

[Paper-based Application]

Checklist for Application Documents

For the items below, please make sure to send the required application documents in one package.

For detailed information about each document, refer to *Application Guidelines*.

- Write your name and date of birth in the box below.
- **If all the documents are completed, check in the check column.**
- Regarding the documents in items 7 and 8, please have them sent directly to Meiji University by the institutions. As for items 3, 11, and 13 only certain applicants must send them.
- After you fill out all the necessary information, send this checklist with the application documents.
- **Please write the assigned number (1~13) in the upper right corner of each document and place them in numerical order with the completed checklist as the cover page.**

Name		Date of Birth	
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	Application Documents	Remarks	Check
1	Application Form (Form A)		
2	ID-photo	Attach ID-photo to the Application Form (Form A)	
3	Application Registration Card (Form B) *		if applicable
4	Statement of Purpose		
5	High school graduation certificate		
6	Official high school transcripts		
7	Official standardized test score/examination certificates		Sent directly by external institution. Requested on ____MM____DD
8	Documents indicating level of English proficiency	Not required if applicants have received the last 3 years of formal education in English, and are able to provide documentary evidence.	Sent directly by external institution. Requested on ____MM____DD
9	Letter of Recommendation	Must be sealed	
10	Copy of Passport		
11	Certificate of Foreign Resident Registration	Applicants residing in Japan only.	if applicable
12	Proof of Financial Status	Statement of Financial Resources and Proof of Financial status (Balance Statement)	
13	Copy of Application for Remittance	Required in case of remittance from a financial institution outside Japan	if applicable

* Application Registration Card (Form B), Receipt for Payment (Form C) and Bank Transfer Request Form (Form D) will be necessary when applicants pay the screening fee at a financial institution in Japan.