

**Application Checklist for 2023 Japanese Government (Monbukagakusho)
Scholarship (Undergraduate)**

Name of Applicant: _____

Nationality: _____

■ List of required documents:

No.	Check	Documents	Notes
1	<input type="checkbox"/>	Application Checklist 【This Form, Form A】	Please place check marks and fill out required fields, and submit completed form as a digital data.
2	<input type="checkbox"/>	Application Form (MEXT) 【Prescribed Form B】	<ul style="list-style-type: none"> - Read INSTRUCTIONS carefully before starting the process. - Please submit completed form as a PDF data. - Attach a digital image of your face photo in the application form. If it is difficult to put photo data on the form, please submit image data of the photo separately.
3		Application Form (BPGI) 【Prescribed Form C】	
4	<input type="checkbox"/>	Study Plan (Essay) 【Prescribed Form D】	<p>Select any one global issue of particular interest to you and write up a study plan which would address that issue. The study plan should be written in English within 1,200 words. It may include data, e.g., graphs, figures, tables, etc. Each graph, figure, etc., is counted as 200 words.</p> <ul style="list-style-type: none"> - The study plan is to be researched and written up by the applicant him/herself. - Citations from existing literature or internet sources must be clearly referenced. Failure to do so will be considered plagiarism and result in disqualification. References are not included in the aforementioned 1,200 words.
5	<input type="checkbox"/>	Photocopy of your passport	<ul style="list-style-type: none"> - Please copy the photo page of your ID that must have name written in Roman alphabet. - If you do not have a passport yet, you are required to submit a Family Register or Certificate of Citizenship issued by the government of your home country.
6	<input type="checkbox"/>	Certificate of Graduation or Expected Graduation from the school (high school) last attended and other qualification certificate	<p>Only original certificates or certified copies will be accepted.</p> <ul style="list-style-type: none"> - Even if you have graduated from university, the certificate of completion of high school (secondary education) is necessary. - If you are applying with International Baccalaureate qualification, please also submit a copy of the International Baccalaureate Diploma certified by the International Baccalaureate Office and an original of your IB Final Examination Evaluation Certificate. - If you are applying with Abitur (Germany) qualification, please also submit a copy of the Zeugnis der allgemeinen Hochschulreife and results described in the certificate. - If you are applying with Baccaauréat (France) qualification, please also submit a copy of the Diplome du Baccalauréat de l'Enseignement du Second Degré and an original of Relevé de Notes. - If you are applying with GCE A-Level (United Kingdom) qualification, please also submit the test results of Advanced Level subjects.
7	<input type="checkbox"/>	Academic transcript of each academic year from the school (high school) last attended	Submit a transcript for three years including the final year of the high school (secondary education) attended. Only original transcripts or certified copies will be accepted.
8	<input type="checkbox"/>	Reference Letter	<p>Submit a reference letter (Form 1) written by the school principal of the high school (secondary education) attended. This reference letter should be in a sealed envelope.</p> <ul style="list-style-type: none"> - If your school principal is unable to write the reference letter on your behalf, ask someone such as your counselor or home-room teacher (someone who knows you well and who has been involved in your educational activities). - If the academic achievement cannot be calculated numerically, please provide objective explanation in the letter that applicant is in the top 30% of their class at school currently/last enrolled. - If it is difficult to obtain a letter of recommendation from the principal of the applicant's high school, e.g. if the applicant is a working adult, the applicant may submit a letter of recommendation from someone who can evaluate the applicant, i.e. the applicant's supervisor at work. - You may download "Form 1" from the program website at https://bpgi.tsukuba.ac.jp/jp/exam/application/

