



Fact Sheet & Application Guide for 2025 Spring 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	exchange@yokohama-cu.ac.jp

University Website	
YCU Top page (JPN)	http://www.yokohama-cu.ac.jp/
YCU Top page (EN)	https://www-user.yokohama-cu.ac.jp/~english/
2025 Academic Calendar (JPN, EN)	To be announced. If you want to refer to the 2024 academic calendar just for reference only, access the URL: https://www.yokohama-cu.ac.jp/students/edu/schedule/hakkei_r6.html
Exchange Program (EN)	https://www-user.yokohama-cu.ac.jp/~english/index.php/global/exchange/
Syllabus search portal (JPN) (EN)	https://cmweb.yokohama-cu.ac.jp/campusweb/slbsskgr.do
School of International Liberal Arts (EN)	https://www-user.yokohama-cu.ac.jp/~english/index.php/academics/undergraduate/liberalarts/
School of Economics and Business Administration (EN)	https://www-user.yokohama-cu.ac.jp/~english/index.php/academics/undergraduate/business/
School of Science (EN)	https://www-user.yokohama-cu.ac.jp/~english/index.php/academics/undergraduate/science/
School of Data Science (EN)	https://www-user.yokohama-cu.ac.jp/~english/index.php/academics/undergraduate/ds-2/
Health and Wellness (Health Management Center) (JPN)(EN)	(JPN) https://www.yokohama-cu.ac.jp/health/ (EN) https://www-user.yokohama-cu.ac.jp/~english/index.php/life-ycu/health/

Nomination and Application for 2025/2026 (2025 Spring Semester + 2025 Fall Semester) - For details of how to apply, please see the attachment "Application Guide for 2025 Spring Admission" -	
Nomination and application deadlines	YCU's deadline for both nomination and application are the same date (October 31, 2024). Early nomination is also possible if it is more convenient to the partner universities. -Nomination deadline: October 31, 2024 -Application deadline: October 31, 2024 The preparation of application documents has two steps: (For details, please see "ATTACHMENT: Application Guide for 2025 SPRING Admission" on page 7.) Phase 1: digital submission by email and Microsoft Forms (by October 31, 2024). Phase 2: paper submission by post (by January 31, 2025).
Nomination process by each partner institution	YCU receives nomination from the partner institutions' International Office by email. Please send us the following information of the nominees by email. (Send to: exchange@yokohama-cu.ac.jp) <ul style="list-style-type: none"> ● Family Name ● Given Name ● Email address ● Duration of study at YCU (1 semester-long or 1 year-long)
Nomination of students who needs special assistance (reasonable accommodation)	Request for advance notice to YCU before nomination YCU accepts exchange students who needs 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 "Students who need special assistance (reasonable accommodation)".
How to get Application Forms and documents (URL for Download)	Nominated students are requested to download the application forms from the designated YCU website entitled "F-Share". https://f-share.yokohama-cu.ac.jp/public/VcJEg4XL7YXa-fdXHLw1YYUepIHxdZjskctHGtKEuJFY

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 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	If students want to take courses taught in Japanese, the following level of Japanese is required. (A) Japanese Language Proficiency Test (JLPT) - N2, or (B) TTBJ (SPOT90 Test total score) - 70 points or higher 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.
Japanese test certificate (scores)	If a candidate has a JLPT certificate above, it has to be submitted as part of the application documents.

Immigration Requirement for Student Visa	
Certificate of Eligibility (COE)	Required steps to apply for the student visa: STEP 1: Students will send Application for Certificate of Eligibility (COE) to YCU. STEP 2: YCU will submit the application to the Immigration Services Agency (ISA) of Japan under the Ministry of Justice. After approval, the COE (electronic form) will be issued. STEP 3: Apply for the student visa at the local Japanese Embassy or Consulate-General of Japan.
Students with dual nationality or Japanese nationality	If a student has dual nationality of Japan and other country, cautions must be taken for possible legal issues which may arise upon entering Japan. The potential risks may vary depending on the immigration policies and regulations of the country of other nationality. Also, nationality issue will affect the eligibility of university-arranged dormitory. <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>

Study and Credit Information	
Schools that accept exchange students	The following schools will accept the exchange students. <ul style="list-style-type: none"> ● School of International Liberal Arts ● School of Economics and Business Administration ● School of Science ● School of Data Science
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 the 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 Japanese and its culture, but also for meeting with other students, socializing and networking.
YCU Credit system and definition	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.) Definition of 1 credit: 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. <ul style="list-style-type: none"> ● A lecture course should make up a total of 15 contact hours, with the remaining 30 hours dedicated to self-study. ● Experiments, practical training, and language courses should make up a total of 30 contact hours, with the remaining 15 hours dedicated to self-study.

