




2026 Exchange Program Application Guidelines

【 1 】 Tokai University Exchange Program

- (1) **Website** : <https://www.u-tokai.ac.jp/global/exchange-programs/> 
- (2) **Responsible Department** : Office of the Chancellor (Global Initiatives)
E-mail : tokai-exchange@tokai.ac.jp
- (3) **Host Campus**: Shonan Campus
Address: 4-1-1 Kitakaname, Hiratsuka, Kanagawa 259-1292, Japan
- (4) **Enrollment Status**: Non-degree Student
- (5) **Tuition Fee**: Based on the agreement
a: Exempted if covered by the agreement
b: If not exempted, a fee of JPY 461,000 per semester will be billed after the application deadline has passed.
- (6) **Dormitory**

★Since Tokai University's Exchange Program operates under academic exchange agreement, participating students are required to reside in the university-designated dormitory. This policy ensures effective enrollment management, student safety, and comprehensive support throughout their campus life. We kindly ask that you acknowledge and accept this condition before submitting your application.

★Beginning with the Spring Semester of 2026, exchange students will be accommodated in a newly established dormitory. For further details, please refer to the website below:
<https://dormy-ac.com/page/tokai/tokai-university-hills/gallery/>

<Dormitory Fee> (Estimated)
a. The fee will be exempted if covered by the exchange agreement.
b: If not exempted, a monthly fee of JPY 80,000-90,000 per month will be billed after arrival in Japan)

*Kindly be advised that this dormitory is managed by an external company and is not affiliated with the university.

*Exchange students will be accommodated exclusively in "Single Room Type ①."

*The above fee includes utilities and internet service. Please note that the listed amounts are estimates and may differ slightly from the actual billed amount.
- (7) **Part-time Work Restrictions**:

As a general rule, exchange students are expected to dedicate themselves fully to their studies during their stay in Japan, and therefore, engaging in part-time employment is not permitted.



【 2 】 Application Schedule

【STEP 1】 Open call announcement

Tokai University will distribute the application guidelines to our partner universities by email. We kindly request that the designated coordinators review the document for detailed information.

< Spring 2026 admission >: End of September 2025

< Fall 2026 admission >: End of February 2026

【STEP 2】 Send the nominee's information to tokai-exchange@tokai.ac.jp

We kindly ask partner university coordinators to submit the nominee's information to tokai-exchange@tokai.ac.jp.

Please include the following details: Full name in English, gender, date of birth, study period, and email address.

【STEP 3】 Online application to be completed by the student

Students are required to complete and submit the online application form within the designated application period.

* The application link will be sent to the home university. Students should obtain the link from their coordinator and ensure submission by the specified deadline. Please note that the form cannot be saved during the process, so all required documents should be prepared in advance.

< Spring 2026 admission >: November 1 – November 30, 2025

< Fall 2026 admission >: April 1 – April 30, 2026

★Application Documents

1. Personal Identification Documents

- Recent ID photo (JPG, under 50KB, taken within 3 months, not previously used for COE)

For more details, please refer to: https://www.moj.go.jp/isa/applications/status/photo_info_00002.html

- Copy of passport: Must be valid through the end of the exchange period. Please renew your passport if it will expire earlier.



- Copy of the page showing the "Landing Permission" stamp and the most recent entry/exit record:
Required only if you have previously obtained a Certificate of Eligibility (COE).

- Documents certifying the purpose of stay: Such as an internship certificate, graduation certificate, or transcript including attendance records. Required only for individuals who have previously stayed in Japan for more than three months.

2. Certificate of Japanese Language Proficiency

Required depending on the program. Please refer to Section [4] Application Requirements.

3. Proof of Financial Support showing how expenses will be covered during your stay in Japan

e.g. Scholarship certificate (if applicable)

4. Health condition and request for reasonable accommodations (if applicable)

5. Pledge form

6. Certificate of non-tuberculosis ([if applicable](#))

【STEP 3】 The Letter of Acceptance will be sent as follows:

< Spring 2026 admission > : Sent in 2025 December

< Fall 2026 admission > : Sent in 2026 June

【STEP 4】 Application for Certificate of Eligibility (COE)

Tokai University will submit the COE application on behalf of the student.

※ Students who hold a Japanese passport are not eligible to apply for a COE.

