Annex 3. Check List

List of Application Documents to be submitted

* **The deadline for submission is 13th December 2019.**
* All submitted documents should be photocopied in A4.
* Please order the documents by number.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | Document | Original  / Certified Sets | | Copy of Original  / Certified Sets | | Remarks |
| Required | Submitted  (Check in) | Required | Submitted  (Check in) |
| 1 | Application Form  (Annex1) | 1 |  |  |  | Please use clip, do not staple.  Please paste photo on it. |
| 2 | Undergraduate degree graduation certificate  (or Copy of Diploma) |  |  | 1 |  | The graduation certificate must be written in English\*.  If you don’t have the certificate, please submit a copy of Diploma.  \*(Official translation for non-English documents must be attached.)  All documents must be **officially certified.** Notary Seal on the copy must be original. |
| 3 | Academic Transcript |  |  | 1 |  | The academic transcript must be written in English\* and contain all the grades earned in the university.  \*(Official translation for non-English documents must be attached.)  All documents must be **officially certified**. Notary Seal on the copy must be original. |
| 4 | **Recommendation letter**  (Annex2) |  |  | 1 |  | A letter of recommendation with original signature or seal from home country’s government. |
| 5 | **A copy of Passport with photo** |  |  | 1 |  | If you do not have Passport, National ID and birth certificate are acceptable.  \*(Official translation for non-English documents must be attached.) |
| 6 | Photo (4cm×3cm) | 6 |  |  |  |  |
| 7 | Score of English proficiency examination  (Applicants whose native language is English, or who graduated or expected to graduate from a full time Bachelor’s / Master’s degree program of which the medium of instruction is English are exempted from submission of scores.) |  |  | 1 |  | 1. Applicants are required to submit any one of the score of TOEFL, IELTS or TOEIC.  2. Minimum English proficiency requirement for Hokkaido Univ. admission is as below.  TOEFL iBT 79/ TOEFL PBT 550  IELTS 6.0/TOEIC730  ※English score could be sent separately by January 15, if it difficult to submit it together with application documents. |
| 8 | List of Application Documents to be submitted (This form) |  |  | 1 |  | Please put a check in the box and submit this document. |