



December 26, 2016

Dear Partners,

Greetings from Toyo University!

We hope you are having a pleasant holiday season.

The deadline to apply for study abroad for the 2017/2018 academic year beginning in September is March 10, 2017. In light of this, we are sending you the fact sheet and application guidelines.

We would also like to inform you that our housing facility for international exchange students is quickly approaching full capacity. Moreover, the number of spots in NEST, our Japanese language program is limited. While we hope that we will be able to accommodate and place everyone who meets the March 10 deadline, there is a possibility that some of your students may not be accepted. If we are unable to accept any of your students, we will inform you by March 15. Because the number of available spots is increasingly limited, we want to stress the importance of the March 10 deadline. If your students do not submit the completed online application by March 10, we will not be able to accept them to the program. We apologize for any inconvenience this may cause. Thank you very much for your understanding.

<To be submitted/deadline>

(1) University coordinator

- ✓ Nomination (Please use the *Toyo University 2017 Fall Incoming Exchange Student Nomination Form* [attached].)

**By March 10, 2017 (Japan Standard Time)**

- ✓ Submission of Other documents (please see the *Application Guidelines of Exchange Program for the 2017 Fall Admission* [attached])

**By March 31, 2017 (JST)**

(2) Applicants

- ✓ Online application

**By March 10, 2017 (JST)**

**Late applications will not be accepted even though the university nominates the applicants.**

If you have any questions, please feel free to email us.

Thank you as always for your cooperation.

Best regards,

Isamu Maruyama (Mr.)

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