



# Kokugakuin Short-Term Exchange Program “K-STEP” Application Process

including key documents and dates

| Entity                | Key Events   | Documents   | How to Submit | Due                |
|-----------------------|--|---|---------------|--------------------|
| Prospective Students  | Complete the entry process by : <b>Nomination Closing Date: November 24<sup>th</sup>, 2023.</b><br>➤ Attach <b>English or Japanese</b> translation if documents are written in other languages.<br>All the documents attached to e-mail should be <b>Printable Quality (High Resolution)</b> . |   |               |                    |
|                       | 1. Check our Kokugakuin University Introductory Video<br>URL : <a href="https://www.youtube.com/watch?v=yOGHV8LwgDo">https://www.youtube.com/watch?v=yOGHV8LwgDo</a>   | Ctrl + Click<br>↓<br>  | -             | -                  |
|                       | 2. 1) Read K-STEP_Brochure_2024 (Fee paying)<br>● All necessary information can be found here.<br>2) Read Kokugakuin_Dormy_Guidebook<br>● Written in Japanese, but you can find images of what your dorm room looks like.  | E-mail Attached   | -             | -                  |
|                       | 3. Fill K-STEP Online Registration Form<br>URL : <a href="https://k-form.kokugakuin.ac.jp/m?f=572">https://k-form.kokugakuin.ac.jp/m?f=572</a>   |   | Online        | November 24        |
|                       | 4. Submit<br>1) Latest Transcript from Home University<br>(Provide at least a whole academic year record)<br>2) Photocopy of Passport<br>3) ID Photo for CoE (3cm x 4cm)   | Scan and send them as attached files (printable quality) via e-mail.<br>To:<br><a href="mailto:kokusai@kokugakuin.ac.jp">kokusai@kokugakuin.ac.jp</a> |               | November 24        |
| Kokugakuin University | 5. First online orientation to prospective students will be started.   |   |               | Mid-Jan            |
|                       | 6. As soon as the CoE is issued, we will send an acceptance package including the CoE & acceptance letter from Kokugakuin.   |   |               | End of Feb         |
| Prospective Students  | 7. Prospective K-STEP students will visit a Japanese Embassy nearest to them with the CoE and acceptance letter to obtain a Student Visa.  |   |               | Beginning of March |
|                       | 8. Students will come to Japan and start their study at Kokugakuin University.   |   |               | Beginning of April |

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| Name of University and address<br>International Exchange Programs Office<br>Kokugakuin University<br>4-10-28 Higashi, Shibuya,<br>Tokyo 150-8440<br>Japan | Email address for inquiries:<br>Director, Natsuko Moteki (Ms.) <a href="mailto:moteki@kokugakuin.ac.jp">moteki@kokugakuin.ac.jp</a><br>Coordinator, Ethan Murillo (Mr.) <a href="mailto:kokusai@kokugakuin.ac.jp">kokusai@kokugakuin.ac.jp</a> |
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