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

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| 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) |  |
| Form2-1 | One recommendation letter from applicant's instructor of Japanese at home institution  ※Form2-1 and Form2-2 will have to come from different instructors.　 (Submit as a PDF file) |  |
| Form2-2 | One recommendation letter from an academic instructor at home institution knowing applicant for at least one year  ※Form2-1 and Form2-2 will have to come from different instructors.　 (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) |  |
|  | Application for Certificate of Eligibility　　　　　　　　　　　　　　　(Submit as a Excel file)  (eg. Certificate of receipt of the scholarship, Certificate of bank balance of the financial supporter ) |  |
|  | Academic Transcript　　　　　　　　　　　　　　　　　　　　　　 (Submit as a PDF file) |  |
|  | A copy of Certificates of Japanese Language Proficiency Test or other Japanese Tests  if applicant has taken any. (Submit as a PDF file) |  |
|  | Copy of passport※The passport can’t be expired during your stay in Yamagata  (Submit as a PDF file) |  |
|  | Application Form for Residence Approval (Submit as a PDF file)  ※Only if the students want to live in International House or Seimeiryo |  |

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