

Short-Term Exchange Programs at the University of Tsukuba, 2018-2019 Application Package Cover Sheet and Checklist



Applicant's Name 出願者氏名	
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IMPORTANT: Your application should be sent as a package containing the items below. After including all required documents, your application package should be submitted to the International Office or the Exchange Advisor at your home university.

以下の出願書類をすべて確認し、自分の大学の国際交流オフィスあるいは学生交流アドバイザーに提出して下さい。

TO EXCHANGE ADVISOR: Please check carefully whether all items are included before sending them to us by post.

※Documents to be submitted must be accompanied with Japanese or English translations if they are written in other languages.

All the documents should be single-sided, and don't bind the documents with a stapler or strings so that we can make copies easily.

Documents to be submitted (sending by post)	Check
<ul style="list-style-type: none"> ● Application Form for Enrollment as Exchange (Research) Student at the University of Tsukuba (Form 2) 筑波大学短期留学生入学願書 (別紙様式 2) 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Formal letter of request for admission by President or Dean from the applicant's home university addressed to the President of the University of Tsukuba (Please use Sample A or B) 本学学長宛の受入れ依頼書 (Sample A もしくは B を使うこと) 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Official transcript of academic records (for a previous year) 成績証明書 (前年度分) 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● A copy of your passport (Copies should include ID page and pages with Japanese immigration stamps, if any.) パスポートの身分証明のページのコピー (日本への入国歴がある場合にはそのスタンプがある頁のコピーも送ること) 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Certificate to confirm the applicant's bank account balance 出願者の銀行口座残高証明書 and/or および/または Document to certify that the applicant is a recipient of a scholarship or a student loan from their government or other institution. This document must include the amount of the financial support while studying in Japan 奨学金受給証明書または学生ローン証明 (出願者が自国の政府あるいは奨学財団から奨学金を受給、または学生ローンによって経費を支弁する場合) 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Three ID photos of different sizes. (Two photos sized 40 mm x 30 mm, and one of 30 mm x 24 mm) The photographs must be formal, hatless, without background, and taken within the past three months. Your ID photos are printed on quality photographic paper. Cut the photos to the exact sizes by yourself. 写真 3 枚 (4 cm x 3 cm 2 枚、3 cm x 2.4 cm 1 枚) 証明写真として不適切な写真の場合は、もう一度送って頂きます。スナップ写真は不可。 	<input type="checkbox"/>

Before submitting application forms (sending by e-mail)	Check
<ul style="list-style-type: none"> ● Please send 2 excel files to the Exchange Office (exchangestudent@un.tsukuba.ac.jp) and the Exchange Coordinator at the University of Tsukuba through the Exchange Coordinator or the International Office at your home university. ● When you send them, please write the TITLE of the e-mail as: "Information of applicants (the name of your university)." 自分の大学の留学コーディネーターまたは国際室を通して、学生交流課 (exchangestudent@un.tsukuba.ac.jp) 及び本学の連絡調整責任者に以下 2 つの excel file を送ってください。 メールの件名は、「Information of applicants (あなたの大学名)」にしてください。 	<input type="checkbox"/>
<p>① Excel file of Information of applicants (Form 3) 出願者情報 (別紙様式 3) File title; Information of applicants (the name of your university)</p> <p>② Excel file of Application for Certificate of Eligibility (Do not make it by Mac computer.) 在留資格認定証明書交付申請書の Excel ファイル (Mac では作成しないでください) File title; COE_your family name, first name (e.g. COE_YAMADA, Taro)</p>	