

Nomination of Exchange Students to Tokyo University of Science (TUS)

◆Nomination Step

1. Before the nomination letter is sent, mutual agreement is needed between the TUS professor and your university professor to exchange the student and supervise them during the exchange
2. Nomination Letter should be sent to “the Director of the Center for Promotion of Internationalization of TUS” via email 4 months prior to the starting date of visit by the International Office of Sending University.
3. The letter of nomination must include the exact dates of the exchange trip, and the names of the TUS professors who agree to be their supervisors.
4. Following attachments will be needed for Nomination Letter:
 - A photocopy of the student`s passport
 - CV
 - Research plan
 - Official transcript or enrollment certificate
5. Contact Information (International Affairs Section TUS) :
TEL : +81 – 3 – 5228 – 8726 FAX : +81 – 3 – 5228 – 8727
Email : intlexchg@admin.tus.ac.jp

◆Procedures after the Nomination

1. Letter of Acceptance (LoA)

LoA will be sent to Sending University and Nominated students a few month after the nomination.

2-1. VISA Application (only for students who will stay in TUS more than 91 days)

VISA Application Step

- ① Nominated students will apply Certificate of Eligibility (COE) to Japanese Immigration Bureau by the support of TUS and a Proxy of COE application. This step takes approximately 12 weeks. The detailed procedure and schedule will be sent to Nominated students from TUS soon after TUS has received the Nomination. Prompt responses from students are required. TUS covers the charge of proxy for COE application.
- ② Issued COE (original) will be sent to the home address of Nominated Students by Express Mail.
- ③ Nominated students will apply student VISA with the COE at Japanese Embassy in their home country. It takes 1 week to obtain student VISA after application.
- ④ Nominated students must enter Japan with student VISA.

2-2. VISA Application (only for students as Temporary Visitors)

Students with VISA Exemption : No procedures.

Students without VISA Exemption : Please consult it to the host supervisor.

3. Finding Accommodation

- Nominated students find their residence by themselves.
- International Affairs Section TUS is able to share the information regarding share house or guest house near each Campus. In addition, our section is able to introduce University Dormitory only for students who will study at Noda Campus. Our Section is unable to give students any further support.

4. Flight

Flight ticket is recommended to be booked after Nominated Students have obtained student VISA in order to avoid the risk of delay of issue.

5. Insurance

- Japanese National Health Insurance (only for students staying more than 91 days)
Students must this insurance after coming to Japan. It is an obligation for foreign visitors staying over 91 days in Japan.

-Travel Insurance

All nominated students must purchase Travel Insurance.

Japanese National Health Insurance only covers the risk of own health problem or injury. In order to cover the other risks (ex. property damage for research facilities, lost articles, damage to other individuals) Travel Insurance is required. Since students who stay in Japan within 90 days are not protected by Japanese Health Insurance, Travel Insurance is the only way for short-term visitors to cover whole the risk.

◆Internal Procedures after arrival in TUS

1. Student Registration
2. Resident Registration at Municipal Office of own resident area (only for students staying more than 91 days)
3. Registration to join Japanese National Health Insurance at Municipal Office of own resident area (only for students staying more than 91 days)

International Affairs Section TUS will announce more detailed information regarding these procedures prior to the starting date.

◆Remarks

1. Nominated Students must follow the instructions of TUS and Sending University.
2. The acceptance should be withdrawn, in case TUS and Sending University consider it necessary.