

# Check List

## Application Documents for Exchange Program at

### Dokkyo University

Please mark each box to confirm all of your application documents are fulfilled for submission.

Please submit all the documents to the designated link. The link for upload the documents will be provided to the partner institutions that have submitted a nomination.

- ☐ **1. Dokkyo Application Form** ---to be submitted by PDF
- ☐ **2. Health Records Form** ---to be submitted by PDF
- ☐ **3. Assessment of Japanese Language Proficiency** ---to be submitted by PDF
- ☐ **4. Application for Certificate of Eligibility (COE)** ---to be submitted by EXCEL
- ☐ **5. Letter of Recommendation**
- ☐ **6. Evidence of Financial Support:** An official bank statement which proves an applicant's financial ability to cover his/her stay in Japan for the duration of the exchange (for six months or one year). The estimated coverage is approximately JPY80, 000/month. The account holder should be the applicant, his/her guardians, guarantors, or an organization which provides scholarships and similar funding.
- ☐ **7. Certificate of Enrollment:** To be issued by your university.
- ☐ **8. Latest Official Transcript**
- ☐ **9. An Essay:** 500 or more words in English, or 800 or more characters in Japanese. Preferably in Japanese. The content should cover the applicant's motivation, hopes and plans as to what they hope to accomplish through the exchange program in Japan.
- ☐ **10. A passport copy (main page):** A copy of your passport ID page where your photograph, name, issue & expire date, place of birth, issuing location and passport number are shown.
- ☐ **11. ID photo data:** It should include your full face, head from top of hair to shoulders with a plain white background and without any hat/cap. It should be taken within the last three months of the submission date.
  - File type: jpg, png or gif
  - File size: 3 MB or less, 5,000 PXL or less in height and width

\* For inquiries, please contact

Dokkyo University International Center Inbound Team: [intl-inbound@ml.dokkyo.ac.jp](mailto:intl-inbound@ml.dokkyo.ac.jp)