Student Exchange Applicant Nomination Form

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| **Semester** | **Deadline for Nominations & Application** |
| Fall 2016 (October 1 Admission) | 31 March 2016 |
| Spring 2017 (April 1 Admission) | 30 September 2016 |

*Dear Partners:*

*We look forward to hosting your student(s) in the coming months! Please nominate each student applicant using a separate copy of this form and submit it, along with the application materials on page 2, by the abovementioned dates. Thank you.*

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| Partner  institution: | Please enter your institution name here. | |
| Student courtesy title: | Please select from the following… | |
| Surname: | Please enter applicant surname as on passport. | |
| Given name(s): | Please enter applicant given name(s) as on passport. | |
| Prospective date of admission & period of study | Please select semester. | Please select period of study. |
| Academic major: | Please enter student’s academic major or specialization. | |

**Study abroad coordinator:** Please enter study abroad coordinator’s name

**Contact email address:** Please enter coordinator’s contact email

**Date of submission:** Select date of application…

**Please submit all documents via email to:** [international@gr.tama.ac.jp](mailto:international@gr.tama.ac.jp)

**Inbound Student Exchange Application Materials:**

Please direct the applicant to complete the following forms on the computer and save them in .docx format, except for Form IS-03, which can be printed out, signed, and submitted in PDF format.

1. Student Exchange Applicant Nomination Form - Form IS-01
2. Student Exchange Application Form - Form IS-02
3. Student Exchange Applicant Declaration - Form IS-03

* Please open the file and select today’s date, print and sign, and return a PDF copy of your signed signature panel in your application packet.

1. Certificate of Eligibility Inquiry Form - Form IS-04
2. Japanese Language Proficiency Questionnaire - Form IS-05
3. Course Pre-Registration Form - Form IS-06
4. Immunization and Infectious Disease History - Form IS-07
5. Inbound International Student Health Survey – Form IS-08
6. Scanned copy of current passport photo ID page (Color, PDF)
7. Latest student transcripts (PDF)
8. Digital passport-style photo in high-res JPEG OR 2 40 mm x 30 mm photos

* For Certificate of Eligibility and student ID card
* Applicant must be facing straight forward with neutral expression, (i.e., no smiling) without any headdress, save for religious purposes, or other accessories that obscure the face, save for prescription eyeglasses.

1. Study Abroad Plan (1 page [A4 or 8.5” by 11”] in length, submitted in Word):
   1. autobiographical information (name, year in school, academic major, etc.);
   2. explanation of why the nominee seeks to study abroad at Tama University School of Global Studies in Japan, and;
   3. a proposal of what the nominee intends to study and experience in Japan.

End of document

Last updated 2016.02.10