Checklists for Application for Japanese Government (MEXT) Scholarship (Research Students)

Before submitting your application documents, review them using this checklist and prepare them accordingly. If any of the application documents are incomplete, your application will not be accepted.

Application documents must be submitted in either English or Japanese. If any certificates or other documents are issued in a language other than English or Japanese, they must be accompanied by an English translation.

☐	a1)	**Application Form for MEXT Scholarship (Form 1)**
☐	a2)	**Application Form for SOKENDAI (Form 2)**
		☐ Both application forms are attached. ☐ No columns are left blank or unfilled. You signed the application form.
☐	b)	**Field of Study and Research Plan**
☐	c)	**Photograph or digital images**
☐	d)	**Proof of nationality (preferably a copy of the applicant's passport).**
		- For those who submit a photocopy of their passports: ☐ The photocopy should be prepared on A4-size paper and clearly show the passport holder's name, date of birth, nationality, gender, photograph, and passport number. - For those who submit other documents instead of a photocopy of their passports: ☐ The document shows your name, gender, date of birth, and nationality.
☐	e)	**Certified academic records**
		☐ The academic records display all the grades for every year you attended. ☐ The university's grading scales are attached if the transcripts do not specify them.
☐	f)	**Diploma or degree certificate**
		☐ The certificate displays the year and month of your (expected) graduation, the date of conferral, and the academic degree you have received or will receive.
☐	g)	**Proof of applicant's academic level**
		☐ Your academic performance is objectively assessed using criteria such as GPA or university ranking system. *If your academic transcripts include a GPA or academic ranking, you are exempt from submitting the document.
☐	h)	**A recommendation letter from the applicant's home institution, addressed to the President of SOKENDAI**
		☐ A recommendation letter should be written on the affiliation's letterhead. ☐ The recommender must be the head (e.g., Dean, Chair) of a school, college, or faculty at your university or the one you attended. The recommender's position and affiliation must be clearly stated in the letter. ☐ The recommendation letter must be addressed to the President of SOKENDAI. It is preferred that the letter starts with '**Dear President of SOKENDAI**' or '**Dear Dr. Nagata Takashi**' instead of 'Dear Sir/Madam' or 'To whom it may concern'. ☐ Please attach a document indicating the position of the person who wrote the recommendation letter.
☐	i)	**Abstracts of thesis/ summary of current research project**

☐	**j)**	**Certificate of English proficiency**
		☐ Official score report, such as TOEFL iBT, and IELTS ☐ For those who don't submit a certificate of English proficiency because they have completed a bachelor's or master's course in English as the main language, please submit the proof of document issued by the university.
☐	**k)**	**Proof of the applicant's specific knowledge and capability in his/her field, such as a commendation for research achievement**

If you have any questions or concerns, please contact the Student Affairs Section at SOKENDAI at gakusei@ml.soken.ac.jp. When making inquiries, be sure to CC an email to your prospective academic advisor.