Checklist for Applications for STEP-YUFE

\* 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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|  | Required Documents | check |
| 1 | 【Form1-1】Completed Application Form　(Submit as a Word file)　　　　　　　　　　　　 | [ ]  |
| 2 | 【Form1-2】Plan of Study or Research　(Submit as a Word file) |[ ]
| 3 | 【Form2】One recommendation letter from an academic instructor at home institution knowing applicant for at least one year |[ ]
| 4 | 【Form3】Physical Examination Report\*If you have a problem with sending the document through e-mail, using a postal mail service is also possible. |[ ]
| 5 | Photo (Submit as JPEG file) |[ ]
| 6 | Application for Certificate of Eligibility (Submit as an Excel file)  |[ ]
| 7 | Academic Transcript (Currently enrolled university) |[ ]
| 8 | One copy of certificates of an English language test (TOEIC, TOEFL, IELTS, etc.) and/ or Japanese Language Proficiency Test.•Undergraduate students are required to take an English language test (TOEIC, TOEFL, IELTS, etc.) and the Japanese Language Proficiency Test.•Graduate students are required to take either an English language test (TOEIC, TOEFL, IELTS, etc.) or the Japanese Language Proficiency Test. It is desirable for all applicants to take both of them.\*Please be sure to read the necessary qualifications in Section 3 (STEP-YUFE Program Features, and Aims) of this guideline and submit the necessary documents.\*If you have no language certificates, a Skype interview can be conducted instead to test your language ability. |[ ]
| 9 | Copy of passport\*The passport can’t be expired during your stay in Yamagata |[ ]
| 10 | Application Form for Residence Approval\*Only if the students want to live in Yonezawa International House. |[ ]

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