International Christian University
Application for Admission Instructions
(Spring, Spring with Internship)

- Your name and nationality must match your passport on all forms. Use Adobe Reader to complete your forms, then print and sign.
- You are required to submit two (2) passport type photographs in total. Attach (paperclip) one of the photos to the Certificate of Eligibility Application (CoE). Place the remaining photo in a small envelope and paperclip it to your application materials.

1. Application for Exchange

ICU Application Form for Exchange/Invitee Program. When completing the Educational Background section, start with 1st grade and end with present. For the Study and Career Plans section (up to 500 words), indicate why you would like to study at ICU, how this study relates to your future academic interests or career goals, and why it is important to attend ICU specifically.

Questionnaire Concerning the Japanese Language Proficiency. This section asks if you would like to take Japanese language courses at ICU. Spring with Internship students must take a Japanese language course. For more information about Japanese language courses offered at ICU, refer here.

Passport copy. Submit a clear copy of the photo and signature pages of your passport.

Official transcripts from all the universities you have attended. UC transcript must include Spring 2016 grades. If you transferred to UC, submit an original community college transcript as well. E-transcripts (Official PDF) are acceptable. The transcript does not need to be in a closed and sealed envelope. Do not submit your community college transcript if the courses are part of your high school records. Include your transcript with your application materials or have it sent directly to our office: UCEAP Japan, 6950 Hollister Ave. Suite 200, Goleta, CA 93117.

2. Letter of Reference

Reference Letter. Include this reference form and one letter of recommendation on a separate paper from a UC faculty member. Your recommender must be a UC faculty (professor, lecturer, etc.) and cannot be a faculty at another college or university. Your letter of recommendation must be on official UC letterhead with the instructor’s title and position below the signature. Both the form and the letter of recommendation must be original. Photo copies/faxes are not accepted. If a TA completes this form/writes a letter, a UC faculty must co-sign the form and the letter or they will not be accepted by the partner institution. Submit the form/letter to UCEAP (not ICU) with your application materials.

3. CoE Application for Visa (Japanese citizens do not submit this form.)

Certificate of Eligibility (CoE) Application, Part 1. This information is required by ICU so they can apply for the Certificate of Eligibility (CoE) on your behalf. The CoE is required in order to apply for a student visa. Your signature is required on pages 2 & 3. Self-supporting students (including Financial Aid) should sign page 4 as well. If you are sponsored by a parent/other, he/she is required to sign page 4.

Note:
Question 1 (a) – Name: Write your name as it appears on your passport.
Question 2 (b) – Nationality: Your nationality is the country that issued your passport (most likely USA). Nationality is NOT your ethnicity.
Question 3 (a) – Place to apply for student visa: Los Angeles or San Francisco
Question 3 (b) – Expected Date of Entry into Japan: March 30, 2017 (This is not your Official Arrival Date. Your program dates will be available at a later time).
Question 3 (c) – Port of Entry: Narita Airport
Don’t forget to SIGN on pages 2, 3, & 4!

Certificate of Eligibility (CoE) Application, Part 2. According to Japanese immigration regulations, you must provide proof of financial support or you will not be able to apply for a student visa. Spring students must have at least 300,000 yen and Spring with Internship students must have at least 400,000 yen available for study in Japan. This does not refer to the program costs—only your stipend while in Japan.

Note:
Your home institution is UC___.

Financial Aid recipients
- For the Method of Support and Amount of Support, indicate “yourself” (even if your award includes loans).
- For the section A) on the second page, indicate your personal information and leave Annual Income blank IF Financial Aid is your only method of support.
- If Financial Aid is your only method of support, leave the section B) on the second page blank.

SIGN the document.

A Bank or Financial Aid Office Letter. Provide an original signed letter from your bank and/or Financial Aid Office to confirm your financial resources. You can combine original bank letters from different accounts to reach the minimum. Refer to the Sample Bank Letter or Sample Financial Aid Letter. Ask your Financial Aid Office to base the letter on last year’s budget for this program. Please note that Bank of America will usually not issue these letters. If possible, use a Financial Aid letter or a statement from another account.

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Your Pre-Departure Checklist materials (including the ICU Checklist) must arrive at the address below by September 28, 2016. This is not the same as a postmark date. Plan ahead and check how long it will take for your documents to be delivered. Of course, earlier receipt is greatly appreciated. Questions? Email or call us at 805-893-2831.

UCEAP – Japan, ICU
6950 Hollister Avenue, Suite 200
Goleta, CA 93117- 5823

Note on Japanese Language Learning:
Some program in Japan do not require previous Japanese language study; expose yourself to learning the language now so that you have an idea of what learning Japanese is like. Students with learning disabilities may find learning another language challenging. If this is the case, provide a letter from your campus Disabled Students Office to document your learning disability, Pre-Departure Checklist, item #8.