



Application Guidelines for Exchange Student

Tokyo International University E-Track Program

For 2024 Spring

For all questions about application procedures, please contact the International Exchange Office (IEO): etrack-student@tiu.ac.jp

@Email

Deadline

01 Nomination by your institution

If you wish to join TIU as an exchange student, you need to be nominated by your institution. Please contact study abroad coordinator at your institution.



October 23

02 Submit Application Documents

Please submit the following documents through this online application form ([←click](#)):

- Passport copy (photo page)
- Official Transcript (Issued by your home institution)
- Proof of English Proficiency
- Statement of Purpose (approx. 500 words)
- Letter of Recommendation (from one of your professors)



November 3

03 Receive Application Result & Matriculation Documents

1. Notice of Admission
2. Information for COE/Visa Applications
3. Oath
4. Certificate of Health
5. Course Request List, Course List

04 Submit Visa Related Documents

How and where to submit the necessary documents will be instructed in the “Information for COE/Visa Application”.

05 Submit the Matriculation Documents

1. Course Request List [EAAO](mailto:EAAO@tiu.ac.jp)
2. Oath..... [IEO](mailto:IEO@tiu.ac.jp)
3. Certificate of Health...

EAAO is the Etrack Academic Affairs Office (etrack-academics@tiu.ac.jp). Please contact them for all questions about courses or credits.

06 Receive the Schedule

1. Orientation Schedule
2. Housing Information (if applicable)
3. Welcome Service Request Form

07 Receive the COE and Apply for Visa

Once your COE is issued by the immigration Bureau of Japan, the COE will be mailed to your home address. Then, you can go to the closest Japanese Embassy or Consulate and have the visa issued/stamped in your passport.

Book your flight and fly to JAPAN!

