

Name: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone number: \_\_\_\_\_

Examinee's number

※Please leave blank (For office use only).

## APPLICATION DOCUMENTS CHECKLIST

- Confirm whether your application documents have been successfully prepared.
- Please use this checklist AFTER you have prepared your application documents while referring to the application guide. DO NOT submit your documents without referring to the application guide.

Please tick the box below to confirm that you have prepared the required documents as instructed.

<input type="checkbox"/>	Documents are original / a certified copy (except when designated otherwise)
<input type="checkbox"/>	An <b>official</b> translation in either Japanese or English is attached ( <u>if the documentation is in a language other than Japanese or English</u> ) *Only Personal Statement 3 can be accompanied by your own translation.
<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.

### ☐ Personal Statement 1, 2

<input type="checkbox"/>	Type in English
<input type="checkbox"/>	Print on A4 paper or an equivalent size paper (29.7cm × 21cm)
<input type="checkbox"/>	Place handwritten signature on the forms (digital signature is not acceptable)

### ☐ Personal Statement 3

If you have any documents to prove your accomplishments or achievements

<input type="checkbox"/>	Use A4 paper or an equivalent size paper (29.7cm × 21cm)
<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"/>	Attach a translation in either Japanese or English ( <u>if the documentation is in a language other than Japanese or English</u> )
<input type="checkbox"/>	Attach documents proving accomplishments or achievements
<input type="checkbox"/>	Documents are not bound with a stapler, etc.
<input type="checkbox"/>	Type or write the corresponding number in the upper right hand corner of each document
<input type="checkbox"/>	Place handwritten signature on the form (digital signature is not acceptable)

\*Accomplishments or achievements which are claimed (listed under a document number), but which are not substantiated by attached documents proving them, will not be recognized in the application process.

If you do not have any documents to prove your accomplishments or achievements

<input type="checkbox"/>	Tick the box “None in particular” and submit the form
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### ☐ Educational Background (1/2, 2/2) \*Those who submit “調査書 (School Record prescribed by MEXT)” are excluded

<input type="checkbox"/>	Type in English or Japanese
<input type="checkbox"/>	The information (school name, duration of schooling, etc.) on the form must be the same as on your certificates

☐ **Document to Prove Your Application Eligibility**

<input type="checkbox"/>	Document is an original / a certified copy & includes Authorized Signature/Seal and issued date
<input type="checkbox"/>	<b>★Those who have graduated high schools in China</b> (excluding Taiwan, Hong Kong, and Macao) <b>only</b> Submit the Verification Report of China Secondary Education Qualification Certificate (中国中等教育学历认证报告) If it is unavailable, please contact IGS ( <a href="mailto:igs-application@hiroshima-u.ac.jp">igs-application@hiroshima-u.ac.jp</a> )
<input type="checkbox"/>	<b>★Those who submit “調査書” only</b> Official sealing of the enclosing envelope is strictly required (要厳封)

☐ **Document to Prove Your English Language Proficiency**

★Those who submit **Cambridge English, EIKEN, TOEFL iBT®** only

<input type="checkbox"/>	Send your result / input your data according to instructions of application guide
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★Those who submit **English Language Requirement Confirmation Form (prescribed form)** only

<input type="checkbox"/>	Type in English
<input type="checkbox"/>	Place handwritten signature on the form (digital signature is not acceptable)
<input type="checkbox"/>	<b>★Those who have undertaken their secondary education in a country other than Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom or the United States only</b> Submit an official statement that proves that English is the primary language of instruction at school. Document is an original / a certified copy & includes Authorized Signature/Seal and issued date

☐ **Academic Transcripts and Test Results** \*Those who submit “調査書” (School Record prescribed by MEXT) “ are excluded

<input type="checkbox"/>	Document is an original / a certified copy & includes Authorized Signature/Seal and issued date
<input type="checkbox"/>	Contain all courses taken for the last three years
<input type="checkbox"/>	<b>★Those who have graduated from an international school which has been accredited by an international evaluation organization only</b> Includes a clear statement that the school has been accredited by an international accreditation organization (WASC, ACSI, Cognia, NEASC, CIS or COBIS) or, Submit a separate official statement to prove that the school has been accredited by any of the above organizations. Document is an original / a certified copy & includes Authorized Signature/Seal and issued date

☐ **Copy of Passport** ★Those who possess a nationality other than Japanese only

☐ **Certificated Copy of Residence Register (住民票の写し)**

★Those who possess a nationality other than Japan and reside in Japan only

<input type="checkbox"/>	Submit the original which you received at the city hall
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☐ **Application Documents Checklist (This form)**

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**Please submit all your application documents to the designated address in accordance with the application guide.**