

Procedures after acceptance approval

The following are the procedures to be followed after receiving the letter of acceptance as an exchange student.

Please check each item and follow the appropriate procedure by the specified deadline.

1. Pledge

- Please submit the pledge by the specified deadline.
- Pledge form can be downloaded from the URL below:
https://www.kit.ac.jp/en/prospective_student/exchange-short-term-programs/
- Send the pledge by email.

2. Application for CoE (Certificate of Eligibility)

- The "CoE" is required to obtain a Japanese visa from the Japanese embassy or consulate in your country, and issued by the Japanese Immigration Bureau approximately two months before the student's enrollment date at KIT (the timing of the CoE depends on the Immigration Bureau's assessment of the application).
- The following documents are required to apply for a CoE.
- Please access the URL below and answer the questions required for a CoE application.
<https://www.kit.ac.jp/application/view/index.php?id=297990>
- Remark: Item 24 (Method of support to pay for expense while in Japan):
 - The scholarship column can only be completed when you can submit us a certificate.
 - If you have selected "Scholarship", please send a certificate detailing your scholarship award by email to:
ses@jim.kit.ac.jp
 - If not possible, please fill in the other columns.
(Minimum required monthly living expense is JPY 100,000 or more)
- Submission deadlines will be communicated individually via email

- Note: Please buy your ticket after the CoE is issued. If you choose to buy it earlier, you' ll be responsible for any changes.

3. Schedules for International Students

- Orientation Date, Time and place:
Details will be provided individually by email.
- KIT Semester Classes and Course Registration Period:
AY2025 Academic Calendar will be posted on the following link around February.
https://www.gakumu.kit.ac.jp/ead/ead_portal/?c=year_schedule

4. Course Registration

- Course registration will be available from the first day of classes in each semester. It is not possible to register before the semester starts.
- Learning Agreements and various certificates can basically only be issued after enrolment.
- For more information on course registration, check the respective links under “Course Enrolment” below.
- https://www.kit.ac.jp/en/prospective_student/exchange-short-term-programs/

5. Notification to move into KIT International House (Marikoji Kaikan)

- Notification will be given one month before the expected date of admission. -Move in date to Marikoji Kaikan: Not until two days before orientation.
- Please note that KIT will not be able to arrange accommodation for you if you arrive before the designated move-in date.

6. Travel insurance

- We strongly recommend to purchase travel insurance that provides adequate coverage and services during the period between entry into Japan and enrollment in the National Health Insurance.