptable</u>)</li> <li>2) Clearly show the name of the bank account holder</li> <li>3) Written in English (or local language with English translation attached)</li> </ol> <p>If certificate in English is difficult to obtain, translation by the student is acceptable.</p> <p>Also refer to the explanatory sheet "How to fill in No.28" contained in the "Application for Certificate of Eligibility", for the matrix table showing necessary supporting items by different methods of support.</p>
10_Written Oath for Defraying Expenses (if applicable)	<p>In the case where a student receives financial support from others and submits the bank balance certificate of other person(s), the Written Oath for Defraying Expenses must be signed by such bank account holder(s) and needs to be submitted. This will serve as proof that the signer understands and is committed to shouldering the expenses to be incurred by the exchange student.</p>
11_Scholarship Certificate in English (if applicable)	<p>If the student's living costs in Japan will be sponsored by any scholarship organization, a certificate to prove such a sponsorship (in English) will be necessary.</p> <p>Since there is no designated format, students may obtain their own format of the financial aid organization and send them to YCU.</p>
12_Certificate of Health in English	<p>This certificate should be filled out and signed by the examining physician. Please take the health examination within about 3 months before your arrival in Japan.</p> <p>The Chest X-ray examination can be omitted if a student opts to take a blood test (IGRA) and the results are negative. If the results are positive, Chest X-ray examination will become obligatory.</p> <p><i>Note: IGRA is "Interferon Gamma Release Assay" test which examines if a person is infected with tuberculosis (TB) bacteria.</i></p> <ul style="list-style-type: none"> <li>• <b>FAQs related to the Certificate of Health and Questionnaire Regarding Infection</b> <a href="https://f-share.yokohama-cu.ac.jp/public/Ke5Sw3_N9Tz4aMnPXIV0Ijd3GsHHHDbokX9INGjzk67">https://f-share.yokohama-cu.ac.jp/public/Ke5Sw3_N9Tz4aMnPXIV0Ijd3GsHHHDbokX9INGjzk67</a></li> <li>• <b>Inquiry about "Questionnaire Regarding Infection":</b> <i>Please send all questions through Microsoft Forms.</i> <a href="https://forms.office.com/r/QEYEPigLTI">https://forms.office.com/r/QEYEPigLTI</a></li> </ul>
13_Questionnaire Regarding Infection (vaccination)	<p>Fill in your vaccination history as much as possible by referring to the past records. If you do not have information about the Lot No., please write "Lost" and the year of vaccination.</p> <p>If students have not taken the vaccination required, please complete vaccination before arriving in Japan. YCU Health Management Center has the following policy on infectious diseases on campus:</p> <ol style="list-style-type: none"> <li>(1) <i>New students are requested to be vaccinated against four types of infectious diseases: measles, rubella, chickenpox, and mumps.</i> <ul style="list-style-type: none"> <li>- <i>For measles and rubella: Regardless of medical history completion of two vaccinations is required. MR vaccine (Measles-Rubella combined vaccine) is also acceptable.</i></li> <li>- <i>For chickenpox and mumps: Regardless of medical history, one vaccination is recommended.</i></li> </ul> </li> <li>(2) <i>Since Universities are places where many students congregate, infectious diseases brought in by one individual will spread to the entire population easily. To protect the students from the disease and to prevent the spread of infection, your cooperation is appreciated.</i></li> <li>(3) <i>If you are prohibited from vaccination for medical reasons, please notify the Health Management Center with your doctor's note.</i></li> </ol> <ul style="list-style-type: none"> <li>• <b>FAQs related to the Certificate of Health and Questionnaire Regarding Infection</b> <a href="https://f-share.yokohama-cu.ac.jp/public/Ke5Sw3_N9Tz4aMnPXIV0Ijd3GsHHHDbokX9INGjzk67">https://f-share.yokohama-cu.ac.jp/public/Ke5Sw3_N9Tz4aMnPXIV0Ijd3GsHHHDbokX9INGjzk67</a></li> <li>• <b>Inquiry about "Questionnaire Regarding Infection":</b> <i>Please send all questions through Microsoft Forms.</i> <a href="https://forms.office.com/r/QEYEPigLTI">https://forms.office.com/r/QEYEPigLTI</a></li> </ul>

