



Application Procedure

2021 SPRING

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**
- 2) **Proposed study period at Saitama (half a year / one year)**
- 3) **Date of birth**
- 4) **Gender**

Nomination deadline is 9 October 2020. 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 scanned application documents by email **no later than 11 November 2020**. After confirming the documents, we will send you the further information by email. You don't need to send any hardcopies of application documents.

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 January or February.

-Contact Information-

Shinya HATTORI (Mr.)

Office of International Affairs / Saitama University

255 Shimo-okubo, Sakura-ku, Saitama-city, Saitama 338-8570 JAPAN

TEL: +81 48 858 3967

MAIL: ryugaku@gr.saitama-u.ac.jp