9	<input type="checkbox"/>	School Information and School Profile / Brochure	Submit the School Information Form (Form 2) written by the school principal of the high school (secondary education) attended. When mailing documents, please enclose a school profile/brochure that includes an overview (the official name, location, number of students, teachers, accreditation etc.) and education content (the educational goals, components and methods of admission exams, curriculum, and career patterns after graduation). - You may download "Form 2" from the program website at https://bpgi.tsukuba.ac.jp/jp/exam/application/
10		Document indicating your English proficiency	Please submit one of the following documents: (1) Official score report of an English proficiency test (TOEFL, TOEIC, or IELTS) (2) Certificate proves that you finished curriculum taught in English for three years at the high school level. *(1) must be issued less than 2 years before the first day of the application period.
11	<input type="checkbox"/>	Other certificates	If you have qualification by any standardized test, please also submit the grades transcript. Examples of standardized test: <ul style="list-style-type: none"> • SAT (United States of America) • College Scholastic Ability Test (South Korea) • National Higher Education Entrance Examination (People's Republic of China)
12	<input type="checkbox"/>	【Only students currently enrolled in universities】 Certificate of Enrollment issued by the	Original issued by the university you are enrolled in.
13	<input type="checkbox"/>	【Only students currently enrolled in universities】 Academic Transcript issued by the university	Original issued by the university you are enrolled in.

* All the documents except for specified official documents must be submitted in A4 size paper (the same size as the application form) either in Japanese or English, preferably in typed and printed format. (If documents are written in language other than Japanese or English, please attach a Japanese or English translation.)

* (No.1 to No.5 and No.11) Submit as digital data via e-mail.

* (No.6 to No.10, No.12, and No.13) Send originals by postal mail.

Information for travel to Japan :

No.	Check	Confirmation Item	Entry Column
1	<input type="checkbox"/>	Write a name of Japanese diplomatic establishment you will apply for the visa. *Note: Where to apply for visa differs according to where you live. Please be sure to check the websites of Japanese embassies/ consulate generals to get correct information.	Name of Japanese diplomatic establishment for visa application:
2	<input type="checkbox"/>	Write your current address for A). If you have a plan to move out within 1-2 months before visa application, please also fill in B) and C).	A) Current residencial Address: B) Address at the time of visa application C) Move-Out Date
3	<input type="checkbox"/>	Write a name of city where your departure airport for Japan is located. *Note: The location of your home must be the same as the one written in the visa application form. <u>No further changes will be allowed including your personal reasons.</u>	Name of city:

* As general rules, no visa application is allowed from a country of no citizenship, and no flight departure is allowed from an international airport in a country of no citizenship. Please consult with the University of Tsukuba at the time of application if you need exceptional measures due to special reasons.

Confirmation: You are not eligible to apply for the scholarship if any of the following does not apply to you.

No.	Check	remark
1	<input type="checkbox"/>	I will NOT apply for Monbukagakusho scholarship through institutions other than University of Tsukuba.
2	<input type="checkbox"/>	I will NOT apply for Monbukagakusho scholarship through a Japanese embassy or consulate.
3	<input type="checkbox"/>	I will NOT apply for the scholarship of the Japan Student Services Organization (JASSO).
4	<input type="checkbox"/>	I will NOT receive financial support from our government or other organizations while I study in Japan.
5	<input type="checkbox"/>	I do NOT plan to do fieldwork outside Japan while I study in Japan.
6	<input type="checkbox"/>	I am NOT an active member of the military or a civilian employed by the military.
7	<input type="checkbox"/>	I have not been awarded a Japanese Government (Monbukagakusho) Scholarship in the past.
8	<input type="checkbox"/>	I understand the scholarship will be canceled if I have a status of residence other than "Student" at the time of enroll in the university as a Japanese Government (Monbukagakusho) scholar.
9	<input type="checkbox"/>	I do NOT hold Japanese citizenship, or I will definitely submit a Certificate of Renunciation of Japanese Citizenship before a deadline designated by the University of Tsukuba even though I currently have Japanese citizenship.
10	<input type="checkbox"/>	I understand the requirements to be recommended and to receive the Japanese Government (Monbukagakusho) Scholarship, and I vow that there are no false details in the application.

Date _____