



University-wide Student Exchange Program

CHECKLIST

Notes for applicants

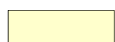
- ✧ Read the application guideline carefully before submitting your application
- ✧ Make sure to print out your application forms at the end of the online application (Step 2)
- ✧ Application documents must be sent to the office below through the coordinator of your home university. (**Direct submission 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)			
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)			
Language proficiency statement (Form 5)			
Copy of letter of provisional acceptance (Form 6) ^{*1}	-	-	
Academic transcript in English ^{*2}			
Copy of passport			
Two (2) recent portrait photos (size: H 4cm x W 3 cm) ^{*3}			
JASSO scholarship application form (Form 7) ^{*4}			
Confirmation note regarding security export control ^{*5}	-		

^{*1}) Original should be kept by a faculty member of Kyoto University who issued the letter.

^{*2}) If the academic transcript is not written in English, please submit the official transcript together with its translation, verified by the home university.

^{*3}) Please check instructions on "Portrait Photo Requirement".

^{*4}) 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.

^{*5}) This is only required for those who wish to enroll in the Graduate School of Informatics.