Greetings from ISEP,

Thank you for your interest in applying for the Study in Japan, ISEP Exchange program at Nanzan University!

Please see below the additional documents that are required for placement for this university. If you do not submit all required documents in the ISEP application, **your ISEP placement at Nanzan University will NOT be considered.** If you have any questions on any documents, please feel free to contact your ISEP Student Services Officer. You can find their information at the bottom of the "Your Contacts" page in your ISEP Dashboard.

In addition to the ISEP application itself, all ISEP students MUST submit an internal application on Nanzan University's website by 11:59 PM Japanese Standard Time by the following dates:

- Spring/Calendar Year 2027: **August 22 - September 12, 2026**
- Fall/Academic Year 2027: **March 1 – March 20, 2027**

****PLEASE CLICK HERE FOR THE LINK TO THE NANZAN APPLICATION PAGE.**** Do NOT forget to complete this application when you submit your ISEP application. Many of the documents required by Nanzan are the same as the documents below. Click the IJP Program, and please choose **ISEP** under the "Category" section. Click here for a guide on completing the Nanzan University internal application.

Document Name	Details	Where do I upload this in the ISEP application?
Official Transcript	Upload a transcript from your current/most recent institution. Your transcript must show grades and subjects for all semesters, including the latest one since your enrollment. Your transcript must be officially signed or stamped by your university/school. E-transcripts are acceptable. Graduate students must upload transcripts from both their undergraduate and graduate institution.	In the "Documents" section of ISEP application, under "**Upload Your Transcript".**

Photo for Student ID card/Certificate of Eligibility	The photo must meet the following File Size and Photograph Requirements: ・Minimum: 800×600 Pixels ・Minimum: 100 KB ・Max: 10 MB The photo CANNOT be the same photo you used in your passport. Example of the photo can be found here	In the “Documents” section of the ISEP application, under “**Upload Additional Documents”**.
Official Bank Statement	Bank Statement Instructions **Minimum: 650,000 JPY** Upload a bank statement of those who will cover your expenses during staying in Japan. E.x. if your parent/guardian will help cover your general expenses, please submit the statement of your parent/guardian's bank account. You can submit more than one bank statement if necessary. You can redact any sensitive information (i.e. address, SSN), but you must keep the account name, number, date of issue, and latest balance amount. If you plan to cover the amount with scholarships or loans, please submit a letter from your financial aid office confirming your prospective award. You can submit a combination of both proof of your scholarships/aid + a bank statement. For the conversion from JPY, if you cannot add it directly onto your bank statement, you can type it on a Word Document and attach it as the first page of your file.	In the “Documents” section of the ISEP application, under “**Upload Additional Documents”**.
Casual Photo	Upload any casual photo of you. It just needs to have you as the main subject. The photo file size must be a maximum 20 MB.	In the “Documents” section of the ISEP application, under “**Upload Additional Documents”**.

Copy of Passport	Upload a scanned copy of the biographical page of your passport as a .jpg, .png, or .pdf file. If you do not have a passport, you should apply for one **immediately.** In the meantime, upload a copy of your passport application in the Nanzan application.	In the "Biography" section of the ISEP application, under "**Upload Copy of Passport**". If you do not have your passport yet, click "No" for the question that asks, "Do you have a passport"?
Letter of Recommendation	Download the Nanzan recommendation form in the following link: Letter of Recommendation Read carefully the following instructions below: LoR Instructions It can be the same person as your ISEP academic reference. They can also input the same content they wrote for your ISEP application.	Ask the instructor to submit the form via email to cjs-forms@ic.nanzan-u.ac.jp by no later than **March 1st (Fall applicants) or September 1st (Spring applicants).**
Interview Record	Download the Nanzan Interview Record Excel Sheet (to be sent by Nanzan). The Interview Record should be completed and submitted by the interviewer (e.g., a Japanese language instructor, faculty member, or administrative staff member), similar to the Letter of Recommendation. Students may complete the form together with their interviewer, but the interviewer must confirm the information before submission. The interview is ideally conducted in Japanese. If students have no previous experience studying Japanese, simply select "Previous Japanese study experience: No". This will not negatively affect your application.	Follow Nanzan's submission instructions for the Interview Record. Have your "Interviewer" submit the form via email to cjs-forms@ic.nanzan-u.ac.jp. The Interview Record does not need to be submitted to ISEP.