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, <u>YCU requires exchange students to register at least 5 courses per semester even if students' home universities have pre-approved fewer courses.</u> This rule should be well understood by both International Office and students as a condition to grant admission.</p> <p>As a result, usually we recommend the exchange students to 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 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	<p>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.</p> <table border="1" data-bbox="496 667 1489 909"> <thead> <tr> <th>Grade</th> <th>Score</th> <th>Grade Point (GP)</th> </tr> </thead> <tbody> <tr> <td>SA</td> <td>90 – 100</td> <td>4.0</td> </tr> <tr> <td>A</td> <td>80 – 89</td> <td>3.0</td> </tr> <tr> <td>B</td> <td>70 – 79</td> <td>2.0</td> </tr> <tr> <td>C</td> <td>60 - 69</td> <td>1.0</td> </tr> <tr> <td>D (FAIL)</td> <td>59 and below</td> <td>0.0</td> </tr> </tbody> </table>	Grade	Score	Grade Point (GP)	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
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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"> ● Fall semester transcripts (in Japanese) : available in early March ● Spring semester transcripts (in Japanese): available in early September <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>2025 Spring Semester Course List to be taught in English is not yet ready. Instead, students are advised to refer to the 2024 Spring Course List for reference only. Although the list is previous year's, most of the courses will be maintained with minimum changes. The course list for 2024 Fall Semester is also available together in the URL below.</p> <p>The two files can be viewed and downloaded from the F-Share.</p> <ul style="list-style-type: none"> ● 2024 Spring Semester courses with syllabus link ● 2024 Fall Semester courses with syllabus link <p>https://f-share.yokohama-cu.ac.jp/public/VcJEg4XL7YXa-fdXHlw1YYUepIHxdZjskctHGtKeuJFY</p> <p>To see the syllabus of Japanese-taught courses, please go to the YCU-portal for syllabus search. https://cmweb.yokohama-cu.ac.jp/campusweb/slbsskqr.do</p> <p>Most of the courses are "2 credits" per semester (except for some Japanese language-learning courses).</p>																		

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 Spring semester. In the application, students are asked to specify preferred duration of study at YCU.
Academic Calendar	2025 Spring Academic Calendar is currently under preparation by the Academic Affairs Division and it is to be announced. Instead, if you wish to see the 2024 Academic Calendar, please see the URL below. https://www.yokohama-cu.ac.jp/students/edu/schedule/dr3e64000029i2x-att/2024gakunenreki_hakkei_Eng.pdf

<p>Key dates of semesters</p> <ul style="list-style-type: none"> ● 2025 Spring ● 2025 Fall 	2025 Spring Semester schedule Note: Dates are subject to possible changes	
	Early April 2025	Arrival and Orientation week
	April 11	Beginning of Classes for Spring Semester
	April 18 to April 22	Course Registration Period for exchange students
	July 25 to July 31	Final week of regular class. Final exams may start.
	August 1 to August 7	Supplementary Class Days (SCDs) for supplementary lectures. Final exams may continue during this period as well.
	August 7	End of all the classes and final exams
	August 8	Summer Break starts.
	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 of the Dean.)
	August 8 to September 21	Summer Break period
	August 31	End of exchange program period for one-semester exchange students
	2025 Fall Semester schedule Note: Dates are subject to possible changes	
	September 22	Beginning of Classes for Fall Semester
	September 29 to October 1	Course Registration Period for exchange students
	November 1 & 2	Hamadai Festival (YCU's annual school festival)
	December 28 to January 3, 2026	Winter & New Year's holidays
	January 19 to January 24	Final week of regular class. Final exams may start.
	January 26 to January 31	Supplementary Class Days (SCDs) for supplementary lectures. Final exams may continue.
	January 31	End of all the classes and final exams
	February 1	Spring Break starts.
Mid-February	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 of the Dean.)	
March 31, 2026	End of exchange program period for one-year exchange students	

Accommodation	
University-arranged dormitory	<p>YCU basically guarantees accommodation for all the incoming exchange students. We have agreements 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 application process, students will be requested to answer a questionnaire (through Microsoft Forms) if they wish to move in university-arranged dormitory or not.</p>
Rent and other information	<p>The monthly rent of university-arranged dormitory is up to 70,000 JPY per month (subject to possible change). More 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 will start semester fees for accommodation including bedding and cleaning fee.</p> <p>Spring Semester: JPY200,000 – JPY400,000 (April to August) Fall Semester: JPY250,000 – JPY550,000 (September to March)</p> <p>NOTE: (1) Prices vary depending on accommodation you choose. (2) It is not guaranteed that you will be able to move into accommodation you would like to live in.</p>

