Checklist for Applications for STEP-YU

\* Check all prepared documents in the checkbox

\* If applicants cannot submit some of the documents by deadline, they will have to indicate the name of these document(s) and write when they are going to be submitted.

|  |  |
| --- | --- |
| Name |   |
| Home institution |   |

List of Documents

|  |  |  |
| --- | --- | --- |
| STEP-YU Form | documents | check |
| Form1-1 | Completed Application Form. 　　　　　　　　　　　　　　　　　　(Submit as a Word file)　　　　　　　　　　　　　　　　　 |[ ]
|  | **Certificate of English Language Test**(Submit as a PDF file)※Student who has not reached N3 level excluding English native speaker or English bilingual speaker must be required to submit the official results: TOEFL, TOEIC, IELTS or other English tests. CET is acceptable. |[ ]
| Form1-2 | Plan of Study or Research　　　　　　　　　　　　　　　　　　　　(Submit as a Word file) |[ ]
| Form2-2 | One recommendation letter from an academic instructor at home institution knowing applicant for at least one year　　　　　　　　　　　　　　　　　　　　　　　(Submit as a PDF file) |[ ]
| Form3 | Physical Examination Report　　　　　　　　　　　　　　　　　　　(Submit as a PDF file)※If you have a problem with sending the document through e-mail, using a postal mail service is also possible. |[ ]
| Form4 | Photo Document　　　　　　　　　　　　　　　　　　　　　　　　(Submit as a Word file) |[ ]
| Form5 | Academic record　　　　　　　　　　　　　　　　　　　　　　　　(Submit as a Excel file) |[ ]
|  | Academic Transcript　　　　　　　　　　　　　　　　　　　　　　 (Submit as a PDF file) ※Only if it is possible to submit. |[ ]
|  | A copy of Certificates of Japanese Language Proficiency Test or other Japanese Testsif applicant has taken any. (Submit as a PDF file) |[ ]
|  | Copy of passport※Please report if you are unable to submit a valid passport. Color pdf format only: no black and white.　　　　　　　　　　　　　　　　　　(Submit as a PDF file) |[ ]
|  | Application Form for Residence Approval (Submit as a PDF file)※ for successful second-round applicants only. |[ ]

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| --- | --- | --- |
|  | Documents later than deadline | Reason for delay: actual day of submission |
| １ | 　 | 　 |
| ２ | 　 | 　 |