



# **Exchange Program Application Guidelines**

**2026 Fall & 2027 Spring**



**TOKAI UNIVERSITY**

# Exchange Program Application Guidelines

(2026 Fall & 2027 Spring )

## 【 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) [tokai-exchange@tokai.ac.jp](mailto: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
  - Exempted if covered by the agreement
  - If not exempted, a fee of JPY 390,000 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 Information

- In accordance with the agreement, if Tokai University covers the dormitory fee, the amount listed in the **Accommodation Cost Details** chart below will be waived.
- **If the fee is not covered by Tokai University, JPY 407,550 per semester will be billed prior to arrival in Japan. In principle, the fee must be paid in a lump sum. However, if paying in a lump sum is difficult, please contact us in advance.**
- Please note that the dormitory is managed by an external company.
- Exchange students will be accommodated exclusively in Room Type 1.

### Accommodation Cost Details

|                         |                    |
|-------------------------|--------------------|
| Room Fee                | JPY 66,000         |
| Electricity & Wi-Fi     | JPY 11,110         |
| Water                   | JPY 0              |
| Cleaning Fee (Move-Out) | JPY 22,000         |
| <b>TOTAL</b>            | <b>JPY 407,550</b> |

### Optional Costs (Upon Request Only)

- Breakfast: JPY 429 per meal
- Dinner: JPY 792 per meal
- Bedding Rental: JPY 18,040 (for 5 months)

If you wish to extend the bedding rental period, please complete the extension procedure yourself after moving in.

\*Please note that the listed amounts are estimates and may differ slightly from the actual billed amount.

### (7) Part-time Work

As a general rule, exchange students are expected to focus on their studies during their stay in Japan. Therefore, part-time work is not permitted.

## 【 2 】 Application Schedule

|                                                                                                                     | Fall 2026 admission      | Spring 2027 admission          |                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Open call announcement</b>                                                                                       | Early March 2026         | Early October 2026             | * Tokai University will distribute the application guidelines to our partner universities by email.                                                                 |
| <b>Send the nominee's information to <a href="mailto:tokai-exchange@tokai.ac.jp">tokai-exchange@tokai.ac.jp</a></b> | By April 30, 2026        | By November 30, 2026           | * Please include the following details: Full name in English, gender, date of birth, study period, and email address.                                               |
| <b>Online application to be completed by the student</b>                                                            | April 1 – April 30, 2026 | November 1 – November 30, 2026 | * 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. |

### Application Documents

#### 1. Personal Identification Documents

For more details, please refer to: [https://www.moj.go.jp/isa/applications/status/photo\\_info\\_00002.html](https://www.moj.go.jp/isa/applications/status/photo_info_00002.html)

- Copy of passport

- Copy of the **passport** page of your passport 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: Examples include an internship certificate, graduation certificate, or a transcript that includes attendance records.

#### 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<br>e.g. Scholarship certificate (if applicable) |                                                           |                                                               |                                                                                                                                               |
| 4. Health condition and request for reasonable accommodations (if applicable)                                                                |                                                           |                                                               |                                                                                                                                               |
| 5. Certificate of non-tuberculosis ( <a href="#">if applicable</a> )                                                                         |                                                           |                                                               |                                                                                                                                               |
| <b>The Letter of Acceptance will be sent as follows</b>                                                                                      | Sent in 2026 May<br>(Tentative)                           | Sent in 2026 December<br>(Tentative)                          |                                                                                                                                               |
| <b>Application for Certificate of Eligibility (COE)</b>                                                                                      | Application will be submitted in 2026 June<br>(Tentative) | Application will be submitted in 2027 February<br>(Tentative) | * Tokai University will submit the COE application on behalf of the student.                                                                  |
| <b>Visa Application</b>                                                                                                                      | Documents will be forwarded in 2026 August                | Documents will be forwarded in 2027 March                     | * Tokai University will forward the Certificate of Eligibility (COE) and related documentation to the coordinator at each partner university. |

### 【 3 】 Academic Calendar

#### < 2026 Fall Semester >

|                                         |                                 |
|-----------------------------------------|---------------------------------|
| August 24 (Mon)                         | Online Placement Test           |
| August 25 (Tue)                         | Online Interview                |
| September 10 (Thu) - September 17 (Thu) | Entry Period                    |
| September 24 (Thu)                      | Orientation                     |
| September 28 (Mon)                      | Classes Start                   |
| January 26 (Tue)                        | Completion Ceremony             |
| January 27 (Wed) - February 20 (Sat)    | Departure Period                |
| Late March                              | Sending the Official Transcript |

#### < 2027 Spring Semester > (Tentative)

|                                         |                                   |
|-----------------------------------------|-----------------------------------|
| Mid-March                               | Online Placement Test & Interview |
| Mid-March                               | Entry Period                      |
| Early April                             | Orientation                       |
| Early April                             | Classes Start                     |
| Late July                               | Completion Ceremony               |
| Completion Ceremony – Friday, August 20 | Departure Period                  |
| Late September                          | 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.  
※ For universities whose academic exchange agreements are currently undergoing renewal procedures, the final decision regarding acceptance will be communicated by Tokai University to the contact person at the home institution.
2. Applicants must have Japanese proficiency equivalent to JLPT N5 level or higher.

