

July 10, 2026

Information on Required Documents for
Visiting Graduate Students

All of the following documents should be submitted to:

Manager for Planning and Coordination, Kyushu College Office, Tokai University
9-1-1 Toroku, Higashi-ku, Kumamoto-shi, Kumamoto 862-8652, Japan

- Please send the documents by EMS or e-mail (s-enokida@tokai.ac.jp).
- All documents must be typed in either English or Japanese.
- Applications that do not contain all of the required documents will be automatically rejected. Tokai University will not be responsible for any costs incurred in submitting applications and reserves the right to request additional documents if necessary.
- Applications must arrive no later than September 30, 2026

1. A completed application form with a photograph attached

2. Curriculum vitae

3. A letter of recommendation

This should be written by the applicant's supervisor testifying to the applicant's academic ability and achievements, and confirming the availability of study leave covering the period of stay at Tokai University.

4. A copy of a TOEFL, TOEIC, IELTS, or other English proficiency test score report. (if available)