

February, 2026

Dear Coordinators at partner universities,

Please note the following points in preparing the application documents for UF Exchange Program. We've also included few points for your special attention during their study abroad period.

1. Schedule for an officer responsible for exchange program (the schedule is subject to change)

Submission of Nomination Sheet (by email)	February 13(Fri) –March 6 (Fri) 2026 (Submitted by 24:00 Japan time)
Submission of application documents (by online)	March 13 (Fri) –April 3 (Fri) 2026 (Submitted by 24:00 Japan time)
Notification of acceptance	Mid-June, 2026
Certificate of Eligibility (COE) sent out	Mid-August, 2026
Application of entry visa (each applicant applies by him/herself)	August- September, 2026
Japanese placement test (online)	Early ~ Mid-September, 2026
Arrival in Japan (Dormitory move-in day) * ¹	September 24 (Thu), 25 (Fri), 2026
Orientation* ²	March 28 (Mon), 29 (Tue), 30(Wed), 2026

*¹ Please check the latest information and adjust your entry date accordingly.

*² Please note that the schedule and the way we give the orientation may be changed.

2. Submission of application documents

Except the nomination sheet, please submit the rest of application documents through the online application system.

Once we receive your nomination sheet, we will send you the instruction guide for online application system. We do not accept any materials sent by a student. Please ensure that all application documents have been reviewed by coordinator before submission. Also, please use the most updated version of the application documents uploaded on our website.

Regarding language proficiency certificates for exchange program applications, previously, certificates completed by a faculty member at the applicant's home university were accepted. **However, from this application round onward, submission of an official language test score certificate is required.** For Japanese language proficiency, score certificates from the Japanese Language Proficiency Test (JLPT) and Japanese Proficiency Test (JPT) are accepted. For English language proficiency, score certificates such as TOEFL (PBT/ITP/iBT) and TOEIC are acceptable.

3. Number of students to be accepted under the exchange agreement

Due to a change in our university's policy for accepting international students, **we are limiting the number of incoming exchange students from each partner university to one or two students.** We appreciate your understanding.

4. Student status at applicant's Home University

All participants must return to their Home University after completing the programs at UF, and continue their studies to get a degree at their Home University. **They are not able to graduate or obtain any degree from their Home University while they are enrolled at UF.** This is also related to the eligibility for the JASSO scholarship mentioned below.

5. Issuance of transcript

UF normally issues an academic transcript to each Special Auditing Student at the end of October for spring semester and the end of April for fall semester. In case you require your students to hand in a transcript issued by UF earlier than the above time, please inform the students of that in advance and submit an official letter of request to UF. We will take all early transcript requests into consideration. The earliest possible time of issuance however is end of September for spring semester and beginning of April for fall semester.

6. JASSO scholarship and report on credit transfer

UF normally issues an academic transcript to each Special Auditing Student at the end of October for spring semester and the end of April for fall semester. In case you require your students to hand in a transcript issued by UF earlier than the above time, please inform the students of that in advance and submit an official letter of request to UF. We will take all early transcript requests into consideration. The earliest possible time of issuance however is end of September for spring semester and beginning of April for fall semester.

7. BUDDY System

We allocate a buddy to all the international students who come to Japan for their first 6 months to help them with their daily life and also in their academics. The matching starts before the student's arrival in Japan to strengthen their connection.

8) Regarding the Student's Health Condition

If there are any concerns about the physical or mental health of the nominated student, please consult with the student in advance and contact us.

In the event of an emergency during the exchange period, we kindly ask for your understanding and cooperation in sharing relevant information, so that we can communicate smoothly with your institution.