

## **Checklists for 2024 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) 2024 Application Form for Japanese Government (MEXT) Scholarship (research students)  
The Graduate University for Advanced Studies, SOKENDAI Application Form for Admissions in October 2024
    - Please attach both application forms.
    - No columns are left blank or unfilled. You signed the application form.
  
  - b) Field of study and Research Plan
  
  - 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
    - The academic records show all the grades for all the academic years you have attended.
    - The transcripts explain grading scales adopted by the university.
  
  - f) Diploma or degree certificate
    - 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 applicant's academic level
    - 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) A recommendation letter from the applicant's home institution, addressed to the President of SOKENDAI
- 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. 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) Your past research work and activities (if applicable)
- j) Abstracts of thesis/ summary of current research project
- k) Certificate of English proficiency
- 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 main language, please submit the proof of document issued by the university.
- l) 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, 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.