

Application Checklist for 2020 Japanese Government (Monbukagakusho) Scholarship

Name of Applicant: _____

Nationality: _____

■ List of required documents:

No.	Check	Documents	Notes
1		Application Checklist	
2		Application Form (printed on both sides) 【Prescribed Form】	Attach a digital image of your face photo in the application form.
3		Field of Study and Study Program (printed on both sides) 【Prescribed Form】	
4		Letter of Recommendation written by the Dean or President of your school and must be addressed to the attention of the President of the University of Tsukuba	Addressee: To the attention of the President of the University of Tsukuba (Addressing it to the dean, provost, chair, etc. of the University of Tsukuba is NOT allowed.) Referee: List the academic appointment of the referee who is a Dean or President of your school and the date. *Those that do not fulfill these requirements will not be accepted. *If your grades within the past two years cannot be expressed numerically, your letter of recommendation must express that your grades are within the top 30% of your university, graduate school, or department.
5		Photocopy of your passport	If you do not have a passport yet, you are required to submit a Family Register or Certificate of Citizenship issued by your home country.
6		Academic transcript of each academic year of the last university attended *Master's program: Undergraduate transcript *Doctoral program: Both undergraduate transcript and graduate transcript	Issued by the university attended *Please submit an official document that specifies and explains the grading system if it is not indicated in your transcript.
7		Certificate of Graduation or Expected Graduation of the last university attended	Issued by the university attended
8		Any certificate indicating the applicant's academic excellence at the most recent academic institution, such as GPA, class rank.	Issued by the most recent academic institution *If your transcript include this information, you don't need to submit this document.
9		Thesis Abstract (printed on both sides)	A brief outline of thesis
10		Document indicating your English or Japanese proficiency such as: a grade report of TOEFL, IELTS, JLPT, etc.	Japanese: Certificate for passing the exam of N2 or higher level of JLPT English: Score report of a language proficiency test that corresponds to B2 or higher level of CEFR

* All the documents except for specified official documents must be submitted in A4 size paper (same size as the application form) either in Japanese or English, preferably in typed and printed format. (If documents are in a written language other than Japanese or English, please attach a Japanese translation.)

* All the documents should be original copies except No.5 and No.10.

■ Information for travel to Japan :

No.	Check	Confirmation Item	Entry Column
1		Will you change address before you apply for a visa(one or two months before you leave for Japan)?	<input type="checkbox"/> No → Go to No. 3. <input type="checkbox"/> Yes → Go to No. 2.

2	<p>【If applicable】 For those who are planning a change of address, list A) address when making the visa application and B) timing of moving to that address.</p>	<p>A) Address when making the visa application</p> <p>B) Timing of moving to the above address</p>
3	<p>Name of Japanese diplomatic establishment when making the visa application *Note: Jurisdictional areas are specified with respect to each embassy, consulate, or consular office. Be sure to check.</p>	
4	<p>Location of the international airport near your place of residence in your home country to be used when traveling to Japan *Note: The place of residence must be the same address when making the visa application. <u>Future changes of the location for your personal reasons are not allowed.</u></p>	Name of city

* As a general rule, visa application and using an international airport outside your country of nationality is not allowed. If you have special reasons to do so, please consult with the University of Tsukuba at the time of application.

■ Confirmation: You are not eligible to apply for the scholarship if any of the following does not apply to you.

No.	Check	remark
1		I will NOT apply for Monbukagakusho scholarship through institutions other than the University of Tsukuba.
2		I will NOT apply for Monbukagakusho scholarship through a Japanese embassy or consulate.
3		I will NOT apply for the scholarship of the Japan Student Services Organization (JASSO).
4		I will NOT receive financial support from my government or other organizations while I study in Japan.
5		I do NOT plan to do fieldwork outside of Japan while I study in Japan.
6		I am NOT an active member of the military or a civilian employed by the military.
7		I have not been awarded a Japanese Government (Monbukagakusho) Scholarship in the past, or if I was a Monbukagakusho scholarship recipient, I have had at least three years of research or teaching experience after completion of the first scholarship. (This exclusion will not apply to an applicant who, as a international student in Japan, received training in the Japanese language and/or Japanese culture at a university and graduated from it.)

I understand the requirements to be recommended and to receive the Japanese Government (Monbukagakusho) Scholarship, and I vow that there are no false details in the application.

Date

Name
