

**Submission Checklist for AY 2018**

Documents for Short-term Exchange at Kyoto Institute of Technology

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

**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