Required documents (submit one of the following):

- Certificate of JLPT N5 or higher
- Letter 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 university: 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:
  - National Research University Higher School of Economics
  - Far Eastern Federal University
  - Moscow 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

This information is provided as a reference example for course registration, and the actual course selections may be subject to change.

### (1) Intensive Japanese Language Program

#### ①Class 1

|                           | Mon                        | Tue                        | Wed                            | Thu                              | Fri                         |
|---------------------------|----------------------------|----------------------------|--------------------------------|----------------------------------|-----------------------------|
| 1st period<br>9:00-10:40  | PRACTICAL<br>JAPANESE 1-1A | PRACTICAL JAPANESE<br>1-3A | PRACTICAL JAPANESE<br>1-4A     | PRACTICAL JAPANESE 1-<br>5A      | PRACTICAL JAPANESE 1-<br>6A |
| 2nd period<br>10:55-12:35 | PRACTICAL<br>JAPANESE 1-2A | JAPANESE LISTENING<br>1A   | PRESENTATION IN<br>JAPANESE 1A | JAPANESE READING &<br>WRITING 1A | PRACTICAL JAPANESE 1-<br>7A |

\* 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<br>9:00-10:40  | PRACTICAL JAPANESE<br>2-1A | PRACTICAL JAPANESE<br>2-3A | PRACTICAL JAPANESE<br>2-4A       | PRACTICAL JAPANESE 2-<br>5A | PRACTICAL JAPANESE 2-<br>6A    |
| 2nd period<br>10:55-12:35 | PRACTICAL JAPANESE<br>2-2A | JAPANESE LISTENING<br>2A   | JAPANESE READING &<br>WRITING 2A | PRACTICAL JAPANESE 2-<br>6A | PRESENTATION IN<br>JAPANESE 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<br>9:00-10:40  | PRACTICAL JAPANESE<br>3-1A | PRACTICAL JAPANESE<br>3-3A | PRACTICAL JAPANESE<br>3-5A       | PRACTICAL JAPANESE<br>3-6A     | PRACTICAL JAPANESE 3-7A |
| 2nd period<br>10:55-12:35 | PRACTICAL JAPANESE<br>3-2A | PRACTICAL JAPANESE<br>3-4A | JAPANESE READING &<br>WRITING 3A | PRESENTATION IN<br>JAPANESE 3A | JAPANESE LISTENING 3A   |

\* 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<br>9:00-10:40  | PRACTICAL JAPANESE<br>4A                                                                                                     | INTRODUCTION TO<br>TEACHING JAPANESE<br>AS A SECOND<br>LANGUAGE A        | INTRODUCTION TO<br>JAPANESE CULTURE | METHODOLOGY OF<br>TEACHING JAPANESE<br>AS A SECOND<br>LANGUAGE | INTRODUCTION TO<br>TEACHING JAPANESE AS A<br>SECOND LANGUAGE B |
| 2nd period<br>10:55-12:35 | ACADEMIC JAPANESE/<br>JAPANESE CLASSROOM<br>RESEARCH                                                                         |                                                                          | JAPANESE &<br>EDUCATION A           |                                                                |                                                                |
| 3rd period<br>13:25-15:05 | JAPANESE SOCIETY A                                                                                                           | JAPANESE STUDIES'<br>SPECIALITIES PROJECT<br>B/ GLOBAL AREA<br>STUDIES A |                                     | JAPANESE PHONETICS                                             | JAPAN AND THE WORLD A                                          |
| 4th period<br>15:20-17:00 | MODERN JAPANESE<br>GRAMMAR A/<br>INTERMEDIATE<br>GERMAN<br>CONVERSATION 1/<br>JAPANESE STUDIES'<br>SPECIALITIES PROJECT<br>A | JAPANESE CULTURE<br>AND SOCIETY A/<br>JAPANESE CULTURE<br>STUDIES B      |                                     | MODERN JAPANESE<br>GRAMMAR B                                   |                                                                |

\*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<br>9:00-10:40  |                                    |                                            |     |                                                                |                                 |
| 2nd period<br>10:55-12:35 | INTRODUCTION TO<br>AREA MANAGEMENT | SECOND LANGUAGE<br>ACQUISITION<br>RESEARCH |     |                                                                | STUDY ON JAPANESE<br>VOCABULARY |
| 3rd period<br>13:25-15:05 | COMPREHENSIVE<br>JAPANESE          | INFORMATION<br>LITERACY                    |     | INTRODUCTION TO<br>HOSPITALITY AND<br>SERVICE<br>MANAGEMENT    |                                 |
| 4th period<br>15:20-17:00 |                                    |                                            |     | INTRODUCTION TO<br>TOURISM<br>MANAGEMENT AND<br>ADMINISTRATION |                                 |

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

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

### (4) Multidisciplinary Study Abroad Program

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