

## APPLICATION DOCUMENTS CHECKLIST

\* Check the documents and fill in the blanks under the list before sending and enclosing this form with your application documents.

	Application Documents	Note	✓ Here
a	Application form for JAPANESE GOVERNMENT (MONBUKAGAKUSHO) SCHOLARSHIP – Japanese Studies Student for 2020	Have you filled in all items on the form?	<input type="checkbox"/>
		Is the contact information (current address, your address before departure for Japan, telephone number, Email address) written precisely? (Page 1),	<input type="checkbox"/>
		<b>Is the “number of years studied” in the space provided for the applicant's academic history listed correctly? (Page 4)</b>	<input type="checkbox"/>
		<b>Have you signed on page 5? (Electronic signatures will not be accepted)</b>	<input type="checkbox"/>
		Was <b>Microsoft Excel or other word processing software</b> used to prepare the document? (Hand-written documents will not be accepted.)	<input type="checkbox"/>
		Did you <b>print on A4-sized paper?</b>	<input type="checkbox"/>
b	A color passport-style photograph of your upper body	Does the photograph meet the following requirements? It must have been taken within the past six months, have dimensions of 4.5 × 3.5 cm, show the upper half of your body, and be taken with you facing the camera directly. Remove any hats. Write your nationality and full name on the back.	<input type="checkbox"/>
		Have you attached a photo of yourself on page 1?	<input type="checkbox"/>
c	Certificate of Enrollment issued by the home institution (Original)	Have you prepared the certificate in addition to the one for the admission to the exchange program?	<input type="checkbox"/>
d	Certified academic record of University(ies) attended (Original)	Have you prepared the certificate in addition to the one for the admission to the exchange program?	<input type="checkbox"/>
		Have you indicated which courses are related to Japanese language or culture?	<input type="checkbox"/>
e	Documents verifying that the applicant has studied the Japanese language for at least one year	Only for those who cannot verify that they studied Japanese language or Japanese studies/culture for a total of at least one year at a university (Ex: If Japanese study is not listed on an academic transcript.)	<input type="checkbox"/>
f	A recommendation letter	Is the letter <b>addressed to Waseda University President TANAKA, Aiji?</b>	<input type="checkbox"/>
g	A passport copy	Is it a copy on the page that identifies your name?	<input type="checkbox"/>
h	JLPT certification or “Certificate of Japanese Proficiency”	If you do not have a JLPT certification of N2 or higher, a “Certificate of Japanese Proficiency,” a designated form, must be filled out and submitted.	<input type="checkbox"/>
i	Checklist (this document)	After confirming all necessary matters, check the boxes on the right-hand column, and <b>submit this sheet along with all other application documents.</b>	<input type="checkbox"/>

**\*Please be sure to fill out below:**

Name of university you are currently enrolled in: \_\_\_\_\_

Your name in alphabets (all caps) as shown on your passport: \_\_\_\_\_

Name of city with international airport nearest from your residence of your home country: \_\_\_\_\_

Name of Japanese embassy/consulate in your home country you plan to apply for a visa: \_\_\_\_\_