

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 by **March 1<sup>st</sup>**, **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.

Document Name	Details	Where do I upload this?
Official Transcript	<p>Upload a transcript from your current/most recent institution.</p> <p>Your transcript must show grades and subjects for all semesters, including the latest one since your enrollment.</p> <p>Your transcript must be officially signed by your university/school.</p> <p>Graduate students must upload transcripts from both their undergraduate and graduate institution.</p>	<p>In the “Documents” section of ISEP application, under “<b>Upload Your Transcript</b>”.</p>
Photo for Student ID card/Certificate of Eligibility	<p>The photo must meet the following File Size and Photograph Requirements:</p> <ul style="list-style-type: none"><li>▪ Minimum: 800×600 Pixels</li><li>▪ Minimum: 100 KB</li><li>▪ Max: 10 MB</li></ul> <p><a href="#">Example of the photo can be found here</a></p>	<p>In the “Documents” section of the ISEP application, under “<b>Upload Additional Documents</b>”.</p>

<p>Official Bank Statement</p>	<p><a href="#">Bank Statement Instructions</a></p> <p><b>Minimum: 650,000 JPY</b></p> <p>Upload a bank statement of those who will cover your expenses during staying in Japan.</p> <p>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.</p> <p>If you plan to cover the amount with scholarship 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.</p>	<p>In the “Documents” section of the ISEP application, under “<b>Upload Additional Documents</b>”.</p>
<p>Casual Photo</p>	<p>Upload any casual photo of you. The photo file size must be a maximum 20 MB.</p>	<p>In the “Documents” section of the ISEP application, under “<b>Upload Additional Documents</b>”.</p>
<p>Copy of Passport</p>	<p>Upload a scanned copy of the biographical page of your passport. If you do not have a passport, you should begin to apply for one <b>immediately</b>.</p>	<p>In the “Biography” section of the ISEP application, under “<b>Upload Copy of Passport</b>”. If you do not have your passport yet, click “No” for the question that asks, “Do you have a passport”?</p>
<p>Letter of Recommendation</p>	<p>Download the Nanzan recommendation form in the following link: <a href="#">Letter of Recommendation</a> Read carefully the following instructions below: <a href="#">LoR Instructions</a></p> <p>It can be the same person as your ISEP academic reference.</p>	<p>Ask the instructor to submit the form via email to <a href="mailto:cjs-forms@ic.nanzan-u.ac.jp">cjs-forms@ic.nanzan-u.ac.jp</a> by no later than <b>March 1st</b></p>