



Info sheet on applying to Japanese partner universities

As soon as you have received confirmation of a place at a Japanese partner university, the International Office will nominate you to that university. You then need to prepare and submit further application documents for the admission process there.

The documents you need to submit vary depending on the university. The type of application may also differ (online, PDF by e-mail via the HHU International Office, paper documents via the HHU International Office). When submitting documents in paper form, please note that you will usually need to submit originals (this applies for the application forms, Transcript, health certificate, letter of recommendation).

Japanese universities usually require the following documents:

- Application form
- Application form for the hall of residence
- Health certificate
- Application for the Certificate of Eligibility
- Proof of financing
- English-language Transcript
- Passport photos
- Copy of your passport
- Letter of recommendation
- Proof of Japanese or English language proficiency

Application for a Certificate of Eligibility and proof of financing

- The most important criterion checked when you apply for a Certificate of Eligibility is whether you have sufficient funds to finance your stay in Japan. You should have at least 100,000 Yen (approx. €800) available per month.
- You must state on the form how you will finance your stay. There are three options: You will finance your stay yourself, you will receive a scholarship/grant or you will have money transferred to you by a supporter.
- Depending on the type of financing, you must submit various documents as proof:
 - You will finance your stay yourself (simplest option): You should submit a current bank statement showing that you have the total amount required for the entire stay at your disposal.
 - Scholarship/grant: You should submit an award certificate indicating the duration and amount.



- Supporter: You should submit a current bank statement from the supporter showing that they have the total amount required for the entire stay at their disposal. You should also submit proof of income and a certificate of employment for the supporter.

The documents providing proof of financing must be in English or Japanese. Bank statements are however frequently only available in German. In this case, you must submit an officially certified English translation of the bank statement. You must pay for this certified translation yourself. The translation agency “Orange Tree” from the HHU external translator pool offers officially certified translations: Orange Tree, s.r.o., e-mail: office@orangetree.cz, website: <https://www.orangetree.cz/de/>. Alternatively, you can use a translator of your choice.

Passport photos and passport

- You must submit biometric passport photos, which must be less than six months old.
- The passport photos submitted should not be identical to the photo in your passport.

Deadline for submitting documents via the International Office

- If you need to submit some or all of your application documents via the International Office (as a PDF by e-mail or in paper form), please note that standard application deadlines apply: **1 April for the autumn semester and 1 October for the spring semester**. Exceptions only apply where the partner university sets an earlier submission deadline. Here is an overview of the application deadlines:

University	Nomination deadline	Application deadline	Type of submission
Aoyama Gakuin University	31 March/31 October	10 April/10 November	Online application
Chiba University	1 March/1 September	15 March/15 September	PDF by e-mail via IO
Doshisha University	No fixed deadline	31 March/29 October 22 October for scans	Paper documents by post
Kumamoto University	12 March/15 October	16 April/12 November	Paper documents by post
Meiji University	No fixed deadline	1 March/26 September	Online application
		15 March/10 October	Paper documents by post
Osaka University	Not yet known	Not yet known	Not yet known
Waseda University	No fixed deadline	1 March/20 November	Online application, photo sheet by post

- You can send your application documents in paper form to the International Office by post or hand them in personally during consultation hours.