Maximum Occupancy Period	For both KGUIR and YISH residents, students will be allowed to live in the dormitories up to the following periods: 1-semester student: from September 18, 2024 to March 15, 2025 1-year student: from September 18, 2024 to August 31, 2025
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Health and Immunization Requirement before entering Japan

Health Management Center (HMC) of YCU	To protect and secure health of all students, faculty and employees, YCU has established the Health Management Center (HMC), a unit staffed with medical and health experts. It gives support in keeping physical and mental health of people, control of infectious disease, etc. HMC is responsible for formulating health-related policies of YCU and for its implementation. <ul style="list-style-type: none"> • URL of HMC in Japanese: https://www.yokohama-cu.ac.jp/health/ • URL of HMC in English: (No hyperlink. Please copy the URL and paste it in your browser.) https://www-user.yokohama-cu.ac.jp/~english/index.php/life-ycu/health/
YCU Health Management Policy	As part of YCU community, exchange students are subject to strict requirement 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. <ul style="list-style-type: none"> - Certificate of Health - Questionnaire Regarding Infection
Certificate of Health (Chest X-ray or IGRA Blood Test)	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, Chest X-ray examination is obligatory. Note on IGRA: IGRA is "Interferon Gamma Release Assay" test which examines if a person is infected with tuberculosis (TB) bacteria.
Questionnaire Regarding Infection	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. <ul style="list-style-type: none"> - For measles and rubella: Regardless of medical history completion of two vaccinations is required. MR vaccine (Measles-Rubella combined vaccine) is also acceptable. - For chickenpox and mumps: Regardless of medical history, one vaccination is recommended.
FAQs	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. https://f-share.yokohama-cu.ac.jp/public/VcJEg4XL7YXa-fdXHlw1YYUepIHxdZjskctHGTkEujFY
Inquiry Form to Health Management Center (HMC)	If you have any questions about Certificate of Health or Questionnaire Regarding Infection, please check the attached FAQs first. After checking the FAQ, if you still have questions, access the URL below and send your questions by Forms. Expert staffs will reply to your e-mail address. (Please note that health related questions cannot be answered by the International Affairs Office. Please direct all such questions through the MS Forms below.) Inquiry Form for Exchange Students on Certificate of Health and Questionnaire Regarding Infection: https://forms.office.com/r/QEYEPjgLTt

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, we have the following policy and steps to be taken.</p> <ol style="list-style-type: none"> 1. Advance notice and consultation to YCU by the International Office of home university. 2. It is the responsibility of the home university to decide whether or not the reasonable accommodation should be requested to YCU. 3. YCU will confirm the presence (or absence) of a learning disability with a medical certificate or equivalent documents provided by the home institution. 4. YCU will confirm the courses to be taken by students. 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. 6. YCU tries to provide the 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. 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.
Other areas of special assistance	Students who need special assistance in other areas (current medical treatment, dietary restrictions, physical 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 its 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 country.</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>
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Health Insurance / Damage Insurance

National Health Insurance (NHI) of Japan (mandatory)	<p>To cover your health insurance, there are two ways:</p> <ul style="list-style-type: none"> - Japanese government's mandatory National Health Insurance (NHI) - Other private or non-private overseas travel/medical insurance available in home country <p>Japanese government has mandatory National Health Insurance (NHI), and all students are obligated to join this scheme. The NHI scheme generally covers 70percent 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 its application to the Ward Office of residence.</p>
Other choice for 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 for advice from the International Office of your home university.
Damage and liability insurance	It is optional (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 after arrival in Japan.

ATTACHMENT: Application Guide for 2025 SPRING 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 for Yokohama City University	Visa (COE) Application for Immigration Services Agency of Japan, Ministry of Justice
Phase 1 (by digital data)	October 31, 2024	1_Personal Registration through Microsoft Forms 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>(EXCEL file only. PDF will not be accepted.)</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>How to submit: Email (except for Personal Registration through Microsoft Forms) Please email the documents in electronic form to YCU International Affairs Office. Send to: exchange@yokohama-cu.ac.</p> <p>NOTE: <i>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)	January 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>How to submit: Send original paper document by post 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: exchange@yokohama-cu.ac.jp</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/VcJEg4XL7YXa-fdXHLw1YYUepIHxdZjskctHGtKEujFY>

