**Applicant Checklist for Research Studies**

*Have you included the following documents (and copies where applicable) in your submission to the Consulate or Embassy? If so, please check the “****Did you include them?****” box and keep this form for your own records.*

***Please put the indicated document number in pencil in the upper right corner of the appropriate document.***

***Although you are permitted to provided documents in Japanese, it is also appreciated that you submit an English translation of those documents to help expedite the process and also because not all reviewers will be fluent in Japanese. Your understanding is appreciated.***

***◊****Please note that the Placement Preference Form will only need to be submitted at a later date* ***if you have successfully passed the First Screening****.*

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| --- | --- | --- | --- | --- |
| **Document Number** | **Document Type** | **Number of Originals** | **Number of Copies** | **Did you include them?** |
| **(1)** | Application Form (a prescribed form)  | **1 with photo** | **2** |  |
| **(2)** | Placement Preference Form (a prescribed form) | **1 with photo** | **N/A** |  |
| **(3)** | Field of Study and Study Program (a prescribed form) | **1** | **2** |  |
| **(4)** | Certified grade transcript for each academic year from the last university attended (issued by that university)  | **1** | **2** |  |
| **(5)** | Graduation certificate or degree certificate of the last university attended (or an attested document certifying that the applicant will graduate from the school, where applicable) | **1** | **2** |  |
| **(6)** | Recommendation from the president/dean or the adviser of the last university attended  | **1** | **2** |  |
| **(7)** | Certificate of Health (a prescribed form)  | **1** | **2** |  |
| **(8)** | Abstracts of theses  | **1** | **2** |  |
| **(9)** | Recommendation from the present employer (if currently employed)  | **1** | **2** |  |
| **(10)** | Photograph(s) showing applicant's own works of art or a recorded CD of musical performance **(Only for those majoring in fine arts or music)**  | **1** | **2** |  |

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| ***And, did you put the indicated document number in pencil in the upper right corner of the appropriate document?*** *If so, please check the right box.* |  |

**Please ensure that all requisite documents are included, signed where necessary, and completed. Failure to do so may jeopardize your application and cause delays.**