京都大学
KYOTO UNIVERSITY

University-wide Student Exchange Program
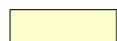## CHECKLIST

Notes for applicants

✧ Read the application guideline carefully before submitting your application
✧ Make sure to print out your application forms at the end of the online application (Step 2)
✧ Application documents must be sent to the office below through the coordinator of your home university. (Direct submission will NOT be accepted.)
✧ Make sure to enclose all the documents listed below.
✧ If any document is in a language other than English or Japanese, English translation must be attached.
✧ The submitted documents will not be returned.
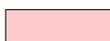
Notes for exchange program coordinator

✧ Application documents must reach Kyoto University before the deadline by postal mail.
✧ Please enclose this checklist with all required documents.

Name of University _____

Student Name _____

◻ Mandatory ◻ Optional (Please mark with "✔".)

Document	KUINEP	GEA	GESR
Online application pages (in printed form)			
Recommendation letter (**Form 1**)			
Health certificate (**Form 2**)			
Certificate of enrollment in home university (**Form 3**)			
Statement of purpose (**Form 4**)	-		
Research plan essay (free format)	-	-	
Copy of TOEFL iBT or IELTS OR JLPT (N1)			
Language proficiency statement (**Form 5**)			
Copy of letter of provisional acceptance (**Form 6**)*1	-	-	
Academic transcript in English*2			
Copy of passport			
Two (2) recent portrait photos (size: H 4cm x W 3 cm)*3			
JASSO scholarship application form (**Form 7**)*4			
Confirmation note regarding security export control*5	-		

*1) Original should be kept by a faculty member of Kyoto University who issued the letter.
*2) If the academic transcript is not written in English, please submit the official transcript together with its translation, verified by the home university.
*3) Please check instructions on "Portrait Photo Requirement".
*4) If JASSO scholarship application is not submitted, we consider the student does not wish to apply for the scholarship even if s/he selects "you would like to apply" in the online application form.
*5) This is only required for those who wish to enroll in the Graduate School of Informatics.