**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) |  |

