

**KGU Exchange Program
2019 Spring Semester Intake
Nomination and Application Instructions for Partner Institutions**

1. Nominate your student(s) via the below link.
[2019 Spring Intake – Online Student Nomination Link](#)
Once you have nominated your students, they will receive an automated email and only then can they start the application process.
2. Read through the CJP Brochure, familiarize yourself with KGU's exchange program and the application process.
[2018-2019 CJP Brochure](#)
[2018-2019 CJP Application Website](#)
3. Gather all the application documents from the nominated students.
4. Carefully check over your students' documents and use the "CJP Application Checklist" to make sure they have fully completed their application.
[2019 Spring Semester Intake – CJP Application Checklist](#)
5. Carefully read the Scholarship Application Guide and complete the Scholarship Application Form if you will be nominating your students for a scholarship through KGU and make sure the students have turned in the necessary documents.
[2019 Spring Semester Intake – Scholarship Application Guide](#)
[2019 Spring Semester Intake – Scholarship Application Form](#)
6. Send all required documents to the following address in order for them to arrive before the deadline and using a service that can be tracked:

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Do not hesitate to contact the KGU Incoming Team with any questions or concerns (incoming@kwansei.ac.jp).

If the student is already nominated, it would be greatly appreciated if you could include the name and the application number of the student in all correspondence.