



## KANSAI UNIVERSITY

3-3-35 Yamate-cho, Suita-shi, OSAKA 564-8680, JAPAN

February 2011

Dear Partner Universities:

We would like to express our greatest appreciation for your continued cooperation to deepen our partnership.

This is to inform you of the necessary documents and procedures to apply for the exchange program at Kansai University. Applications must reach our office during the following periods.

Fall semester registration: Between February 1 and April 30

Spring semester registration: Between August 1 and October 31 of the previous year

To apply for the exchange program, please print out the documents on A4 size or Letter-size paper and have them completed by your student candidates and the authorized person at your institution. We would appreciate it if your students take the time to complete these forms carefully. Please send the completed documents to the mailing address below.

Address:

Kansai University  
Division of International Affairs  
3-3-35 Yamate-cho  
Suita-city, Osaka, 564-8680  
Japan  
Tel: +81-6-6368-1174 Fax: +81-6-6330-3027

Necessary documents:

- (1) Application Form For Exchange Students
- (2) Application for Certificate of Eligibility
- (3) Kansai University Health Certificate
- (4) Certificate of Enrollment of the Applicant for JASSO Student Exchange Support Program (Scholarship for Short-Term Study in Japan)\*.
- (5) Photocopy of passport (pages with photo and identification only)
- (6) 6 Passport photos (4cm×3cm). Please note that these photos are required in addition to those for the Application Form and other documents.
- (7) Study Plan in Japanese  
(for graduate level application only; no particular form or style is required for the study plan)
- (8) Academic transcripts (college-level coursework only)

\*JASSO scholarship is provided by Japan Student Services Organization to promote international student exchange. JASSO will select the recipients based on our recommendations, but JASSO makes the final scholarship decision. We will notify you when the scholarship is awarded.



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Due to the increase in incoming exchange students, the allocation of dorm rooms is processed on a "first come, first served" basis. In the event that dorms are not available, we will assist your students in finding off-campus accommodation whose rent is reasonable.

Please feel free to contact us if you have any questions. Thank you very much and we look forward to hearing from you.

Yours sincerely,

A handwritten signature in cursive script that reads "Yuriko Kite".

Yuriko Kite, Ph.D.

Associate Dean, Division of International Affairs  
Director, Center for International Education  
Professor of Linguistics  
Kansai University