

# Submission Checklist STEP 1



Application ID number: \_\_\_\_\_

Name: \_\_\_\_\_

Program you are applying for: EXCHANGE STUDENTS PROGRAM under the agreement with partner universities

Documents to prepare and <b>upload</b>		Remarks	download + upload	PDF + upload
<b>STEP 1</b>				
1	Letter of Nomination	A letter or statement from your home university confirming your nomination to study as an exchange student under the EAP program.		<input type="checkbox"/>
2	Academic Transcript (Undergraduate)	A certified academic transcript of all universities and colleges attended from freshman year to the present for those who are still studying in undergraduate level and to the last year of undergraduate if you are in graduate level.		<input type="checkbox"/>
3	Academic Transcript (Graduate)	A certified academic transcript of all universities and colleges attended from the first year of graduate school to the present.		<input type="checkbox"/>
4	Recommendation Letter	This letter must be written and <b>signed</b> by the president, dean, department chair, or a faculty member (your supervising professor) of your home university.		<input type="checkbox"/>
5	Approval Letter/Document from your prospective supervising professor (if applicable)	If you do not have the letter, it is OK. Because the purpose of T-cens system is to get an approval from a desired supervising professor, you will be getting the approval from a professor through the system in "Supervising Professor" section.  <b>Therefore</b> , this letter needs to be uploaded <b>ONLY</b> if you <b>ALREADY</b> attained an approval from the professor who has accepted you to study in his/her lab as your supervisor during the EAP program before you started applying through T-cens system. Documentation in the form of a letter or as a copy of e-mail correspondence is acceptable. *This documentation can be in Japanese.		( )
6	AFEB ※As you fill out the form, your info will be automatically reflected to each form.	AFEB-1: Detailed Educational Background AFEB-2: Clarification Reason for Shortened Educational Duration ★Even if there is nothing printed on your AFEB-2, please submit this sheet as it is. 【AFEB-3: Employment Records (This will appear from September 2016)】		<input type="checkbox"/>

□Everyone, ( )Only for people who are applicable