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 to questions via Microsoft Forms. Please access the URL: https://forms.office.com/r/5gK9DRUHkV
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 and take the test: http://ttbj1.cegloc.tsukuba.ac.jp/apply/agree/</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: #d3d3d3;">受けるテストを選択 (Test selection)</p> <p>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 ←</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;">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><u>Be sure to send this application file to YCU in original EXCEL file.</u></p> <p><u>PDF files will not be accepted.</u></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.</p> <p>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 have comments from ISA if the application is incomplete. Please make sure that every instruction in this form is observed.</p> <p>Your name (Family name and Given name) should be provided in alphabet as written in your passport.</p> <p>【Advice on your ID Photo for successful application】</p> <p>Every year students have problems in the student’s ID photo. Many students take self-portrait picture using smartphone, but they are often regarded as incomplete and unacceptable, 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: <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></p> <p>Specified standards</p> <div data-bbox="523 1496 788 1693" style="border: 1px solid black; padding: 5px;"> </div> <ol style="list-style-type: none"> 1 Photo size 4cm long, 3cm wide 2 Photo taken only of the applicant 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) 4 Without a hat and facing forward 5 No background (including shadows) 6 Something that is clear 7 Photographs taken within 6 months prior to the date of submission <p><u>The ISA’s website shows the 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></p> <p>(Multilanguage screen) https://www.moj.go.jp/isa/applications/status/photo_info_00002.html?hl=en</p>

8_Photocopy of Passport (ID page)	<p>Please send the photocopy of your passport ID page in any digital format.</p> <p>Note for those students who have <u>dual nationality</u>.</p> <ol style="list-style-type: none"> (1) Please send the photocopy of the passport with which you plan to use for entering Japan. (2) If you have dual nationality of Japan and any other country, legal or eligibility issues may arise regarding; (a) your entry to Japan and citizenship effectivity, and (b) eligibility criteria for your dormitory assignment. These issues must be identified and cleared before you come to Japan. (3) In 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: exchange@yokohama-cu.ac.jp)
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 be a proof that the expected monthly expenses for the study period can be covered.</p> <p>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>MINIMUM BANK BALANCE REQUIRED: <u>Please make sure that the balance can cover your living cost in Japan (at least JPY600,000 or its equivalent for one-semester study, and JPY1,200,000 or its equivalent for one-year study.)</u></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 will 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"> 1) Officially issued by a bank as paper form (<u>online screenshots are not acceptable</u>) 2) Clearly show the name of the bank account holder 3) Written in English (or local language with English translation attached) <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 submit 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 a proof that the signer understands and is committed to shoulder 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 own format of the financial aid organization and send 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 to Japan.</p> <p>The Chest X-ray examination can be omitted if a student opts to take a blood test (IGRA) and the results were negative. If the results were positive, Chest X-ray examination is 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> <p>FAQs related to the Certificate of Health and Questionnaire Regarding Infection https://f-share.yokohama-cu.ac.jp/public/VcJEg4XL7YXa-fdXHLw1YYUepIHxdZjskctHGtKEuIFY</p> <p>Inquiry Forms about "Certificate of Health": <i>Please send all questions by Forms.</i> https://forms.office.com/r/QEYEPjgLTT</p>

13_ Questionnaire Regarding Infection (vaccination)

This is to ask for your vaccination history. Please try to fill in the form 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.

If students have not taken the vaccination required, please complete vaccination before arriving in Japan. YCU Health Management Center has the following policy and countermeasures against infectious diseases on campus:

- (1) *New students are requested to be vaccinated against four types of infectious diseases: measles, rubella, chickenpox, and mumps.*
 - *For measles and rubella: Regardless of medical history completion of two vaccinations is required. MR vaccine (Measles-Rubella combined vaccine) is also acceptable.*
 - *For chickenpox and mumps: Regardless of medical history, one vaccination is recommended.*
- (2) *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.*
- (3) *If you are prohibited from vaccination for medical reasons, please notify the Health Management Center with your doctor's note.*

FAQs related to the Certificate of Health and Questionnaire Regarding Infection

<https://f-share.yokohama-cu.ac.jp/public/VcJEg4XL7YXa-fdXHLw1YYUeplHxdZjskctHGtKEujFY>

Inquiry about "Questionnaire Regarding Infection": *Please send all questions by Forms.*

<https://forms.office.com/r/QEYEPjgLTT>

Checklist: Application for Certificate of Eligibility (COE) to Immigration Agency

Note and tips for smooth processing for your 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 can be a major reason of delay in obtaining the COE and student visa.
- (2) From our experience, **the most common causes of delay are incompleteness of item No.28 Methods of support, Bank Balance Certificate and Written Oath or defraying expenses.** A few weeks could be easily wasted or lost to address this incompleteness.
- (3) Please give utmost attention to these items in documentation. Make sure that you will read the specific instructions of “Sample” sheets and “**How to fill in No.28**”, which are inserted in the EXCEL format.
- (4) You can use the checklist to make your preparation 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.

Downloadable files and reference items from URL

<https://f-share.yokohama-cu.ac.jp/public/VcJEg4XL7YXa-fdXHIw1YYUepIHxdZjskctHGtKEujFY>

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 (all are PDFs)

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