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## [TUFS] Incoming Student Exchange Program Application for Spring 2025 Entry

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**From** "留学生交流係 (受入)" <inbound@tufs.ac.jp>

**Date** Fri 9/20/2024 8:59 AM

**To** inbound@tufs.ac.jp <inbound@tufs.ac.jp>

 1 attachments (532 KB)

TUFS\_2025\_Spring\_Entry\_Information\_sheet.pdf;

Dear Partner,

Greetings from Tokyo University of Foreign Studies!

We hope this email finds you well.

We are pleased to inform you that our on-line application system for Incoming Student Exchange Program for Spring Entry in the 2025 academic year is now open until 15th November 2024!

[TUFS Website for Application Procedure]

<https://www.tufs.ac.jp/english/admission/non-degree/exchange/application.html> (English)

[https://www.tufs.ac.jp/admission/international\\_applicant/application.html](https://www.tufs.ac.jp/admission/international_applicant/application.html) (Japanese)

Please complete the following application procedures, all steps from Step 1 to 5, by 15th November 2024.

Step 1: University coordinator forwards this email to the nominated students to share the necessary links and the log-in passwords.

Step 2: Nominated student(s) fill out and prepare for the necessary documents and forward the filled-out documents to the coordinator.

Please use the latest formats by downloading them from the link below:

<https://www.tufs.ac.jp/english/admission/non-degree/exchange/application.html>

Step 3: Nominated student(s) complete Online application form for the exchange program from the link below using the password and forward the confirmation email to the coordinator to notify the application number:

<https://business.form-mailer.jp/fms/4f12ba06238109>

Password: TUFSS25SA

\*When students access the link above, it appears "パスワードをご入力ください (Please fill in the password)" and "送信する (submit)". Please use the password above and complete the online application.

\*Online application form above will be closed at 8:00AM on 15th November 2024 (Japan Time) automatically.

\*Do not forget to forward the confirmation email to the coordinators because they need the applicant's "application number" to submit the application documents.

Step 4: Nominated student(s) who need to apply for student visa complete Online application for the Certificate of Eligibility (CoE) from the link below using the password:

<https://v4.coe-service.cloud/application/organization-select?slug=tufs>

Password: tufs202204

\*Please download and refer to "Obtaining a Student Visa" and "For Exchange Students COE Web Application System Guide" from the links below:

"Obtaining a Student Visa"

[https://www.tufs.ac.jp/common/is/ryugakusei/www/Obtaining\\_a\\_Student\\_Visa.pdf](https://www.tufs.ac.jp/common/is/ryugakusei/www/Obtaining_a_Student_Visa.pdf)

"For Exchange Students COE Web Application System Guide"

[https://www.tufs.ac.jp/common/is/ryugakusei/www/For\\_Exchange\\_Student\\_COE\\_Web\\_Application\\_System\\_Guide.pdf](https://www.tufs.ac.jp/common/is/ryugakusei/www/For_Exchange_Student_COE_Web_Application_System_Guide.pdf)

Step 5: University coordinator will collect the necessary application documents and "application number" from the nominated students and send them to TUFS from the link below one by one, using the password:

<https://business.form-mailer.jp/fms/2208aa77239218>

Password: To be sent by separate email.

\*Online application form above will be closed at 23:59 on 15th November 2024 (Japan Time) automatically.

\*Please note that:

- TUFS has GPA and language requirements. All the applicants need to prepare for the language proficiency evidence.

Type of acceptable certificate:

©English: TOEFL iBT, IELTS, TOEIC L&R and S&W, Cambridge English

©Japanese: Japanese Language Proficiency Test

Those who cannot submit the certificates above need to submit a recommendation letter about the language proficiency issued by the home university.

Students whose first language is Japanese or English and/or whose degree program is taught entirely in Japanese or English must submit a letter to explain that the students' first language is Japanese or English and/or whose degree program is taught entirely in Japanese or English issued by the home university.

-Due to the capacity, it is NOT guaranteed that all the ISEP students can reside in on-campus dormitory in Spring 2025 entry. Please make sure to inform your students that they may not be able to stay in the on-campus dormitory even if they wish.

- Your nominated student(s) must be enrolled in your university during the entire study period in Japan.

- Partner Institutions do NOT need to send an e-mail of nomination to us.

- Please kindly send all the required application documents combined into one single PDF file per one applicant to us through the online form before the deadline. Student(s) should not send their documents by themselves.

The application deadline: 23:59 on 15th November 2024 (Japan Time)

\* Please give yourselves plenty of time to complete the application. The online application website for applicants be closed automatically at 8:00AM on 15th November 2024 (Japan Time). We strongly recommend that the applicants should complete the online applications by 10th November so that the coordinators can double-check the documents and submit them by the deadline.

\*Late, ineligible or incomplete application will NOT be acceptable for any reasons.

If you need any other information or have any questions, please contact us after reviewing the FAQs below.

-FAQ

<https://www.tufs.ac.jp/english/admission/non-degree/exchange/faq.html>

-Promotion movie:

<https://youtu.be/RYSN8NBXIMs>

Kind Regards,  
Megumi ITO and Satomi OTSUBO

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