


A Guide to Completing The NUPACE Online Application

IMPORTANT: Before Applying

Make sure to contact the International Office of your home university. Many institutions have their own internal selection process and we require you to be nominated by your university.

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Nagoya University Program For Academic Exchange

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**A Guide to Completing
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Welcome to the NUPACE Online Application service.



NUPACE Office Announcements

The NUPACE Online-Application site will be opened in early September.

Application to NUPACE

Please check the [Application Checklist](#) before starting application procedures.

Create Your NUPACE Application Account

An account is required to apply to NUPACE.

Create Your NUPACE Application Account


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NUPACE Office
Global Engagement Centre, Nagoya University
Furo-cho, Chikusa-ku, Nagoya 464-8601, JAPAN
Phone: +81-52-789-5457/5406/5405

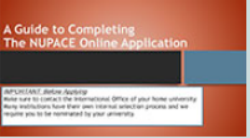
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Start by creating an application account from here.

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Account Manager
Please update your personal information and press the Save button.
If you have a passport, please enter your full name as it appears on the passport. This is the name that will be recorded on all Nagoya University documentation.

Last/Family Name*
 (Type 'none' if not applicable)
First Name*

Middle Name(s)

Name in Chinese characters, if applicable. If not applicable enter N/A.*

Email Address

(Re-enter e-mail address to confirm)
Confirm Email Address

Passwords must be at least 7 characters in length, and should not include spaces.
Password

Confirm Password

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Double check the order of your last name and first name.

Your name should be written as it is shown in your passport.

Register an address that you constantly check.

The official result of your application will be sent to this address. We will also contact you at this address if we have any enquiries with regard to the content of your application.

Section A: Home University/Institution



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IMPORTANT: Before Applying
Please refer to contact the International Office of your home university.
Many institutions have their own internal selection process and we
require you to be recommended by your university.



A. University/Institution

Select your university/institution from the following list.

A1. Country*

Select a country ▼

A2. University/Institution*

Select University/Institution ▼

For the full list of Nagoya University's partner institutions, see

<http://nupace.iee.nagoya-u.ac.jp/en/what/partner-inst.html>

If your university/institution is not listed, check with your international office whether an academic exchange agreement has been concluded with Nagoya University, or enquire at the NUPACE Office (nupace.admissions@iee.nagoya-u.ac.jp).

If your university/institution has not concluded an exchange agreement, you are ineligible to apply for the NUPACE program.

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Save and exit

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Section B: Your Academic Background



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Please refer to the International Office of your home university.

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B. Academic Background

Please complete the following information.

B1. Current student status*

☐ undergraduate

☐ graduate (master course)

☐ graduate (doctor course)

Year of Study ▾

B2. Expected date of graduation from current university (include your prospective exchange at Nagoya University).*

Month ▾

Year ▾

☐ Check ☒ if you are in the final year of your degree, and have been offered admission to an advanced program (Master/Doctor).

B3. Faculty/department at home university*

B4. Major field of study at home university*

B5. Total period of education from elementary school*

Year ▾ years

B6. List all universities or institutions of higher education attended in order of current institution. Transcripts for all institutions must be uploaded with this application.*

Name of Institution	Admission (mm/yyyy)	(Expected) Completion (mm/yyyy)	Major	Type of Degree (BA, MSc, PhD, etc.)

B7. Prospective student status at Nagoya University*

☐ undergraduate student

☐ graduate student (graduate students requiring credit transfer)

☐ research student (graduate students engaging primarily in research at Nagoya University, who do not necessarily require credit transfer)

In case your expected date of graduation precedes completion of the NUPACE program, please request an extension of enrollment at your university.
* NUPACE students must continue to be enrolled at their home universities upon completion of the exchange program.

Enter the degree you earned at each institution (e.g., BA, MA, MSc, etc.) .

Section B: Your Academic Background

B7. Prospective student status at Nagoya University*

- ☐ undergraduate student
- ☐ graduate student (graduate students requiring credit transfer)
- ☐ research student (graduate students engaging primarily in research at Nagoya University, who do not necessarily require credit transfer)

B8. Prospective School/Graduate School of affiliation at Nagoya University.

* Please refer to [Nagoya University School/Department List](#) for School/Graduate Schools and Department's information.

1st choice*

2nd choice

B9. Planned period of enrolment at Nagoya University*

- ☐ autumn semester only (Late Sep - Feb)
- ☐ autumn & spring semesters (Late Sep - Aug)
- ☐ spring semester only (Apr - Aug)
- ☐ spring & autumn semesters (Apr - Feb)

B10. If you are not nominated for a JASSO scholarship, are you willing to participate in NUPACE? NB. This answer does not influence the JASSO scholarship nomination process.*

☐ Yes ☐ No

(NUPACE requires all self-financed students to provide the Office with documentary proof that they are able to financially support themselves for the duration of their exchange in Japan. ([see details](#)))

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Undergraduate students **CANNOT** select 'research student', or 'graduate student' if they continue to hold the status of undergraduate student at the time of admission to NUPACE.


