

Submission Checklist STEP 2



Application ID number: _____

Name: _____

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

After completing STEP 2, send the documents that need to be submitted by post to the International Coordination Team (ICT). Please enclose this check list as well.

Documents to prepare and submit by post			Remarks	download + upload	PDF + upload	Materials to be Submitted by Post	
1	Academic Application Form 1	Prescribed application form for special auditors	Print it out and sign the last page. Please make sure that your supervisor's name and statement of Study Plans/Research Proposal are correctly printed out.			Original ×1	<input type="checkbox"/>
2	Three passport photographs (4 cm × 3 cm)		1) Three official passport photographs (4×3 [cm]) taken within the last THREE (3) months against a solid (i.e. not patterned) background . No shadow. 2) It has to be printed on photo paper. 3) Your name must be written in block letters on the back.			Photographs ×3 (4×3 [cm])	<input type="checkbox"/>
3	C-3 Certificate of Family Relationship for CoE application (ONLY applies to Chinese citizens excluding Taiwanese)		Official document certifying their relationship to you - An original copy of the official "Notarial Certificate of Relationship" must be submitted if you have chosen Case C for your CoE application.			Original ×1	()
4	Submission Checklist for STEP 1		Print out the checklist from "FileUpload" page on STEP 1 and check the box as you prepare the documents.			Original ×1	<input type="checkbox"/>
5	Submission Checklist for STEP 2 (which is this very paper)		Print out the checklist from "FileUpload" page on STEP 2 and check the box as you prepare the documents.			Original ×1	<input type="checkbox"/>

Documents to prepare and upload			Remarks	download + upload	PDF + upload	Materials to be Submitted by Post	
STEP 2							
1	Academic Application Form 2	2-1 & 2-1a: Educational Background	2-1: Detailed Educational Background (compulsory) 2-1a: Clarification Letter for Shortened Educational Duration (if applicable)	<input type="checkbox"/>			
		2-2: Employment details	List them in chronological order.	<input type="checkbox"/>			
2	Name in Katakana		Download in STEP 2. Write your name in Katakana and upload the paper back.	<input type="checkbox"/>			
3	A copy of your passport		A4 size PLEASE check the expiration date and make sure that the expiration date is after you finish your study in Japan. Do not send your actual passport.		<input type="checkbox"/>		
4	JLPT Certificate (Undergraduate level students only)		Undergraduate level students need to have JLPT1-level knowledge of Japanese. If you do not have this certificate, please prove that you have the equivalent level of Japanese language skill.			()	

5a	(Case A) Scholarship Support	Certificate of Scholarship including terms and conditions of the scholarship	<p>The certificate must confirm the actual amount you receive and its terms and conditions in English.</p> <ul style="list-style-type: none"> - Name of the funding source - Postal address of the funding source and a contact person - Applicant's status with this funding source - Terms and conditions of the scholarship <ul style="list-style-type: none"> Full or partial scholarship Scholarship period Scholarship value 		()	
5b	(Case B) Self-Support	Certified Bank Statement of Applicant	<p>The Certified Bank Statement must show the actual amount you have in your account under your name in English. The amount of any loan and grants can be included under self-support.</p> <ul style="list-style-type: none"> - The bank statement for an account in your own name must clearly state that sufficient funds for educational and living expenses required to study in Japan are deposited in your bank account. The balance must be equivalent to at least 130,000 yen for each month of study in Japan. - The certificate must be written in English on the bank's letter-headed paper, with an official stamp of the bank. - The certificate must be issued within a month of your postal submission, and the date of issue should be clearly stated. 		()	
5c	(Case C) Supported by family members or relatives	C-1 Supporter's Bank Statement	<p>The Certified Bank Statement under your sponsor's name in English.</p> <ul style="list-style-type: none"> - The bank statement for your sponsor's account under his/her name must clearly state that sufficient funds for educational and living expenses as required to study in Japan are deposited in his/her bank account. The balance must be equivalent to at least 130,000 yen for each month of study in Japan. - The certificate must be written in English on the bank's letter-headed paper, with an official stamp of the bank. - The certificate must be issued within a month of your postal submission, and the date of issue should be clearly stated. 		()	
		C-2 Letter of Financial Gurantee	<p>A letter clarifying that your sponsor will make the payments on your behalf. (Guarantor Letter)</p> <ul style="list-style-type: none"> - Please download the Letter of Financial Guarantee in STEP 2 on the T-cens Online Application System. This is a letter affirming that your sponsor will make the payments on your behalf. 		()	
		C-3 Certificate of Family Relationship for CoE application (ONLY applies to Chinese citizens excluding Tiwanese)	<p>Official document certifying their relationship to you</p> <ul style="list-style-type: none"> - An original copy of the official "Notarial Certificate of Relationship" must be submitted if you have chosen Case C for your CoE application. 			Original *1 □

□Everyone, () Only for people who are applicable

02 July 2015