



University-wide Student Exchange Program

CHECKLIST

Notes for applicants

- ◇ Read the application guideline carefully before submitting your application
- ◇ Make sure to print out your application forms at the end of the online application (Step 2)
- ◇ **Original** application documents must be sent to the office below through the coordinator of your home university. (Direct submission will NOT be accepted.)
- ◇ Make sure to enclose all the documents listed below.
- ◇ If any document is in a language other than English or Japanese, English translation must be attached.
- ◇ The submitted documents will not be returned.

Notes for exchange program coordinator

- ◇ Application documents must reach Kyoto University before the deadline by postal mail.
- ◇ Please enclose this checklist with all required documents.

Name of University _____

Student Name _____

Mandatory Optional (Please mark with "✓".)

Document	KUINEP	GEA	GESR
Online application pages (in printed form)			
Recommendation letter (Form 1) *1			
Health certificate (Form 2)			
Certificate of enrollment in home university (Form 3)			
Statement of purpose (Form 4)	-		
Research plan essay (free format)	-	-	
Copy of TOEFL iBT or IELTS <u>OR</u> JLPT (N1) <u>or</u>			
Language proficiency statement (Form 5)			
Copy of letter of provisional acceptance (Form 6) *2	-	-	
Academic transcript in English *3			
Copy of passport			
Two (2) recent portrait photos (size: H 4cm x W 3 cm) *4			
JASSO scholarship application form (Form 7) *5			
Confirmation note regarding security export control *6	-		

NOTE: We accept only our designated forms (Form 1- 7), not any other format.

- *1) The recommendation letter should be written by a faculty member who are currently working at applicant's home university.
- *2) Original should be kept by a faculty member of Kyoto University who issued the letter.
- *3) If the academic transcript is not written in English, please submit the official transcript together with its translation, verified by the home university.
- *4) Please check instructions on "Portrait Photo Requirement".
- *5) If JASSO scholarship application is not submitted, we consider the student does not wish to apply for the scholarship even if s/he selects "you would like to apply" in the online application form.
- *6) This is only required for those who apply for the Graduate School of Informatics.