



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.

- APPLICATION FOR ADMISSION for Exchange Students**
- OFFICIAL TRANSCRIPT OF GRADES**
Official transcripts (not the student's copy) from each higher education institution which applicant attended must be submitted.
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 ¥800,000 (for one semester only: ¥400,000) 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: _____
- STUDENT ACCOMODATION APPLICATION FORM**
Accommodation will be assigned to incoming students based upon the time and date the student accommodation application form is submitted. Although the form will be accepted by email and FAX, please send the original by mail. If the demand for each accommodation exceeds its capacity reserved for incoming students, you will be considered for the second, third or fourth choice.
Expected date of submission: _____
- PASSPORT INFORMATION**
Expected date of submission: _____
- COPY OF PASSPORT**
Expected date of submission: _____
- 5 ID PHOTOS (taken within two months)**
Attach 1 copy of 5 x 5-cm ID photo to the Application for Admission form
Enclose 4 copies of 3 x 4.5-cm ID photo for visa purpose and for student ID card
Expected date of submission: _____

Application deadlines: April 9, 2010