

Submission Checklist

Documents for Short-term Exchange at Kyoto Institute of Technology

Check (✓)		Required Forms (Download * items at the KIT website.) For items labeled "ORIGINAL," copies are NOT acceptable. Upload documents 2-12.
Submitted Online	Submitted by Post	
/	/	1. Application for Admission (Form A) <i>(Log in to our online application system. Complete form, and click "Submit.")</i>
/	/	2. Recommendation Letter (Form B) * <i>(Must be signed by <u>the dean/head of department</u> where you are currently enrolled)</i>
/	/	3. Recommendation Letter (Free Form) <i>(Preferably from a professor or professional person who can verify the applicant's suitability and motivation for enrolling at KIT)</i>
/	/	4. Health Questionnaire (Form C) *
/	/	5. Certificate of Enrollment ORIGINAL <i>(Certifying that the applicant is a regular student at his/her home institution)</i>
/	/	6. Academic Transcript Of most recently completed full academic year
/	/	7. TOEFL/TOEIC/IELTS or other internationally acknowledged English proficiency test score <i>(if available)</i>
/	/	8. Application for Certificate of Eligibility [CoE] * <i>(Paste your digital photo data in the photo space. Be sure to upload the completed form in Excel format.)</i>
/	/	9. Photocopy of Passport <i>(Personal details page. If unavailable when you are applying, tell us when you expect to submit it.)</i>
/	/	10. ID photo for 8. "CoE" ORIGINAL <i>(Photo to be submitted: size: 4 cm x 3 cm, Front view, no hat, upper half of body, plain background, high quality, taken within the past 3 months. <u>DO NOT USE THE PHOTO USED IN YOUR PASSPORT!</u> Refer to: https://www.isa.go.jp/en/applications/guide/photo_info.html Write your name on the reverse side.)</i>
/	/	11. Application for KIT International House (Forms 1, 2 and 3) * <i>(Submit only if you wish to live in an international student dormitory. Rooms will be assigned as they become available, but are not guaranteed.)</i>
/	/	12. Submission Checklist (this form) * <i>(Check off each item you have submitted to be sure nothing is missing.)</i>

I hereby swear that I have completed all the documents listed above, honestly and accurately to the best of my knowledge.

Name of Applicant _____

Date _____ (mm/dd/yyyy) Signature _____