

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 Spring 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 Spring 2024 semester student mobility in Momoyama
- 3) Application package

Each includes the following:

- 1) **For the home institution**
 - 01_Nomination letter (Template).docx
- 2) **Information for the Spring 2024 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 日本語アンケート.docx
 - 06_Spring 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 Spring 2024 semester: Sat, 30 Sep 2023

- 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 日本語アンケート
 - (7) Spring 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 >.

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 Aug 2023	Sep 2023
1 Sep - 30 Sep 2023	Oct 2023
[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
Oct 2023	Early/mid Nov	Around mid-late Dec
Nov 2023	Early/mid Dec	Around mid-late Jan

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
Kansai International Airport (KIX)	Available : MON-FRI *1 *[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...)	Available only from Izumi-Chuo station to the dorm. *1 *[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.	Request in advance
Domestic travel		To be arranged separately

[Note]

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

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 in advance with the official letter of request.

[Note]

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

6. 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.