< Spring 2026 admission > : Application will be submitted in 2025 December

< Fall 2026 admission > : Application will be submitted in 2026 June

【STEP 5】 Visa Application

Tokai University will forward the Certificate of Eligibility (COE) and related documentation to the coordinator at each partner university. Students are required to apply for their visas individually.



< Spring 2026 admission > : Documents will be forwarded in 2025 February

< Fall 2026 admission > : Documents will be forwarded in 2026 August

【 3 】 Academic Calendar (2026)

< Spring Semester >

March 10 (Tue)	Online Placement Test
March 11 (Wed)	Online Interview
March 23 (Mon) - March 30 (Mon)	Estimated Entry Period
April 6 (Mon)	Orientation
April 8 (Wed)	Classes Start
July 23 (Thu)	Completion Ceremony
July 24 (Fri) - August 6 (Thu)	Estimated Departure Period
Late September	Sending the Official Transcript

< Fall Semester >

August 24 (Mon)	Online Placement Test
August 25 (Tue)	Online Interview
September 10 (Thu) - September 17 (Thu)	Estimated Entry Period
September 24 (Thu)	Orientation
September 28 (Mon)	Classes Start
January 26 (Tue)	Completion Ceremony
January 27 (Wed) - February 10 (Wed)	Estimated Departure Period
Late March	Sending the Official Transcript

【 4 】 Application Requirements

(1) Intensive Japanese Language Program

1. Applicants must be currently enrolled at one of Tokai University's partner institutions.
2. Applicants must have Japanese proficiency equivalent to JLPT N5 level or higher.

※Required documents (submit one of the following):

- ①Certificate of JLPT N5 or higher



②Letter of verification confirming that the student has completed a minimum of 150 hours of Japanese language study (1 hour = 60 minutes) at an educational institution (such as a college, high school, or Japanese language school). Please note that only actual contact hours should be included. *[SAMPLE](#)

(2) Eligibility Requirements for Taking Undergraduate Courses Taught in Japanese:

1. Applicants must be currently enrolled at a partner institution of Tokai University.
2. Applicants must have Japanese language proficiency equivalent to JLPT N2 or higher.

※Required documents: Certificate of JLPT N2 or higher

(3) Eligibility Requirements for Taking Engineering Courses in English (Undergraduate and Graduate Levels)

1. Applicants must be currently enrolled at the following universities:
 - Technical University of Denmark
2. Applicants must have English language proficiency equivalent to CEFR B2 or higher.

(4) Multidisciplinary Study Abroad Program

1. Applicants must be currently enrolled at one of the following universities:
 - ①National Research University Higher School of Economics
 - ②Far Eastern Federal University
 - ③Moscow State University
2. Applicants must have successfully passed the Multidisciplinary Study Abroad Program selection exam.
 - ※ For more details, please consult with the coordinator at your home university.



【 5 】 Sample Curriculum

(1) Intensive Japanese Language Program

①Class 1

	Mon	Tue	Wed	Thu	Fri
1st period 9:00-10:40	PRACTICAL JAPANESE 1-1A	PRACTICAL JAPANESE 1-3A	PRACTICAL JAPANESE 1-4A	PRACTICAL JAPANESE 1-5A	PRACTICAL JAPANESE 1-6A
2nd period 10:55-12:35	PRACTICAL JAPANESE 1-2A	PRACTICAL JAPANESE 1-1A	PRESENTATION IN JAPANESE 1A	JAPANESE READING & WRITING 1A	JAPANESE LISTENING 1-2A

* In addition to the above, students may register for up to six credits in the afternoon.

②Class 2

	Mon	Tue	Wed	Thu	Fri
1st period 9:00-10:40	PRACTICAL JAPANESE 2-1A	PRACTICAL JAPANESE 2-3A	PRACTICAL JAPANESE 2-4A	PRACTICAL JAPANESE 2-5A	PRACTICAL JAPANESE 2-6A
2nd period 10:55-12:35	PRACTICAL JAPANESE 2-2A	JAPANESE LISTENING 2-1A	PRESENTATION IN JAPANESE 2A	JAPANESE READING & WRITING 2A	JAPANESE LISTENING 2-2A

* In addition to the above, students may register for up to six credits in the afternoon.