Choose your prospective School/Graduate School of affiliation according to, 1) your major, and 2) your student status at the time of admission to NUPACE.*

*If you continue to hold the status of undergraduate student at the time of admission to NUPACE, you cannot select a Graduate School.

Students willing to participate in NUPACE, even if they are not nominated for a JASSO scholarship, should provide documentation proving that they are financially able to support themselves during the exchange period.

If you select "NO", it is unnecessary to upload any documentation.

Section C: Study Plan



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APPLICANTS' Attention Required
Please read the instructions carefully. Make sure to contact the International Office of your home university. These instructions have been prepared for your information and are not intended to be a substitute for your university's policies.

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C. Uploading details of applicant's academic interests and study plan*

1. Undergraduate and Graduate Students (credit-seeking)
Provide a concrete description of your academic interests. This should contain courses of interest and a specific description of your academic goals at your prospective school of affiliation at Nagoya University.
Use the designated NUPACE form ([Word](#))

2. Research Students (graduate students not requiring credits from Nagoya University)
Students intending to engage in research, should provide a detailed research plan outlining their research goals/methods at Nagoya University. Make sure to include the name of your desired faculty advisor or a laboratory of your interest.
Use the designated NUPACE form ([Word](#))

Please select the file you want to upload.

[ファイルを選択](#) 選択されていません [Unselect the file](#)

If you would like to replace the uploaded document, please upload your new file here. The old file will automatically be replaced. You cannot replace the file after the final submission of your application.

If you apply to the clinical practice (clerkships), you should complete the "[Application for Visiting Student Clerkship](#)", attach it to the above study plan, and upload the document as a PDF file.

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The content of the study plan depends on your status at Nagoya University.

Make sure to read the details carefully and use the designated form.

Section D: Language Proficiency



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D. Language Proficiency

NUPACE requires exchange students to be proficient in EITHER English OR Japanese.

D1. Native Language*

Unless they are considered exempt (see below*), applicants must possess an internationally-recognised test score. The minimum language ability criteria are as follows:

• TOEFL iBT: 79

• IELTS overall band: 6.0

• TOEIC: 780

• CEFR: B2

• CET-6: 485

• JLPT: N1/1 (for students intending to take regular courses offered in Japanese)

*The following students are exempt from providing NUPACE with copies of a test score:

• Those applicants whose native language is English.

• Those applicants studying at institutions in The Netherlands, Scandinavia, Germany, Austria, Hong Kong, Singapore or at Bilkent University in Turkey.

• Those applicants majoring in English, or who are being / have been educated in English.

(Please enquire at nupace.admissions@iee.nagoya-u.ac.jp if you feel that you should be exempted from providing a language proficiency supporting document, making sure to clearly stipulate your reasons.)

D2. State the name of any internationally-recognised language examination (e.g. TOEFL, IELTS, TOEIC, JLPT) taken, and scores obtained

Name of Test	Score<s>
Select a test	
Select a test	
Select a test	

D3. Have you ever had any Japanese language instruction?*

☐ Yes

☐ No

D4. Approximately how many Chinese characters (*kanji*) can you read?

Kanji

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Certificates not listed in this section are unacceptable.*

*Unacceptable documentation includes letters issued by the applicant's home university, language teachers, etc.

Applicants who hold JLPT N1 are also required to provide their scores.

Section E: Personal Data



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before applying for the NUPACE online application process and we
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E. Personal Data

Please complete the following information.

E1. Sex*

☐ Male ☐ Female

E2. Date of birth*

Day Month Year

E3. Place of birth *

City/Town*

Province/State*

Country*

E4. Country of citizenship

If not listed, enter the country name:

If you have dual citizenship, please enter your other citizenship and indicate which country's passport you will use when entering Japan. (NB. Dual nationals possessing Japanese citizenship are required to enter Japan with their Japanese passports.)

E5. If you have any 'status of residence' in Japan, enter your status.

E6. Passport information (if available)

- ☐ I am going to newly apply (or renew) my passport.
☒ I have a valid passport. (Please check if its period of validity is sufficient.)

Passport number

Date of issue

Date of expiration

If you are in the process of applying for a new passport, or renewing your current one, please select the upper option.

Section E: Personal Data

E7. Personal mailing address

Address 1*

Address 2 (line 2)

City/Town*

Province/State

Country*

Postal code* (Type 'none' if not applicable)

E8. Postal mailing address for all admission correspondence, if different from above

Address 1

Address 2 (line 2)

City/Town

Province/State

Country

Postal code (Type 'none' if not applicable)

E9. Person to be notified in home country in case of an emergency

Name*

Relationship*

Tel* (Provide country code)

Fax (Provide country code)

E-mail*

E10. In which city/country do you intend to apply for a visa?*

E11. Past entry into Japan*

times

E12. Certificate of Eligibility (CoE)

N.B. This question is not applicable to students who hold Japanese nationality.

A Certificate of Eligibility (CoE) is required when applying for a student visa at a Japanese Embassy or Consulate. Nagoya University will apply for your CoE on your behalf. However, in order to do so, the following information is required.

(1) How many times have you applied for a CoE in the past?

time(s).

(2) If you have ever applied, how many times was your application for a CoE rejected?


time(s).

