

# APPLICATION DOCUMENTS CHECKLIST

- This checklist is to confirm whether your application documents have been successfully prepared.

## Document A: Personal Statement

- Personal Statement 1, 2, 3

<input type="checkbox"/>	Type in English
<input type="checkbox"/>	Print on A4 paper
<input type="checkbox"/>	Place handwritten signature on documents (digital signature does not acceptable)

- Personal Statement 3

<input type="checkbox"/>	Type or write the corresponding number in the upper right hand corner of each documents
<input type="checkbox"/>	Type the title of the document(s) in English or Japanese
<input type="checkbox"/>	Type a brief explanation of the document(s) in English
<input type="checkbox"/>	Use A4 paper or an equivalent size paper (29.7cm × 21cm)

## Document B: Educational Background

<input type="checkbox"/>	Complete the form in English or Japanese
<input type="checkbox"/>	Type your information on backside of document

## Document C: Document to Prove Your Application Eligibility

<input type="checkbox"/>	The certificate includes Authorized Signature/Seal and issued date
<input type="checkbox"/>	Document is an original / a certified copy

## Document D: Document to Prove Your English Language Proficiency

<input type="checkbox"/>	The certificate obtained after the date specified in each application guide
<input type="checkbox"/>	The original statement from school includes Authorized Signature/Seal and Date (Only who need to submit it)

## Document E: Academic Transcripts and Test Results

<input type="checkbox"/>	Contain all courses taken for the last three years
<input type="checkbox"/>	The Transcript includes Authorized Signature/Seal and Date
<input type="checkbox"/>	Document is an original / a certified copy (except for otherwise designated)

Document F: Copy of Passport

<input type="checkbox"/>	The applicant's name, nationality and photograph are included
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Document G: A certified copy of residence register (Jyu-min Hyo no ustushi 住民票の写し)

(only for applicants who possess a nationality other than Japanese and reside in Japan)

<input type="checkbox"/>	Submit the original which you received at the city hall
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**Final Checklist for Application Documents**

<input type="checkbox"/>	Documents are original (except for otherwise designated)
<input type="checkbox"/>	Note that none of your submitted application documents can be returned

\*If you submit your graduation diploma, it will not be returned to you. Submit a certified copy instead of the original.

**Submission of application documents by the fastest international mail service**

On the envelope

<input type="checkbox"/>	Write the postal code, address, and the name of the applicant <b>in English</b>
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In the envelope

<input type="checkbox"/>	Document A
<input type="checkbox"/>	Document B
<input type="checkbox"/>	Document C
<input type="checkbox"/>	Document D
<input type="checkbox"/>	Document E
<input type="checkbox"/>	Document F*
<input type="checkbox"/>	Document G*

\*If you are required to submit, please enclose the document.

Send the envelope containing all the necessary documents, by the fastest international mail service such as EMS (Express Mail Service) to the following address.

Where to submit	Address	Phone
Department of Integrated Global Studies (IGS), School of Integrated Arts and Sciences, Hiroshima University	1-7-1 Kagamiyama, Higashi-Hiroshima, 739-8521 Japan	+81-82-424-7988