③Class 3

	Mon	Tue	Wed	Thu	Fri
1st period 9:00-10:40	PRACTICAL JAPANESE 3-1A	PRACTICAL JAPANESE 3-3A	PRACTICAL JAPANESE 3-4A	PRACTICAL JAPANESE 3-5A	PRACTICAL JAPANESE 3-6A
2nd period 10:55-12:35	PRACTICAL JAPANESE 3-2A	JAPANESE LISTENING 3-1A	PRESENTATION IN JAPANESE 3A	JAPANESE READING & WRITING 3A	JAPANESE LISTENING 3-2A

* In addition to the above, students may register for up to six credits in the afternoon.

④Class 4

	Mon	Tue	Wed	Thu	Fri
1st period 9:00-10:40	PRACTICAL JAPANESE 4A	INTRODUCTION TO TEACHING JAPANESE AS A SECOND LANGUAGE A		METHODOLOGY OF TEACHING JAPANESE AS A SECOND LANGUAGE	INTRODUCTION TO TEACHING JAPANESE AS A SECOND LANGUAGE B



2nd period 10:55-12:35	SECOND LANGUAGE ACQUISITION RESEARCH	ACADEMIC JAPANESE		JAPAN AND THE WORLD	STUDY ON JAPANESE VOCABULARY
3rd period 13:25-15:05	COMPREHENSIVE JAPANESE / INTRODUCTION TO LINGUISTICS /JAPANESE SOCIETY B	JAPANESE STUDIES' SPECIALITIES PROJECT B			INTERCULTURAL COMMUNICATION STUDIES A
4th period 15:20-17:00	MODERN JAPANESE GRAMMAR A/ INTERMEDIATE GERMAN CONVERSATION 2/ INTERNATIONAL RELATIONS	GLOBAL AREA STUDIES B/ GLOBAL COMMON SENSE FOR SCIENTISTS AND ENGINEERS		MODERN JAPANESE GRAMMAR B	INTERCULTURAL COMMUNICATION STUDIES B/ GLOBAL COMMON SENSE FOR SCIENTISTS AND ENGINEERS

*PRACTICAL JAPANESE 4A (1 credit) is the only compulsory course. Students may also enroll in up to 16 credits from the courses listed above.

(2) Undergraduate Schools which Offer Classes in Japanese

	Mon	Tue	Wed	Thu	Fri
1st period 9:00-10:40					
2nd period 10:55-12:35	INTRODUCTION TO AREA MANAGEMENT	SECOND LANGUAGE ACQUISITION RESEARCH			STUDY ON JAPANESE VOCABULARY
3rd period 13:25-15:05	COMPREHENSIVE JAPANESE	INFORMATION LITERACY		INTRODUCTION TO HOSPITALITY AND SERVICE MANAGEMENT	
4th period 15:20-17:00				INTRODUCTION TO TOURISM MANAGEMENT AND ADMINISTRATION	



(3) Undergraduate and Graduate Schools of Engineering which Offer Classes in English

	Mon	Tue	Wed	Thu	Fri
1st period 9:00-10:40					
2nd period 10:55-12:35		PHOTOCHEMISTRY	ENERGY SYSTEM ENGINEERING		
3rd period 13:25-15:05	PRECISION MACHINING		NEUROINFORMATICS		
4th period 15:20-17:00		GLOBAL COMMON SENSE FOR SCIENTISTS AND ENGINEERS		ENGINEERING ETHICS AND INTELLECTUAL PROPERTY	

(4) Multidisciplinary Study Abroad Program

	Mon	Tue	Wed	Thu	Fri
1st period 9:00-10:40					
2nd period 10:55-12:35				SCIENCE OF HEALTH AND BEAUTY	
3rd period 13:25-15:05		ACADEMIC JAPANESE	JAPANESE CULTURE STUDIES	JAPANESE PHONETICS	
4th period 15:20-17:00	MODERN JAPANESE GRAMMAR A		JAPANESE SOCIETY A		GLOBAL COMMON SENSE FOR SCIENTISTS AND ENGINEERS
5th period 17:15-18:55				INTERNATIONAL POLITICS A	

※For cases (2), (3), and (4), students may take up to 16 credits (UCTS) per semester (31 credits per year). Course selection should be made through the syllabus search link. The syllabus for the Spring 2026 semester is scheduled to be published in mid-March 2026. Please note that in order to obtain “Student” residence status as non-degree students, students are required to register for at least 10 hours (equivalent to 6 courses) per week. When selecting courses to be listed in the “Course List for Exchange Students,” please ensure that the total is at least 10 hours (6 courses) per week.

