

*Japanese Language Program Fall Semester 2017  
Application Package Cover Sheet and Checklist*

Applicant's Name		Home University	
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**IMPORTANT:**

- \*Your application should be sent **by airmail** as a package containing the items below through your home university.
- \*Your application **must be received no later than Thursday April 20, 2017.**
- \*Documents to be submitted must be accompanied with **Japanese or English translations** if they are written in other languages.
- \*Documents should be **printed on one side.**
- \*Please do not staple the documents.

	Documents to be submitted	Note	Check
1	JLP Application Form for Admission-Fall 2017	<p><b>*Please update Adobe Reader or Acrobat before you fill out the application form.</b></p> <p>*Handwritten form (except signatures and the part indicated to write by hand) will NOT be accepted.</p> <p>*You are also required to <b>send the PDF file you completed (it does not have to include the hand written part) via Email</b> to <a href="mailto:international-office@office.kobe-cufs.ac.jp">international-office@office.kobe-cufs.ac.jp</a> no later than two days after your application documents are sent to KCUFS.</p>	<input type="checkbox"/>
2	Japanese Language Proficiency in a sealed envelope	*If you have studied Japanese by yourself, please consult with KCUFS International Office about this item no later than 4 weeks before the application deadline. An interview test through phone or some other means may be conducted.	<input type="checkbox"/>
3	Academic Letter(s) of Recommendation	<p><b>2-Academic Letters of Recommendation from a University Professor or Lecturer including one from a University Professor or Lecturer in charge of Japanese.</b></p> <p>*If you have studied Japanese by yourself, please submit a certificate of JLPT N5 instead of an academic letter of recommendation from a university professor or lecturer in charge of Japanese, <b>in addition to two academic letters</b> of recommendation from a university professor or lecturer.</p>	<input type="checkbox"/>
4	Official transcript of academic records	*Transcript must be accompanied with Japanese or English translations if it is written in other languages.	<input type="checkbox"/>
5	English Proficiency Requirement Sheet (Non-native English Speakers Only)	*Applicant's English proficiency should be TOEFL iBT 60 or IELTS 4.5 or CEFR B1 or equivalent.	<input type="checkbox"/>
6	Certificate of Health		<input type="checkbox"/>
7	Application form for the JASSO Scholarship	*All exchange students must submit this form.	<input type="checkbox"/>
8	A Photocopy of the Applicant's Passport	*The page should show all of the information clearly.	<input type="checkbox"/>
9	Application for Certificate of Eligibility (COE)	<p>*Handwritten forms will not be accepted.</p> <p>*Please read the sample carefully before filling in the application form.</p> <p>*Fill in pages 1-3 (worksheet 1-3) only.</p> <p>*You are also required to <b>send the excel file you completed via Email</b> to <a href="mailto:international-office@office.kobe-cufs.ac.jp">international-office@office.kobe-cufs.ac.jp</a> no later than two days after your application documents are sent to KCUFS.</p>	<input type="checkbox"/>
10	Financial Statement	<p><b>A certificate to confirm the applicant's bank account balance (if the applicant comes with his/her own funds)</b> <b>and/or</b> <b>A certificate of employment of your financial supporter plus a certificate of his/her annual income</b> <b>and/or</b> <b>A document to certify that the applicant is a recipient of a scholarship from his/her government or other institution, which includes the amount of the financial support while studying in Japan</b></p> <p>*The document(s) must be accompanied with Japanese or English translations if it is written in other languages.</p> <p>*Please submit the documents to prove that you have enough funds to stay in Japan for the period of your study at Kobe City University of Foreign Studies.</p> <p>*In addition to the tuition fee, living costs will total approximately 500,000 yen for one semester and more than 1,100,000 yen balance for two semesters.</p>	<input type="checkbox"/>
11	3-ID Photos * 2 Photos (Length: 4cm×Width: 3cm) and 1 Photo (Length: 4.5cm×Width: 3.5cm)	<p>*Please <b>write your name</b> on the back of each photo</p> <p>*Personal snap shots are NOT acceptable. Official ID photos, which clearly show applicant's head and shoulder, are only acceptable.</p> <p>*Please <b>cut all 3 photos</b> into the specified sizes noted above.</p>	<input type="checkbox"/>
-	Did you read the "Regarding the Request Form for Accommodation" document and confirm the designated move-in date?		<input type="checkbox"/>