

**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