

## **Checklists for 2021 Application for Japanese Government (MEXT) Scholarship (Research Students)**

Before submitting your application documents, please check your documents against this checklist and prepare your documents according to the list.

If any of the application documents are incomplete, your application will not be accepted.

- a) 2021 Application Form for Japanese Government (MEXT) Scholarship (research students) (original)

The Graduate University for Advanced Studies, SOKENDAI Application Form for Admissions in October 2021 (original)

- Did you attach both application forms?
- No columns are left blank or unfilled. You signed the application form.
- Did you print the application double-sided on A4 size paper?
- Does the spelling of your name on the application exactly match your passport?

- b) Field of study and Research Plan (original)

- c) Photograph or digital images (Attached application form)

- d) Proof of Nationality (A copy of your passport is preferred.)

— 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.
- It is not written in English, the official English translation must be attached.

- e) Certified academic records (original or certified copy)

- The academic records show all the grades for all the academic years you have attended.
- The transcripts explain grading scales adopted by the university.
- The academic transcripts are the originals issued by the university. Photocopies are not acceptable.

- f) Diploma or degree certificate (original or certified copy)

- The certificate shows the year, month of your (expected) graduation, date of conferral, and academic degree you have received or will receive.
- The degree certificate is the original issued by the university. Photocopies are not acceptable. If you submit a copy, submit the one certified by the university.

g) Proof of applicant's academic level (original)

- Your academic performance is objectively evaluated based on the criteria such as GPA or ranking system in the university.

\*If your academic transcripts include a GPA or academic ranking, you are exempt from submitting the document.

h) Dean's recommendation letter from the home institution, addressed to the President of SOKENDAI (original)

- Recommendation letter should be written on letterhead of the affiliation.
- The recommender must be the head (e.g. Dean, Chair) of a school / college / faculty in your university or the university you have attended. The position and affiliation of the recommender 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. Mariko Hasegawa' instead of 'Dear Sir/Madam' or 'To whom it may concern'.

i) Abstracts of thesis

- Did you attach all the abstracts of theses and publications you have written to date?
- The abstracts should match all the publications you have listed in 'NO.14 in the application form'.
- If you have no theses or publications, submit a summary of your current research project.

j) Certificate of English proficiency (original)

- If you would like to submit a TOEIC official score report, both TOEIC L&R and S&W must be submitted.
- For those who cannot submit a certificate of English proficiency because they have completed a bachelor's or master's course in English as main language, 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 (original)

If you have any questions or concerns, please contact the Student Affairs Section, SOKENDAI at [gakusei@ml.soken.ac.jp](mailto:gakusei@ml.soken.ac.jp) . When you make inquiries, please make sure to cc an email to your prospective academic advisor.