



# Application Procedure 2020 FALL

## 1. Nomination \*We accept nomination only from student exchange program coordinator.

If there are any nominees from your institution, please send us the following information by email.

- 1) **Nominee's full name in English**
- 2) **Proposed study period at Saitama (half a year / one year)**
- 3) **Date of birth**
- 4) **Gender**

**Nomination deadline is 10 April 2020.** Once we receive a nomination from your institution, we will email back to you to confirm the receipt of your nomination. If you do not receive confirmation reply in a week, please let us know.

## 2. Application

We would like you to send us scanned application documents by email **no later than 12 May 2020**. After confirming the documents, we will send you the further information by email. You don't need to send any hardcopies of application documents.

## 3. Visa and Letter of Acceptance

As soon as being issued by Immigration Bureau, we will send Certificate of Eligibility (CoE) and Letter of Acceptance to your institution in August.

-Contact Information-

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