Application Document Check List: School of Engineering 2016

Please double-check the following before mailing out.

1. **Application Form:** ① Did you attach your photo?	
② Did you specify for which program you are applying?	
③ Did you choose your first and the second preferred cities for the secondary screening from the list of 7 sites?	
④ Please double-check if you have included all your educational background. Is the total length of your educational background 12 or more years?	
⑤ Did you print out all the pages (page 13 – 20) and sign at the end of the application form?	
2. **Application Fee:** ① Did you enclose the receipt of payment of the application fee (10,000 Japanese yen)?	
3. **Mandatory Documents for All Applicants:** ① Did you enclose a copy of your ID with your name, nationality, and photo?	
② If you reside in Japan, did you enclose copies of both sides of your Residence Card or a certified copy of the Resident Records from a local government office?	
③ Did you include one of the following? (　　) <u>If you are still in high school</u>: Original copies of your transcript(s) with <u>ALL</u> your high school grades up to the latest semester (　　) <u>If you have already graduated from high school</u>: Original copies of your transcript(s) with <u>ALL</u> your high school grades (three/ four years)	
④ Did you include one of the following? (　　) <u>If you are still in high school</u>: Expected Graduation Certificate (　　) <u>If you have already graduated from high school</u>: Original copies of your high school graduation certificate or your diploma	
⑤ Did you enclose the original copy of your English Proficiency Test score report or have you requested the institution to directly send your score report to the University? (Ordered Date :　　) (　　) TOEFL (iBT)　(　　)TOEFL (PBT)　(　　) IELTS	
4. **Check only if applicable:** ① If you have taken any of the following exams, did you enclose the original copy or your score report or have you requested the institution to directly send your score report to Kyushu University? (Ordered Date:　　) (　　) EJU (　　) SAT Subject Test (　　) GCE-AS Level (　　) College Scholastic Ability Test (CSAT) of South Korea (Report has to be in English.) (　　) General Scholastic Ability Test of Taiwan (Report has to be in English.) *For required subjects, please refer to page 8 in the application instructions.	
② If you have or are expected to have the International Baccalaureate (IB) Diploma, did you enclose the original copy of your IB Diploma/Certificate and your final examination scores?	
③ If you have taken the German Abitur, did you enclose an original copy of your certificate?	
④ If you have taken the French Baccalaureate, did you enclose an original copy of your certificate?	
⑤ If any of your documents are not in Japanese or English, did you enclose a certified English or Japanese translation?	

Your Signature _____

Date _____