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)※Non-native speakers of English whose Japanese language ability has not reached N4 of the Japanese Language Proficiency Test are required to submit a copy of their TOEFL, TOEIC, IELTS or Chinese CET results. |[ ]
| 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)  |[ ]
|  | Academic Transcript　　　　　　　　　　　　　　　　　　　　　　 (Submit as a PDF file) |[ ]
|  | 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※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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