

APPLICATION DOCUMENT CHECKLIST

- 1. Short-term exchange application form [Attachment]
- 2. Academic transcripts in English
- 3. A certificate of Enrollment in English
- 4. A Letter of recommendation
- 5. A copy of English or Japanese language test certificate
- 6. Certificate of Health [Attachment]
- 7. CV in English (Only for Special Research Students)
- 8. Cover Letter in English (Only for Special Research Students)

* If a document is issued in hard copy, please provide a scanned copy made with a flatbed scanner.

APPLICATION DOCUMENTS ①

1. Short-term exchange application form

- Submit in Word format.
- Click the check box to make a selection.

2. Academic transcript in English

- If written in a language other than English or Japanese, provide a translation in English along with the one in the original language.

3. Certificate of Enrollment in English

- Must be issued officially by the home university.

4. Letter of recommendation

- The letter must be written by a professor or adviser who is familiar with your academic work.

APPLICATION DOCUMENTS ②

5. A copy of English or Japanese language test certificate

- Submit an official score sheet of tests such as TOEFL, TOEIC, IELTS, Japanese-Language Proficiency Test.
- If you cannot provide a formal certificate, a letter describing your language ability written by your academic supervisor at the home university may be accepted.

6. Certificate of Health

- If you cannot obtain it by the deadline, please notify the office when the certificate is estimated to be issued.

7. CV in English (Only for Special Research Students)

8. Cover Letter in English (Only for Special Research Students)