



Application Procedure 2021 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 (LAST, First, Middle)**
- 2) **Proposed study period at Saitama (half a year / one year)**
- 3) **Date of birth (MM/DD/YYYY)**
- 4) **Gender**

Nomination deadline is April 9, 2021. 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 completed application documents by email **no later than May 11, 2021**. After confirming the documents, we will send you the further information by email. Original hardcopies of application documents are NOT required to be post mailed.

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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