

# Administrative procedures for enrolling in the student mobility program in Momoyama Gakuin University

Dear our valued partners,

Greetings from Momoyama Gakuin University!

We are finally ready to release the information regarding the student mobility program in Momoyama Gakuin University (MGU) for the Fall 2024 semester.

It will be truly appreciated if you could read through the information below and nominate students.

Let us know if there's any inquiries regarding the program.

We hope to meet with many students from our valued partner universities!

## **1. Application materials for the student mobility program**

The application package consists of 3 folders.

- 1) For the home institution
- 2) Information regarding the Fall 2024 semester student mobility in Momoyama
- 3) Application package

Each includes the following:

- 1) **For the home institution**
  - 01\_Nomination letter (Template).docx
  - 02\_2024-25 (Momoyama) Student Exchange Program FACTSHEET
- 2) **Information for the Fall 2024 semester exchange**
  - 01\_Procedures for enrolment in exchange program.pdf
  - 02\_Insurance Services.pdf  
(The policy may have a small change, and the price may also be changed accordingly.)
  - 03\_Rent and semester fee payment
  - 04\_Housing information
  - 05\_Academic requirement
  - 06\_Cancellation Policy for Exchange Study
- 3) **Application package**
  - 01\_Student Mobility Program Application.xlsx
  - 02\_Information sheet for COE.xlsx
  - 03\_Medical Questionnaire.xlsx
  - 04\_Health Certificate & Immunization Record.pdf
  - 05\_Japanese Language Questionnaire. xlsx
  - 06\_Fall 2024 Buddy Application.xlsx

**The Nomination Letter should be completed by the person in charge of the exchange program,**  
and the rest of the documents should be completed by applicants or other personnel.

## 2. Application Deadline

Please email the completed application materials by the date below:

- Application deadline

**For the Fall 2024 semester: Sun, 31 March 2024**

- List of materials to be submitted (1) to (10)
  - (1) Nomination letter (completed by the person in charge)
  - (2) Application form (should be completed by computer)
  - (3) Information sheet for CoE (with Excel file)
  - (4) Medical Questionnaire
  - (5) Health Certificate & Immunization Record
  - (6) Japanese Language Questionnaire
  - (7) Fall 2024 Buddy Application.xlsx (if applicable)
  - (8) Academic transcript in English
  - (9) Passport image (Should be valid throughout the exchange period)
  - (10) Photo of Applicant (JPEG)
    - \*Please make sure that your photo meets all the requirements listed below.
      - must have been taken within three months prior to submission
      - must show you facing the camera directly (do not tilt or turn your head)
      - must have a plain background with no shadows
      - must be sharp and clear
      - must show you without any hat or cap

**Please email the application documents to < [inbound@andrew.ac.jp](mailto:inbound@andrew.ac.jp) >.**

## 3. Screening

MGU will screen the applicants for the inbound mobility program in the meeting.

The meeting usually takes place once a month and the exchange students are officially admitted to Momoyama with the participants' approval.

Acceptance decisions will be based on overall consideration and evaluation.

Applications submitted by	Application materials to be screened in
- 31 Mar 2024	Apr 2024
[NOTE] Please note that in order for the applications to be discussed in the meeting, all the materials are correctly completed and accepted by the International Centre.	

4. **Expected time of dispatching the documents required when applying for a visa**  
 MGU applies for the “Certificate of Eligibility (CoE)” at the local immigration bureau after your students are officially admitted as the exchange student in Momoyama.

Applicants admitted in	Expected schedule that Momoyama applies for the CoE	Expected CoE issuance
May 2024	Early-June	Around Early-Aug

**Package sent from Momoyama Gakuin University**

MGU will send the “Certificate of Eligibility”, “Letter of Admission”, and some other documents which may be required when students apply for their visa.

The package is to be sent via EMS and addressed to the home institution unless otherwise requested.

PLEASE MAKE SURE TO REQUEST well in advance when the package needs to be sent directly to the student’s private address. MGU can only send to the students directly when the circumstances do not allow otherwise.

**5. Arrival period**

1. Exchange students are advised to arrive in Japan during the designated arrival period.
2. The designated arrival period will be notified later.
3. MGU will provide a free pick-up service from Kansai International Airport to the dormitory.

Arrival Airport	Free pick-up	Arrangement
<b>Kansai International Airport (KIX)</b>	<b>Available : MON-FRI *</b> *[Sat/Sun/Holidays] Pick-up can be arranged but the travel costs from the airport to the dorm must be at the exchange student’s own expense.	Sign-up in advance  There will be a pre-scheduled pick-up for 2-3 times a day.
Any other airports (Haneda, Narita, Nagoya, Fukuoka...)	<b>Available only from Izumi-Chuo station to the dorm. *</b> *[Sat/Sun/Holidays] Pick-up can be arranged to the dorm but the travel costs from the Izumi-Chuo station to the dorm must be at the exchange student’s own expense.	Request in advance  To be arranged separately

[Note]

Guidance for the arrival will be provided after the student’s Certificate of Eligibility is issued.

## 6. Academic transcript for students on the student mobility program

Student's academic transcript will be issued and posted to the home institution in the following schedule:

**For Spring semester: mid-September**

**For Fall semester: mid-March**

If the student's home institution needs to receive the transcript earlier due to the administrative reasons, please contact separately at the International Centre [inbound@andrew.ac.jp](mailto:inbound@andrew.ac.jp) in advance with the official letter of request.

[Note]

Unless otherwise permitted, the academic transcripts cannot be sent directly to the students.

## 7. Extensions of the study abroad duration

Beginning in the spring semester of 2013, with the exception of very special circumstances, extensions of study abroad programs will not be allowed.

Although there are many students who may wish to extend their study abroad program, this decision has been made on the basis that Momoyama wants to be well-prepared so that we will provide the best possible study-abroad program for all incoming students.

To all students who may consider an extension, please carefully decide the study period before submitting the study mobility program application.

We greatly appreciate your cooperation and understanding in these matters. Thank you very much.

## 8. Conditions for acceptance

Applicants for exchange programs at MGU must be able to understand either Japanese or English.

We strongly request that prospective exchange students fully understand at the application stage that they need to have a good understanding of the language (Japanese or English) in terms of classes and daily life, and they are made fully aware of this at the selection stage through their supervisor/faculty member at the home university.