

# Submission Checklist

## Documents for Short-term Exchange at Kyoto Institute of Technology

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

**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 \_\_\_\_\_