

**Checklists for 2019 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 this list.

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

a) 2019 Application Form for Japanese Government (MEXT) Scholarship (research Students)
(Original)

SOKENDAI (The Graduate University for Advanced Studies) Application Form for Admissions in October 2019 (Original)

- Have you attach both application form?
- Make sure that no columns are left blank or unfilled. Also make sure that you have signed the application form.
- Did you print the application double-sided on A4 size paper?
- Did the spelling of your name on the application exactly match your passport?

b) Field of Study and Research Plan (Original)

c) Passport photographs or digital images (Attached application form)

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

— 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.

— Those who submit other documents instead of a photocopy of their passports

- Does the document show your name, gender, date of birth and nationality?
- Is it written in English? If not, the official English translation must be attached.

e) Certified academic records (originals or certified copies)

- Please make sure that all the grades for all the academic years you attended are shown on the academic records.
- Is the grading scale adopted by the university explained in the transcript? If not, please attach a document explaining the university's grading system (issued by the university).
- Please make sure that the academic transcript you submit is an original document issued by the university. Photocopies are not acceptable.

f) Diploma or degree certificate (originals or certified copies)

- Does the certificate show the year and month of your (expected) graduation, academic degree you received and its date of conferral?

- Please make sure that the degree certificate you submit is an original document issued by the university, Photocopies are not acceptable. Those who are going to submit a copy of the degree, please submit one attested by the university.

- g) Proof of your academic level
 - Is your academic performance evaluated objectively in the document, using such objective criteria as GPA or the ranking system in your university?
*If the GPA or position in the ranking system is shown in your academic transcript, you are exempted from submitting this document.

- h) Dean's recommendation letter from the home institution, addressed to the president of SOKENDAI (original)
 - The recommendation letter should be written on stationery with the letterhead of the affiliation.
 - The recommender should be the head (e.g. Dean, Chair) of a school / department / faculty in your university or the university you attended. The position and affiliation of the recommender should be clearly stated in the recommendation letter.
 - Make sure that the recommendation letter is addressed to the President of SOKENDAI. It is preferred that the recommendation letter start with " Dear President of SOKENDAI" or "Dear Dr. Mariko Hasegawa", instead of Dear Sir/Madam" or "To whom it may concern".
 - Is the letter duly signed by the recommender? A digital signature is not acceptable.

- i) Abstracts of thesis
 - Did you attach the abstracts of all theses and publications you have written to date? Please attach all abstracts for all the publications you listed in "Titles or subjects of books or papers" in column No. 8 in the application form.
 - If you have no theses or publications, please submit a summary of your current research project.

- j) Official TOEFL score report / IELTS Band score (original)

- 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 . When you make inquiries, please make sure to Cc the emails to your prospective academic advisor.