**Check Sheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: | | | | **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.***

|  |  |  |
| --- | --- | --- |
| 1. | Application Form (Photograph (4.5×3.5 cm)) |  |
| 2. | Placement Preference Form |  |
| 3. | Field of Study and Research Plan - Attachment |  |
| 4. | Certified grade transcript for each academic year from the last university attended |  |
| 5. | Graduation certificate or degree certificate of the last University attended |  |
| 6. | Recommendation letter from the president/dean or the academic adviser of the current university or the last university attended |  |
| 7. | Medical certificate |  |
| 8. | Abstracts of theses |  |
| 9. | Certificate of language proficiency (if applicable) |  |
| 10. | Recommendation Letter from the present employer (if currently employed) |  |
| 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) |  |
| 12. | Official documents that proves the Syrian Nationality |  |
| 13. | Check Sheet (This sheet) |  |

