

Reg. No. \_\_\_\_\_

## List of Application Documents to be submitted

Full Name:	Telephone No:
Organization:	Department:

- All submitted documents should be photocopied in A4.
- Please order the documents by number and make 2 sets (Original: 1 set, Copy: 1 set).

No	Document	Original / Certified Sets		Copy of Original / Certified Sets		Remarks
		Required	Submitted (Tick in)	Required	Submitted (Tick in)	
1	<b>Check List</b> (this sheet)	<b>1</b>				Please tick in each "submitted" column.
2	<b>Application Form</b> (Prescribed form)	<b>1</b>		<b>1</b>		Please use clip, do not staple. Please paste photos on each set.
3	<b>Undergraduate degree graduation certificate</b> (or Copy of Diploma)			<b>2</b>		The graduation certificate must be written in English. If you don't have the certificate, please submit a copy of Diploma. It must be officially certified.
4	<b>Academic Transcript</b>			<b>2</b>		The academic transcript must be written in English and contain all the grades earned in the university. It must be officially certified.
5	<b>A copy of Passport with photo</b>			<b>2</b>		If you do not have Passport, National ID and birth certificate are acceptable
6	<b>Recommendation letter</b> (Prescribed form)			<b>2</b>		A letter of recommendation from home country's government, Japanese company, Embassy of Japan, JETRO, JICA overseas office, university or your organization except applying through the open-recruitment.
7	<b>Photo (4cm×3cm)</b>	<b>6</b>				