Write your personal mailing address, NOT email address.

If postal mailing address for admission correspondence is different from your personal mailing address, it should be entered in E8.

You should apply for your student visa at the nearest Japanese diplomatic mission, NOT in Japan.

Section F: Uploading Required Documents



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F. Uploading Required Documents

1. Prepare the following PDF files (refer to F1 to F7 and F8) and a photograph (JPEG, GIF) refer to (F9), and upload the file for each required item one by one. (If an item consists of several documents, combine the documents into one file.)

2. If you would like to replace an uploaded file, please upload the new file, making sure also to delete the old file. (If you wish to replace a file after the final confirmation of your application, contact the NUPACE Office <nupace.admissions@iee.nagoya-u.ac.jp>)

F1. Official Certificate of Enrolment as a Student (to be issued by the institution presently being attended)*

NB. The document should be properly scanned; a digital photograph is inadmissible.

Please select the file you want to upload.

ファイルの選択

ファイルが選択されていません

Unselect the file

F2. Official Transcript(s) of Academic Records (to be issued in English)*

NB. Two or more transcripts should be combined into one PDF file. The document should be properly scanned; a digital photograph is inadmissible.

Please select the file you want to upload.

ファイルの選択

ファイルが選択されていません

Unselect the file

F3. Recommendation Letter (download the designated NUPACE form (Word or PDF))*

NB. The recommendation letter should be uploaded in a PDF format.

Please select the file you want to upload.

ファイルの選択

ファイルが選択されていません

Unselect the file

F4. Language Proficiency Supporting Documents*

☐ I am exempt from providing copies of a test score.

NB. Two or more language scores should be combined into one PDF file.

Please select the file you want to upload.

ファイルの選択

ファイルが選択されていません

Unselect the file

Graduate students are required to submit undergraduate academic records as well.

If possible students should include an explanation of the grading policy and/or grading scale of their home institutions, or provide the NUPACE Office with a link to the relevant website.

Only PDF files can be uploaded. Word files should be converted to PDF files.

Refer to "Section D: Language Proficiency" above.

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Section F: Uploading Required Documents

F5. Health Certificate (use the designated NUPACE form, if possible)*

Please select the file you want to upload.

参照... ファイルが選択されていません。 Unselect the file

F6. Copy of the information page of your passport*

Please select one:

- ☐ I am going to newly apply (or renew) my passport. (Not necessary to upload any file)
☒ I have a valid passport. (Please check if its period of validity is sufficient.)

Please select the file you want to upload.

参照... ファイルが選択されていません。 Unselect the file

F7. Statement of Bank Account Balance/Certificate of Financial Assistance (if applicable)

Please select the file you want to upload.

参照... ファイルが選択されていません。 Unselect the file

F8. Declaration of Applicable Specific Categories (Form: English or Japanese)

NB. Applicable only to graduate and research students, with the exception of those whose research is only in the humanities and social sciences field. However, if your research is a combination of humanities and science you are required to submit this document.

- ☐ I confirm that I am required to submit this form.

Please select the file you want to upload.

参照... ファイルが選択されていません。 Unselect the file

F9. Identical photograph (solid-color background), showing a close-up of your full head and upper shoulders. In the photographs, you should NOT wear sunglasses/tinted glasses, or headwear, unless this is for religious or medical reasons.*

NB. The submitted photograph will be used in the introductory orientation pamphlet, as well as for the student card and the Certificate of Eligibility application.

Please select the file you want to upload.

参照... ファイルが選択されていません。 Unselect the file

> Next

Save and exit

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If you are in the process of applying for a new passport, it is not necessary to upload any file.

Are you willing to participate in NUPACE even if you are not nominated to a JASSO scholarship?


If YES: Provide documentation that proves you are financially able to support yourself.

If NO: It is unnecessary to upload any document.

For details refer to:

<https://nupace.iee.nagoya-u.ac.jp/en/apply/procedures.html>

Section G: Oath and Submission



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G. Oath and Contract

I, certify that the information I have entered is true and accurate, and hereby apply to participate in the Nagoya University Program for Academic Exchange.

I, upon being admitted to the Nagoya University Program for Academic Exchange (NUPACE) hereby promise to obey the laws of Japan and the regulations laid down by the Japanese government concerning the conduct of students coming from abroad.

I am fully aware that a serious violation of these laws and regulations may result in my expulsion from the University and deportation from the country. Moreover, I do not hold the University responsible for my personal conduct nor for my personal debts nor for fines imposed on me for violations of laws.

Finally, if I am a recipient of a "Student Exchange Support Program Scholarship for Short-term Study in Japan", I promise to abide by the provisions set out in that scholarship.

☐ I agree with the above statement

You cannot submit an application before filling in all of mandatory items.

Submit application

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Once you have submitted your application, it will not be possible to amend it. Confirm that all information is correct before submitting it.

After submitting your application, a confirmation e-mail will be sent to you. If this e-mail does not reach you, please contact the NUPACE Office.

For further enquires, please contact us.

NUPACE Office: nupace.admissions@iee.nagoya-u.ac.jp