

# APU Fee-based Study Abroad Application Checklist

Home University:  
Country:  
Your name:

Office Use Only:

E / J

APS / APM

1S / 1Y

**Required Application Documents:** Please make sure to enclose everything required.

Check	Required documents	Please check if the documents meet the following requirements.
<input type="checkbox"/>	<b>Application Check List</b> ( <i>This Form</i> )	
<input type="checkbox"/>	<b>Screening Fee Payment Receipt</b>	<input type="checkbox"/> You have paid the non-refundable screening fee of 11,250 yen
<input type="checkbox"/>	<b>Certificate of University Enrollment</b> <i>*Proof of enrollment at your home university at the time of application</i>	<input type="checkbox"/> “Official” and “Original” document <b>in English issued by your home university</b>
<input type="checkbox"/>	<b>Official Academic Transcripts</b> <i>*Do not forget to attach a grade scale sheet</i>	<input type="checkbox"/> “Official” and “Original” document <b>in English issued by your home university</b>
<input type="checkbox"/>	<b>Confirmation Note of Application for “Certificate of Eligibility” by proxy</b>	<input type="checkbox"/> “Original” document signed by applicant.
<input type="checkbox"/>	<b>Printed Online Application Data</b>	
<input type="checkbox"/>	<b>Valid Passport Copy</b>	
<input type="checkbox"/>	<b>Three passport-sized original photographs</b>	<input type="checkbox"/> Picture size: 4cm x 3cm OR 1.6 in x 1.2 in <input type="checkbox"/> You are not wearing eye glasses or anything covering your face in your photos.
<input type="checkbox"/>	<b>Proof of funds</b> <i>*Certificate of Deposit Balance issued by Bank, Scholarship or Financial Aid Letter</i> <i>*Please check carefully if your financial document is sufficient.</i>	<input type="checkbox"/> You have at least <b>500,000 JPY</b> (1 semester) or <b>1,000,000 JPY</b> (1 year) <input type="checkbox"/> “Official” and “Original” financial document <b>in English issued by bank, your home university or scholarship organization.</b> <i>*The document printed out from the online banking and copied financial document are not acceptable.</i> <i>*Bank account such as Mutual Fund and Stock Market and life insurance policy are not acceptable.</i> <i>*It must be dated within three months from the date of exchange program application.</i>
<input type="checkbox"/>	<b>Study Abroad Financial Support Plan</b>	<input type="checkbox"/> Completed this form with reference to your “Proof of Funds”.
<input type="checkbox"/>	<b>Statement of Financial Support Plan</b> ( <i>if applicable</i> )	<input type="checkbox"/> “Original” document signed by your financial sponsor.
<input type="checkbox"/>	<b>Language proficiency test score sheet, OR official university letter</b> ( <i>if applicable</i> ) <i>*Non-native speakers of English or Japanese are required to submit either score sheet or official university letter verifying the applicant’s language proficiency.</i>	<input type="checkbox"/> T Copy of your language proficiency test score sheet, <b>OR</b> <input type="checkbox"/> “Official” and “Original” university letter verifying the applicant’s English proficiency
<input type="checkbox"/>	<b>Recommendation Letter</b> ( <i>if applicable</i> )	Applicant who is not currently enrolled in University is required to submit the recommendation letter. The recommender should have known you for at least a year or more. The letter from recommender must be submitted by sealed envelope.