


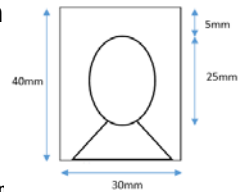










Check List for Research Exchange Program- Shibaura Institute of Technology 2019

Please go through the document list and check the Yes box (using the pull down menu)

No	Yes ✓	If NO please write the expected submission DATE (ex. Nov. 1st 2018)		Documents	Document Form
00		/	/	Check List <ul style="list-style-type: none"> • Please go through this list and sign upon completing all documents • File name should be: 00-REP-Form0-UniName-ApplicantName 	 PDF
01		DATE	Designated Format	Application Form <ul style="list-style-type: none"> • File name should be: 01-REP-Form1-UniName-ApplicantName 	 Excel
02		DATE	Designated Format	Pledge <ul style="list-style-type: none"> • Applicant's signature and International Office Coordinator's signature must be signed • File name should be: 02-REP-Pledge-UniName-ApplicantName 	 PDF
03		DATE	-	Portrait Photo with WHITE background <ul style="list-style-type: none"> • The photo size should be 3cm x 4cm • The background must be a plain WHITE background • The photo should be taken within 3 months • The photo must be sharp and clear • The applicant should face squarely to the front and should remove any hats, caps or head coverings. • File name should be: 03-REP-Photo-UniName-ApplicantName 	 jpeg
04		DATE	-	Research Plan <ul style="list-style-type: none"> • File name should be: 04-REP-Plan-UnivName-ApplicantName 	 PDF
05		DATE	-	General CV <ul style="list-style-type: none"> • It should include academic and work experience if any • File name should be: 05-REP-CV-UnivName-ApplicantName 	 PDF
06		DATE	-	Official Transcript <ul style="list-style-type: none"> • An official transcript of the applicant's academic record in English with its grading system • It should have at least 2 academic years record. • File name should be: 06-REP-Transcript-UniName-ApplicantName 	 PDF
07		DATE	-	Passport Copy <ul style="list-style-type: none"> • Scan the page with your photo and name (Your signature should be on the page) • If you do not have a passport, or is currently applying, please state in the COE application form (Form1-4) • File name should be: 07-REP-Passport-UnivName-ApplicantName 	 PDF
08		DATE	-	English Language Proficiency Score <ul style="list-style-type: none"> • File name should be: 08-REP-Eng-UnivName-ApplicantName 	 PDF
09		Dead Line October 30	-	Submit all documents from 00 to 08 in ZIP File <ul style="list-style-type: none"> • We do not accept rar or other forms. • File name of the zip file should be: ApplicantName_UniversityName (Eg. Shibaura Taro_SIT) 	 zip

***Please note that we will not accept incomplete documents and it will not be processed for screening.**

***For University Coordinator please submit all applicants zip files to global-admission@ow.shibaura-it.ac.jp**

Name of Applicant: _____

Name of University: _____