**Check Sheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Names: | | | | **Age** |
| **Family Name First Name Middle Name** | | | |
| Academic Ground (\*Refer to the last university you were/are enrolled at.) | | | |  |
| **Department** | **Faculty** | | **University** |  |
|
| **Field of Study in Japan** | | **Occupation** | |  |
|

***Please check if each form or document is prepared. Please use paper clips, no staples.***



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Application Form (Photograph×3 (4.5×3.5 cm): paste each one onto the each Form) | **Original** | **3** |  |
| 2. | Placement Preference Form | Original | **1** |  |
| 3. | Field of Study and Research Plan - Attachment | Original | **1** |  |
| Copy | **2** |  |
| 4. | Certified grade transcript for each academic year from the last university attended | Original | **1** |  |
| Copy | **2** |  |
| 5. | Graduation certificate or degree certificate of the last University attended | Original | **1** |  |
| Copy | **2** |  |
| 6. | Recommendation letter from the president/dean or the adviser of the current university or the last university attended or the university currently attending | Original | **1** |  |
| Copy | **2** |  |
| 7. | Medical certificate **(should be submitted after the language exam)** | Original | **1** |  |
| Copy | **2** |  |
| 8. | Abstracts of theses (if applicable) | Original | **1** |  |
| Copy | **2** |  |
| 9. | Certificate of language proficiency (if applicable) | Copy | **2** |  |
| 10. | Recommendation Letter from the present employer (if currently employed) | Original | **1** |  |
| Copy | **2** |  |
| 11. | Photograph(s) showing applicant's own works of art or a digital audio  file of musical performance (\*only for those majoring in fine arts or music) | Original | **1** |  |
| Copy | **2** |  |
| 12. | Official documents that proves the Syrian Nationality | Copy | **1** |  |
| 13. | Check Sheet (This sheet) | Original | **1** |  |

