

Checklist for “NIG Global Scholar (NIG-GS)” Application

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.

*All documents (except the photograph) must be submitted as A4-size PDF files.

- a) APPLICATION FORM for NIG Global Scholar Selection 2027 (Form 1),
 - ☐ No columns are left blank or unfilled in the required fields.
 - ☐ You have signed the APPLICATION FORM.
- b) Field of Study and Research Plan
 - ☐ Prepared using the specified forms.
- c) Photograph
 - ☐ The photograph is of passport-quality. (Clear, full-faced photograph without wearing a hat or cap or hiding any part of the face or head unless for verifiable medical or religious reasons.)
 - ☐ The photograph was taken within the past six months.
 - ☐ The photograph is an original digital photograph (not a digital photograph of a printed photo) saved in JPEG format of at least 413x531 pixels (300dpi).
- d) Proof of Nationality (A copy of your passport is preferred.)
 - For those who submit a scan of their passports
 - ☐ The scan has been saved as an A4 size digital file and clearly shows your name, date of birth, nationality, gender, photograph and passport number.
 - For those who submit documents other than a scan of their passports
 - ☐ The document shows your name, gender, date of birth and nationality.
 - ☐ If not written in English, an official English translation is attached.
- e) Certified academic records
 - ☐ The academic records show all the grades for all the academic years you have attended.
 - ☐ The grading scales adopted by the university are attached if the transcripts don't explain the grading scales.
- f) Diplomas or degree certificates
 - ☐ The certificate shows the year, month of your (expected) graduation, date of conferral, and academic degree you have received or will receive.
- g) Proof of academic level
 - ☐ Your academic performance is objectively evaluated based on the criteria such as grading scale, grading system in the university.

*If your academic records 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
 - ☐ The recommendation letter has been written on the institution's official letterhead.
 - ☐ The recommender is the head (e.g. Dean, Chair) of a school / college / faculty in your university or the university you have attended, and the position and affiliation of the recommender is clearly stated in the letter.
 - ☐ The recommendation letter is 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'.
 - ☐ You have attached a document indicating the position of the person who wrote the recommendation letter. (For example, a copy from the university's homepage that clearly demonstrates that the recommender is indeed the Dean or Chair.)
- i) Abstracts of theses / summary of current research project

- j) Certificate of English proficiency
 - ☐ If not submitting a certificate of English proficiency because you completed a bachelor's or master's course in English as the main language, you have attached a document issued by the university attesting that English was the main language of the course.
- k) Proof of the applicant's specific knowledge and capability in his/her field, such as a commendation for research achievement (Optional)
- l) An essay describing why and what you want to study in the Genetics Program (Form 2) (no more than 1,000 words).
 - ☐ Your name and the name of your prospective mentor are filled in.
 - ☐ The text in the file is readable correctly and not corrupted, altered, or missing.
- m) Books, papers, or lectures that were particularly interesting to you (Form 14-1)
 - ☐ Your name and the name of your prospective mentor are filled in.
 - ☐ The required information has been correctly filled in.

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