



## INTERNATIONAL DIVISION

### Checklist for Application Documents

Please make sure that the application for \_\_\_\_\_ contains all of these items:  
Give an expected date of submission for items if not included in this package.

- ☐ **OFFICIAL TRANSCRIPT OF GRADES** from all the post-secondary schools attended  
Expected date of submission: \_\_\_\_\_
- ☐ **FINANCIAL STATEMENT (sealed) \*Downloaded statements are not acceptable**  
Bank statement with official signature/seal must be submitted. It is important to show the Japanese immigration department that applicant has enough financial resources to stay for 10 months (for one semester only: 5 months). The fund must be evaluated in the actual currency that shows the equivalent amount of more than ¥1,600,000 (for one semester only: ¥800,000) in Japanese yen. In case the expense while in Japan will be partly or fully covered by any organizational fund, an official letter from the applicant's financial source should be attached.  
Expected date of submission: \_\_\_\_\_
- ☐ **RECORD OF PREVIOUS JAPANESE STUDIES**  
In case the applicant has no history of studying Japanese, choose the answer "no".  
Expected date of submission: \_\_\_\_\_
- ☐ **PHYSICAL EXAMINATION RECORD**  
Medical report must be filled completely. If some items are left blank, the reexamination of those items will be required before enrollment in Seinan Gakuin University  
Expected date of submission: \_\_\_\_\_
- ☐ **COPY OF PASSPORT**  
Expected date of submission: \_\_\_\_\_
- ☐ **LETTER OF RECOMMENDATION** from an official at an institution where the applicant is most recently, or currently enrolled  
Expected date of submission: \_\_\_\_\_
- ☐ **CERTIFICATE OF PROFICIENCY IN ENGLISH** (non-native speakers only)  
If the applicant's native language is another than English, it is required to submit a score of either TOEFL-PBT 550, TOEFL-iBT 79-80, or IELTS 6.0 to prove the proficiency in English.  
Expected date of submission: \_\_\_\_\_
- ☐ **4 ID PHOTOS** (taken within two months)  
Enclose 4 copies of 3 x 4.5-cm ID photo for visa purpose and for student ID card  
Expected date of submission: \_\_\_\_\_

☐ **INTL. POSTAL MONEY ORDER for APPLICATION FEE**

Please send the "International Postal Money Order" (not "Domestic") together with all application documents by the designated due date. The money order must show the amount equivalent to JPY 12,000.

Application fee is non-refundable even if an application is either rejected or enrollment is cancelled. SGU will contact the applicant by email after the money order is exchanged in Japanese Yen. Please contact us if the International Postal Money Order is no longer available in your country.

The money order should be payable to: Gakkou-Hojin Seinan Gakuin

You can find more information about purchasing these at  
[http://pe.usps.com/text/imm/immc3\\_018.htm](http://pe.usps.com/text/imm/immc3_018.htm) or by visiting your local post office.

\*The abovementioned website is for the United States Postal Service.

**Application deadline: March 31st, 2018**