



INTERNATIONAL DIVISION

Checklist for Required Documents

Exchange Students

After submitting your online application, please send the required digital documents listed below to inbound@seinan-gu.ac.jp in the format specified (PDF, EXCEL or JPEG).

Note: All required documents must be in either Japanese or English. In case the original documents are in any other languages, please attach a translation.

1. OFFICIAL TRANSCRIPT OF GRADES (PDF)

Please scan and send us both sides of your most recent official transcript including the grading system notes issued by your home institution. We do not accept unofficial copies of transcripts (e.g. a student copy). If applicable, please also send us any other higher education transcripts (e.g. transfer institutions, Bachelor's program).

2. FINANCIAL STATEMENT (PDF)

You must have sufficient financial resources for the duration of your stay in Japan (more than 400,000JPY for one semester or 800,000JPY for two semesters).

The following scanned documents can be accepted:

- an official statement of your (or your financial sponsor's) bank account with a bank seal or signature
- an official electronic statement of your (or your financial sponsor's) bank account generated in PDF format through an online banking system with a bank seal or signature
- an official letter showing evidence of formal student financial aid (e.g. scholarship, loan)

*Please note that a screenshot of transaction history of your (or your financial sponsor's) bank account is not accepted.

3. RECORD OF PREVIOUS JAPANESE STUDIES (PDF)

This document must be filled with as accurate information as possible as it is taken into consideration for your Japanese class placement. Even if you have no history of studying Japanese, tick "No" and submit the form.

4. INTERNATIONAL STUDENT MEDICAL REPORT (PDF)

This form must be filled completely. If some items are left blank, the reexamination of those items will be required before enrollment in Seinan Gakuin University.

5. COPY OF PASSPORT (PDF)

Please scan and send us your passport ID page.

6. CERTIFICATE OF ELIGIBILITY (CoE) APPLICATION FORM (EXCEL)

The Certificate of Eligibility is one of the necessary documents required for you to apply for your student visa at the Embassy or Consulate General of Japan. As a proxy, we file your CoE application at the Immigration Bureau in Fukuoka. Please look at the Sample Application Form carefully and fill out the form.

*Please note that we will need to ask you to re-send us the application form if:

- you change any of the formatting (paper size, page orientation, zoom etc)
- your form is converted into a pdf or another type of file

If you hold Japanese citizenship, you will not need to apply for your visa. Please contact us for more information.

7. ID PHOTO (JPEG)

Make sure your photo has been taken within the last 2 months. A photo must be sharp and clear. The applicant should face squarely towards the camera. The background should be plain white. No hats, caps or head coverings are accepted for a visa application purpose.

*This information given to the Center for International Education will be strictly confidential and be only used for the applicant's admission and visa purpose, not to be used for any other purposes.