

The Trans-Pacific Human Capital Development Program

Checklist of the Application for Short Term Study

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

Documents to be submitted	Check
<p>1. Application Form for the TSUKUBA Short-term Study Program *TSSP form*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be sure to send all pages <input type="checkbox"/> Original signatures are required <input type="checkbox"/> Filled correctly, no blanks <p>If applying for JASSO scholarship:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Please, fill correctly the GPA estimation for JASSO considering ONLY the last year of studies. <input type="checkbox"/> Please, check carefully. Mistake in estimating the GPA scale of JASSO may delay your application process. 	<input type="checkbox"/>
2. Motivation Letter and Reason for coming to University of Tsukuba (free format)	<input type="checkbox"/>
<p>3. Official transcript of academic records</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transcript must be accompanied with Japanese or English translations. <input type="checkbox"/> Transcript must indicate clearly: (1) Name of the Student, (2) Subjects, (3) Grades (notes), (4) number of credits obtained by the student, and (5) date when the grades were granted. 	<input type="checkbox"/>
<p>4. A copy of your passport</p> <ul style="list-style-type: none"> <input type="checkbox"/> Passport shall be valid, at least for 6 months after the end of the intended time to stay in Japan. <input type="checkbox"/> Copies should include ID page and pages with Japanese immigration stamps, if any. 	<input type="checkbox"/>
<p>5. One ID photo (size 40 mm x 30 mm)</p> <ul style="list-style-type: none"> <input type="checkbox"/> The photographs must be formal, without glasses, without a hat, without background or white background, no inscriptions or writings, and taken within the past three months. <input type="checkbox"/> Snapshots are not accepted. <input type="checkbox"/> We will ask you to send them again if they are inappropriate. 	<input type="checkbox"/>

Please, understand that not completing the submission of all documents required in this application may result in the automatic withdrawal of the Application for the Tsukuba Short Term Study Program.

Please, understand that uncompleted submissions result in a delay for the application procedures.