## Tips and checklist: Application for Certificate of Eligibility (COE) to Immigration Services Agency

### Note and tips for smooth processing for the COE and student visa: How to get them faster?

- (1) Every year, we observe common mistakes and errors by the applicants in filling out the COE application. When we find these mistakes, significant time will be spent for fact-checking, making corrections and re-submission which requires frequent exchange of emails with the applicants. This will cause delays in securing the COE and student visa.
- (2) From our past experience, there are two major items which cause delay:
  - (A) **ID photo**: The Immigration Services Agency is very strict on the specification of the photo. Every year we experience a number of students' ID photos (**especially selfies taken by smartphone**) rejected by ISA due to insufficiency. If rejected, students will be asked to re-take the photo. We strongly recommend you to use professional photo shop to take your ID picture and satisfy the ISA's specification.
  - (B) Incompleteness of the Application's question No.28 "Methods of support to pay for expenses while in Japan", attached Bank Balance Certificate, and Written Oath or Defraying Expenses. In answering question No.28, follow the instructions in the "Sample" sheets and "**How to fill in No.28**", which are inserted in the EXCEL format.

#### Checklist to make your preparations more complete

<input type="checkbox"/>	Overall	All the required items in the Application are filled.
<input type="checkbox"/>	ID Photo	I read the instruction of the Immigration Services Agency of Japan (ISA), and <u>I attached the ID photo which meets the specified standards of ISA.</u>
<input type="checkbox"/>	5. Place of Birth	I filled in the names of city and country. (e.g. San Diego, USA)
<input type="checkbox"/>	16. Intended place to apply for visa	I searched for the location of the Japanese diplomatic missions (Embassy or Consulate-General) and filled in the city and country name of the location. (e.g. Toronto, Canada)
<input type="checkbox"/>	28. Methods of support	I carefully read the "Sample" page and the additional sheet on "How to fill in No.28". Based on the table shown in "How to fill in No.28", I filled in the needed parts of No.28 and obtained required certificates or evidence.
<input type="checkbox"/>	Bank Balance Certificate	I obtained the Bank Balance Certificate(s) from all the financial supporters, which has been issued by each bank and meet the specified requirements of the Application Guide.
<input type="checkbox"/>	Written Oath or defraying expenses	I obtained the signature of the financial supporter.
<input type="checkbox"/>	File format of submission	I will send the Application for Certificate of Eligibility (COE) to YCU in EXCEL file. I understand that PDF file will not be accepted.

#### List of downloadable files and reference items by F-Share URL

[https://f-share.yokohama-cu.ac.jp/public/Ke5Sw3\\_N9Tz4aMnPXIV0Jd3GsHHDbokX9INGjxzk67](https://f-share.yokohama-cu.ac.jp/public/Ke5Sw3_N9Tz4aMnPXIV0Jd3GsHHDbokX9INGjxzk67)

#### APPLICATION FORMS

- 2\_Application Form with Study Plan (EXCEL)
- 7\_Application for Certificate of Eligibility (EXCEL)
- 10\_Written Oath for Defraying Expenses (PDF)
- 12\_Certificate of Health (PDF)
- 13\_Questionnaire Regarding Infection (PDF)

#### REFERENCE MATERIALS

- Fact Sheet & Application Guide for 2025 Fall Admission (PDF)
- FAQs for Health Certificate and Infection Questionnaire (PDF)
- Invitation to the Event of introducing the home university (PDF)
- 2024 Fall Semester Course List with Syllabus Link (PDF)
- 2024 Spring Semester Course List with Syllabus Link (PDF)