Notes on the *Initial Acceptance Letter*

**Remember to start this process as this may take much time!**

**What is the ‘initial acceptance letter’**

* Purpose: It is to verify that you are eligible to study in the desired host university based on your requirements from your home university and CDM
* Format: Either 1) the copy of email exchange with the person concerned with the host university: or 2) a letter with a university letterhead
* Contents need to include the following:

Items in the Initial Acceptance Letter from your Host University

* 1. The university has the exchange agreement with your home university
	2. The university intend to host you upon the receipt of the EJEP-HRDP scholarship.
	3. The information of student who apply [Full name, Date of Birth, Duration of Study, Desired department to study, Expected student’s status in the host university (e.g. ‘Special auditing student’ ‘Exchange student’)]
	4. They have courses on relevant subjects in English language in the concerned department.
	5. Final acceptance will be confirmed upon meeting all requirements.

**To prepare the initial acceptance letter**

1. Go on the website of the desired host university (which has the exchange agreement with your home university) and the desired department.
2. Check the curriculum of the program and find courses available in English (unless you are applying to study at a Japanese department).
3. Make sure the offered courses match your course requirements in your home university (it will be better if you can find the course syllabi).
4. From their website, find the contact information of the international office.
5. Email the contact person with the contents below:
	* CC to your advisor of your home university, CDM (Future.minds@cdm.edu.eg) and Egyptian Embassy in Tokyo (ECEB) (egyptcesb@tokyo.email.ne.jp)
	* Introduce yourself (name, your home university, year etc.)
	* Your intention to study in the particular faculty/department for one year/one semester
	* You are applying for the scholarship offered by the Egyptian Government
	* As part of the scholarship application requirements, you need to submit a letter of ‘Initial Acceptance’
	* Explain the contents that need to be included in the letter as above
	* Deadline of the scholarship application and Date by which you would like to receive the letter from the host university.
6. After receiving the letter, share it with your advisor (or other professor in-charge concerning study abroad) in your home university, and make sure you also obtain other documents such as the copy of the exchange agreement between the 2 universities and permission for your study abroad.
7. Upload all documents along with other documents before deadline.

**To remember:**

* If you are not able to verify that the host university offers your required courses in English, you lose your eligibility for EJEP-HRDP scholarship even after acceptance.
* Contact the host university early enough so that you can complete other requirements as this process take much time while Japanese universities receive many inquiries from future students.
* Obtaining the agreement letter from your home university may take much time.
* If you had difficulty receiving responses from the desired host university, please contact CDM/ECEB.

Attachment:

* Model acceptance letter (It is not mandatory to use this format. Please suggest this to the host university if necessary).

END

(University letterhead)

(Date)

(student name, Home university name)

Letter of Initial Acceptance

Dear (student name),

This is to inform you that you are welcome to apply to study at (Host university name) through the exchange agreement with (Home University name) through the scholarship program of Egypt-Japan Education Partnership, Human Resource Development Program (EJEP-HRDP).

Applicant name: xx

Date of Birth: xx

Duration of study: Academic Year 202x-202x

Faculty or Department: College of xx

Status: Exchange student / Audit student

Your acceptance will be finalised upon a fulfilment of academic requirements by the desired department and financial requirements by your scholarship scheme. We understand that you contacted the respective department and find desired courses offered in English language or in a language you are eligible for otherwise. Please bear in mind that this is not to guarantee the availability of the course at the time of your enrolment.

Best wishes,

(Sign)

(Signee’s position)