

## Check Sheet

Names:			<u>Age</u>
<u><b>Family Name</b></u> <u><b>First Name</b></u> <u><b>Middle Name</b></u>			
Academic Ground (*Refer to the last university you were/are enrolled at.)			
<u><b>Department</b></u>	<u><b>Faculty</b></u>	<u><b>University</b></u>	
<u><b>Field of Study in Japan</b></u>		<u><b>Occupation</b></u>	

***Please check  if each form or document is prepared.***

1.	Application Form (Photograph (4.5×3.5 cm))	
2.	Placement Preference Form	
3.	Field of Study and Research Plan - Attachment	
4.	Certified grade transcript for each academic year from the last university attended	
5.	Graduation certificate or degree certificate of the last University attended	
6.	Recommendation letter from the president/department head or the adviser of the current university or the last university attended or the university currently attending	
7.	Medical certificate ( <b>can be submitted after the language exam</b> )	
8.	Abstracts of theses (if applicable)	
9.	Certificate of language proficiency (if applicable)	
10.	Recommendation Letter from the present employer (if currently employed)	
11.	Photograph(s) showing applicant's own works of art or a digital audio file of musical performance (*only for those majoring in fine arts or music)	
12.	Official documents that proves the Syrian Nationality	
13.	Check Sheet (This sheet)	