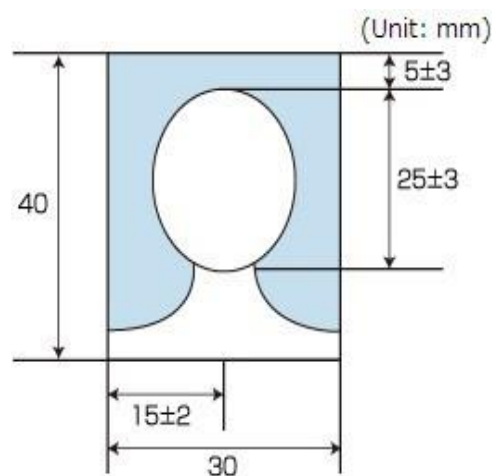


## Portrait Photo Requirement

Please upload a recent portrait photo in size and conditions specified below to the online application STEP 2 and submit it as data (jpeg) to the program coordinator.

**This will be used for the application form for the Certificate of Eligibility (CoE) submitted to the Immigration bureau, and your student ID card.**

**The photo that doesn't meet the following conditions will not be accepted by the Immigration bureau and may be requested to be resubmitted.**



1. A photo that shows the applicant him/herself alone.
2. A photo of the dimensions specified in the drawing above, excluding the photo's outer border (the dimension of the face refers to the portion from the top of the head [including the hair] to the lower end of the chin).
3. The person should face squarely to the front and remove hats, caps or head coverings.
4. No background or shadows.
5. Must be clear.
6. Must be taken within one month prior to submission.
7. Must be different from the one on your passport.
8. Photo resolution 300dpi or higher (jpeg)

## Passport Requirement

Please upload a copy of passport in conditions specified below to the online application STEP 2 and submit it to the program coordinator.

**This will be used for the application form for the Certificate of Eligibility (CoE) submitted to the Immigration bureau.**

**The passport that doesn't meet the following conditions will not be accepted by the Immigration bureau and may be requested to be resubmitted.**

1. The copy must contain all the information in the frame (top & bottom and both ends).
2. The passport should be copied or scanned instead of taking photo to avoid light reflections, shadows, deformation and low resolution etc.



NOTE:

- If your passport has already expired or is about to expire and doesn't cover the entire period of the exchange program, please upload the old/current passport to STEP 2 and apply for a new passport as soon as possible.

In this case, we are going to proceed with your application with the old/current passport while waiting for the new passport so, please let us know when you can submit your new passport.

- \* Spring (1<sup>st</sup>) semester will end early August including the period of the exams
- \* Fall (2<sup>nd</sup>) semester will end early Feb including the period of the exams

- If you have never had a passport and are currently applying or going to apply, please email us.