



# 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 : <b>Nomination Closing Date: March 28<sup>th</sup>, 2025.</b> ➤ Attach <b>English or Japanese</b> translation if documents are written in other languages. All the documents attached to e-mail should be <b>Printable Quality (High Resolution)</b> .			
	1. Check our Kokugakuin University Introductory Video URL : <a href="https://www.youtube.com/watch?v=yOGHV8LwgDo">https://www.youtube.com/watch?v=yOGHV8LwgDo</a>	Ctrl + Click ↓ 	-	-
	2. 1) Read K-STEP_Brochure_2025-26 (Ca' Foscari Full Year) <ul style="list-style-type: none"> <li>● All necessary information can be found here.</li> </ul> 2) Read Kokugakuin_Dormy_Guidebook <ul style="list-style-type: none"> <li>● Written in Japanese, but you can find images of what your dorm room looks like.</li> </ul>	E-mail Attached	-	-
	3. Fill K-STEP Online Registration Form URL : <a href="https://k-form.kokugakuin.ac.jp/m?f=572">https://k-form.kokugakuin.ac.jp/m?f=572</a>		Online	Mar 28
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) 4) Recommendation letter from Ca' Foscari professor	Scan and send them as attached files (printable quality) via e-mail. To: <a href="mailto:kokusai@kokugakuin.ac.jp">kokusai@kokugakuin.ac.jp</a>	Mar 28		
Kokugakuin University	5. First online orientation to prospective students will begin.			Mid-May
	6. As soon as the CoE is issued, we will send an acceptance package including the CoE & acceptance letter from Kokugakuin.			End of July
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 Aug
	8. Students will come to Japan and start their study at Kokugakuin University.			Mid-Late Sep

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