

Greetings from ISEP,

Thank you for your interest in applying for the [Summer in Japan, ISEP Exchange program at Nanzan University](#)!

Submission Information

In order to be formally admitted into this program, you will have to 1) first submit additional documents in the ISEP application and then 2) submit these documents in Nanzan University's internal application on their website. If you do not complete Nanzan's internal application by the deadline, **your ISEP placement at Nanzan University will NOT be considered.**

Please see below the additional documents (starting on page 3) that are required for placement for this university. If you have any questions about 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.


All additional documents should be added to the "Additional Documents" section of the Documents tab:

UPLOAD ADDITIONAL DOCUMENTS

Additional documents are required for one or more of the programs you have selected. Please check Special Application Instructions for the sites on your list and upload the appropriate document.

Add Files

✓ Casual Photo.jpg |  View |  Replace |  Delete

✓ Official Bank Statement.jpg |  View |  Replace |  Delete

✓ Photo for Student ID.jpg |  View |  Replace |  Delete

Example

Nanzan University Application

In addition to the ISEP application itself, all ISEP students MUST submit an internal application on Nanzan University's website and upload their additional documents in this application between the following dates:

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- Summer 2026: **February 1st to February 14th, 2026 11:59 PM Japanese Standard Time**

****PLEASE CLICK HERE FOR THE LINK TO THE NANZAN APPLICATION PAGE.**** Do NOT forget to complete this application after you submit your ISEP application. Click the Summer Program, and please choose **ISEP** under the “Category” section. [Click here](#) for a guide on completing the Nanzan University internal application.

Required Documents for Nanzan University's Application

Document Name	Details	Where do I upload this in the ISEP application?
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 or stamped by your university/school. E-transcripts are acceptable.</p> <p>Graduate students must upload transcripts from both their undergraduate and graduate institutions.</p>	<p>In the "Documents" section of ISEP application, under "Upload Your Transcript".</p>
Official Bank Statement	<p>Bank Statement Instructions - Minimum: 450,000 JPY</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. 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.</p> <p>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.</p>	<p>In the "Documents" section of the ISEP application, under "Upload Additional Documents".</p>

	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.	
Photo for Student ID card	<p>The photo must meet the following File Size and Photograph Requirements:</p> <ul style="list-style-type: none"> • Minimum: 800×600 Pixels • Minimum: 100 KB • Max: 10 MB <p>The photo CANNOT be the same photo you used in your passport.</p> <p>Example of the photo can be found here</p>	In the “Documents” section of the ISEP application, under “ Upload Additional Documents ”.
Casual Photo	<p>Upload any casual photo of you. It just needs to have you as the main subject.</p> <p>The photo file size must be a maximum 20 MB.</p>	In the “Documents” section of the ISEP application, under “ Upload Additional Documents ”.
Copy of Passport	<p>Upload a scanned copy of the biographical page of your passport as a .jpg, .png, or .pdf file.</p> <p>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.</p>	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”?
Essay	<p>The essay form is available on the Online Application system.</p> <p>Upload the filled-out essay.</p>	N/A (Will be uploaded in Nanzan’s online system)
Japanese Study Information	The Japanese Study Information form is available on the Online Application system. Upload the filled-out Japanese Study Information form.	N/A (Will be uploaded in Nanzan’s online system)

	<p>If you have never taken Japanese classes before, you can input “N/A” in the sections of this document.</p>	
Letter of Recommendation	<p>Download the Nanzan recommendation form in the following link: Letter of Recommendation Read carefully the following instructions below: LoR Instructions</p> <p>It can be the same person as your ISEP academic reference. They can also input the same content they wrote for your ISEP application.</p>	<p>Ask the instructor to submit the form via email to cjs-forms@ic.nanzan-u.ac.jp by no later than February 14th, 2026 11:59 PM JST</p>