京都大学
KYOTO UNIVERSITY

University-wide Student Exchange Program
CHECKLIST

> ### Notes for applicants
> ✧ Read the Application Guidelines carefully before submitting your application
> ✧ Make sure to print out your application forms at the end of the online application (Step 2)
> ✧ Make sure to submit all the documents listed below including the documents uploaded to STEP 2 to the program coordinator.
> ✧ If any document is in a language other than English or Japanese, English translation must be attached.
> ✧ Application documents must be uploaded to Kyoto University's storage through the coordinator of your home university. (Direct submission will NOT be accepted.)
> ### Notes for exchange program coordinator
> ✧ Application documents must be uploaded to Kyoto University's storage through the program coordinator before the deadline.
> ✧ Please enclose this checklist with all required documents.

Name of University _____

Student Name _____

Mandatory ▢   Strongly Advised ▢   Optional ▢   (mark with "✔".)

Document	KUINEP	GEA	GESR
Online application pages (signed & dated)			
Recommendation letter (**Form 1**) [*1]			
Health certificate (**Form 2**)			
Statement of purpose (**Form 4**)	-		
Research plan essay (free format)	-	-	
Copy of TOEFL iBT or IELTS or JLPT (N1) **OR**			
Language proficiency statement (**Form 5**)			
Copy of letter of provisional acceptance (**Form 6**) [*2]	-	-	
Academic transcript in English [*3]			
Copy of passport (personal particulars page)			
One recent portrait photo (size: H 4cm x W 3 cm) [*4]			
JASSO scholarship application form (**Form 7**) [*5]			
Confirmation note regarding security export control [*6]	-		

NOTE: **We accept only our designated forms (Form 1- 7), not any other format.**

*1) The recommendation letter should be written by a faculty/teaching member who currently belongs to the applicant's home university.

*2) Original should be kept by a faculty member of Kyoto University who issues the letter. The application may not be accepted by the graduate school if the applicant cannot obtain and submit the letter of provisional acceptance by the application deadline.

*3) If the academic transcript is not written in English, please submit the official transcript together with its translation, verified by the home university.

*4) Please check instructions on "Portrait Photo Requirement".

*5) If JASSO scholarship application is not submitted, we consider the student does not wish to apply for the scholarship even if s/he selects "I wish to apply" in the online application STEP 1.

*6) This is only required for those who apply for the Graduate School of Informatics.