**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 audiofile 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**  |  |

