

Exchange Program Guidelines for Spring Semester 2027

Kyoto University of Advanced Science

1. Program

Exchange students will be registered as a “non-degree student” at KUAS. It is possible to register up to 24 credits per semester.

*Exchange students must register for at least ten (10) hours of class (i.e., seven (7) 90-minute class sessions) per week to qualify for a student visa.

Faculty of Economics and Business Administration 経済経営学部	Department of Economics 経済学科
	Department of Business Administration 経営学科
Faculty of Humanities 人文学部	Department of Japanese History and Cultural Studies 歴史文化学科
	Department of Psychology 心理学科
Faculty of Bioenvironmental Sciences バイオ環境学部	Department of Environmental and Bioresource Sciences 生物環境科学科
	Department of Applied Biological Sciences 応用生命科学科
Graduate School of Engineering 工学研究科	Division of Mechanical and Electrical Systems Engineering 機械電気システム工学専攻
Graduate School of Business Administration 経営学研究科	Division of Business Administration 経営管理専攻

2. Study Period

Depending on the exchange agreement, students may study for either one or two semesters.

Spring Semester: April 1st – September 15th

Fall Semester: September 16th – March 31st

3. Application Timeline for Exchange Program

October 20	Exchange Program Application Form deadline (online)
December 4	Certificate of Eligibility (COE) and Online Document Submission Form deadline (online)
January/February	Issuance of COE, Visa Application at Local Embassy
Mid March	Certificate of Health deadline (prior to arrival in Japan)
Late March	Arrival in Japan
Late March/Early April	Orientation
Early April	First Day of Classes

*Please note that the above is a tentative schedule.

4. Military / Defense Background Screening

Please note that KUAS conducts mandatory security screening for all applicants. Applicants with current or past experience in the defense sector may not be accepted as exchange students based on their screening result.

5. Required Application Documents

Applicants must submit all required application documents through their home university coordinator by the deadline. **Incomplete submissions will not proceed to review.**

Please refer to the information given in the Appendix of this document.

6. Accommodation / Housing

KUAS will provide information on housing opportunities upon acceptance. In general, exchange students will be responsible for finding their own accommodation.

Please note that each faculty is located at a different campus.

•Faculty of Engineering/ Business/ Humanities/ Graduate School of Engineering/
Graduate School of Business Administration - **Uzumasa Campus**

•Faculty of Bioenvironmental Sciences - **Kameoka Campus**

7. Contact Information

All communications should be made through the home university coordinator unless otherwise instructed by KUAS.

Administrative Matters

KUAS International Liaison Office

Uzumasa Campus South Building 2nd floor / Kameoka Campus Meikokan 1st floor

Email: intl@kuas.ac.jp

Health and Medical Clearance

KUAS Nurse's Office

Email: health@kuas.ac.jp

(CC: intl@kuas.ac.jp)

KUAS offices are closed during the following holiday periods

Winter Holiday Period

Late December – Early January

Golden Week Holiday Period

Late April – Early May

Summer Holiday Period

Early August – Mid-August

Appendix

Required Application Documents

Please submit the following documents to the link below by **October 20th**.

<https://forms.cloud.microsoft/r/NmUzcM8Ljp>

- Each certificate must be issued **within three months** prior to the application.
- All documents written in languages other than English or Japanese must be accompanied by a certified English or Japanese translation.
- Electronic signatures are also accepted.

No.	Required Documents	
1	Exchange Program Application Form (Fall 2027)	
2	Personal Statement	Must contain: Reasons for applying to KUAS, faculty/department study or research plan

		Around 1 page (A4 size) written in either English or Japanese
3	CV/Resume	Must contain all past employment and academic history
4	Recommendation Letter	Must be created by the department head at the student's home institution, focusing on the student's academic performance
5	Academic Transcript	
6	Certificate of Enrollment	
7	Funding Statement	Written explanation of how the student plans to fund their time at KUAS Must specify funding sources and be signed by the applicant
8	Passport	Information page with photo Students with dual nationality must submit both passports

Required Documents for the COE Application (after acceptance)

Please submit the following documents to the link below by December 4th.

<https://forms.cloud.microsoft/r/qgZAuuVJFM>

- All of the required proof documents (Proof of Funds, Proof of Income, Proof of Employment, Proof of Relationship) must generally be issued **within three months**.
- All the required proof documents (Proof of Funds, Proof of Income, Proof of Employment, Proof of Relationship) must be in either English or Japanese.
- If an official version is not available in English or Japanese, please submit the original along with a certified English or Japanese translation.

	Required Documents	Remarks
1	Passport	Submission only required in case the passport information has changed since the time of applying as an exchange student. Information page with photo must be submitted. Students with dual nationality must submit both passports.

2	Photograph	Please refer to the information specified on the website of the Immigration Services Agency of Japan.
3	Proof of Bank Balance	The proof of funds must be in the form of a bank statement or official letter for a bank account. Stocks, bonds, mutual funds, or other nonliquid investments without a guaranteed value are unacceptable. Balance amount: The bank balance must be greater than the expected costs for one year (living expenses).
4	Proof of Annual Income	The document should be signed by hand by a superior, human resources member, or person in charge of payroll. In general, a salary or dividends from investments are considered as income. Interest income or capital gains are not acceptable sources of income. The income amount shown must be either monthly or annual income. The document must specify whether the amount is monthly or annual, and the currency of the income.
5	Proof of Employment	If monthly or annual income is shown on the document, then this document may also be used for the Proof of Income. The document must include the financial supporter(s) name, job title, and date of employment at minimum. The date that the document was issued must also be clearly stated. Self-employed: In the case that the financial supporter is self-employed, the exchange student must submit proof that the supporter is operating an officially registered business by submitting business

		registration documents showing the financial supporter's name. Retired or unemployed: In the case that the financial supporter is retired or unemployed, Proof of Employment is not required.
6	Proof of Relationship	Format for official documentation will vary between countries. Documents with an issue date older than three months can also be accepted if these documents cannot be reissued (e.g., if the document can only be issued once right after the date of birth, etc.). Multiple documents may be necessary to completely prove the relationship to the financial supporter.
7	Certificate of Health	Must be filled out on the KUAS-specified Certificate of Health document. Physician-signed, requires a chest X-ray. Must be dated no earlier than 3 months before arrival.