

**HOKKAIDO UNIVERSITY SHORT-TERM EXCHANGE PROGRAM  
(HUSTEP)**



**2019 Spring Semester Course**

**Application Package Checklist**

(Use this sheet as the cover page of the application)

**APPLICATION DEADLINE: October 31, 2018**

Date: \_\_\_\_\_ (eg.Sep.25th, 2018)

Name of applicant: \_\_\_\_\_  
(Family) (Given) (Middle)

Home University: \_\_\_\_\_

**Application must be sent in a complete package containing all the following documents.**

	Checklist	Check
1	Completed HUSTEP application form	
2	Certificate of Enrollment	
3	Recommendation letter from an academic supervisor	
4	Official transcript of academic record	
5	Certificate of Health	
6	<p>3 photographs(40×30mm / 1.6×1.2inch) <b>*not including for the application form</b></p> <p>We use these photos for the Certificate of Eligibility and Student ID.</p> <ul style="list-style-type: none"> <li>* Picture should be easily identifiable.</li> <li>* Taken looking straight forward and face seen clearly</li> <li>* Photographed within six months before application</li> <li>* Clear front facing, no hat</li> <li>* Color photo, with plain white background</li> </ul> <p>Photos with dark or patterned backgrounds will NOT be accepted.</p> <p>*Headphones, wireless hands-free devices, or similar items are NOT acceptable in your photo.</p>	
7	TOEFL or IELTS score record (non-native English speakers only)	
8	<p>Photocopy of your passport (page which includes your personal details and photograph)</p> <p>Note: If you have not yet obtained your passport, please submit a photocopy <u>by December 22</u> at the latest.</p>	

**This application package must be submitted to the office responsible for student exchange at the applicant's home university.**

**Application for JASSO Scholarship**

Will you apply for the JASSO scholarship?  Yes  No

(If yes, please answer the following questions.)

- 1 Are you receiving any other scholarships?  
 Yes (Name of the scholarship: \_\_\_\_\_ )  
 (Amount of monthly stipend: \_\_\_\_\_ /per month or total amount: \_\_\_\_\_ )  
 No
- 2 Have you applied for any other scholarships?  
 Yes (Name of the Scholarship: \_\_\_\_\_ )  
 (Amount of monthly stipend: \_\_\_\_\_ /per month or total amount: \_\_\_\_\_ )  
 No

**\*Please note that late or incomplete applications will not be accepted.**