



Kokugakuin Short-Term Exchange Program “K-STEP” Application Process

including key documents and dates

Entity	Key Events	Documents	How to Submit	Due
Prospective Students	Complete the entry process by : Nomination Closing Date: November 24th, 2024. ➤ Attach English or Japanese translation if documents are written in other languages. All the documents attached to e-mail should be Printable Quality (High Resolution) .			
	1. Check our Kokugakuin University Introductory Video URL : https://www.youtube.com/watch?v=yOGHV8LwgDo	Ctrl + Click ↓ 	-	-
	2. 1) Read K-STEP_Brochure_2025 (Binghamton) <ul style="list-style-type: none"> ● All necessary information can be found here. 2) Read Kokugakuin_Dormy_Guidebook <ul style="list-style-type: none"> ● Written in Japanese, but you can find images of what your dorm room looks like. 	E-mail Attached	-	-
	3. Fill K-STEP Online Registration Form URL : https://k-form.kokugakuin.ac.jp/m?f=572		Online	Nov 24
4. Submit 1) Latest Transcript from Home University (Provide at least a whole academic year record) 2) Photocopy of Passport 3) ID Photo for CoE (3cm x 4cm)	Scan and send them as attached files (printable quality) via e-mail. To: kokusai@kokugakuin.ac.jp		Nov 24	
Kokugakuin University	5. First online orientation to prospective students will begin.			Mid-Jan
	6. As soon as the CoE is issued, we will send an acceptance package including the CoE & acceptance letter from Kokugakuin.			End of Feb
Prospective Students	7. Prospective K-STEP students will visit the Japanese Embassy nearest to them with the CoE and acceptance letter to obtain a Student Visa.			Early March
	8. Students will come to Japan and start their study at Kokugakuin University.			Beginning of April

Name of University and address International Exchange Programs Office Kokugakuin University 4-10-28 Higashi, Shibuya, Tokyo 150-8440 Japan	Email address for inquires: Coordinator, Ethan Murillo (Mr.) e.murillo@kokugakuin.ac.jp Coordinator, Carla Mais (Ms.) kokusai@kokugakuin.ac.jp
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