Annex 3. Check List

List of Application Documents to be submitted

* All submitted documents should be photocopied in A4.
* Please order the documents by number.
* Participants need to bring original copy of documents when you come to Japan.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | Document | Original  / Certified Sets | | Copy of Original  / Certified Sets | | Remarks |
| Required | Submitted  (Check in) | Required | Submitted  (Check in) |
| 1 | Application Form  (Annex1) | 1 |  |  |  | \* Please use clip, do not staple.  \* Please paste photo on it. |
| 2 | Graduation certificate (Officially certified copy) |  |  | 1 |  | \* Prepare the undergraduate certificate if you apply master’s course. Also, prepare the master’s one if you apply doctor’s course.  \* Written in English or accompanied with official translation in English.  \* Submit officially certified copy of the original (Notary Seal must be stamped for clarification).  \* Submitted certificate will not be returned to the applicants. |
| 3 | Academic Transcript  (Officially certified copy) |  |  | 1 |  | \* Prepare the undergraduate transcript if you apply master’s course. Also, prepare the master’s one if you apply doctor’s course.  \* Written in English or accompanied with official translation in English.  \* Submit officially certified copy of the original (Notary Seal must be stamped for clarification).  \* Must contain all the grades earned in the university.  \* Submitted certificate will not be returned to the applicants. |
| 4 | **Recommendation letter**  (Annex2) |  |  | 1 |  | A letter of recommendation with original signature or seal from home country’s government. |
| 5 | **A copy of Passport with photo** |  |  | 1 |  | If you do not have Passport, National ID and birth certificate are acceptable.  \*(Official translation for non-English documents must be attached.) |
| 6 | Score of English proficiency examination |  |  | 1 |  | \*Submit any one of the scores of TOEFL, IELTS or TOEIC.  \* If you have any problem or question, please contact to JICA. |
| 7 | List of Application Documents to be submitted (This form) |  |  | 1 |  | Please put a check in the box and submit this document. |