



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

\*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.