

# Application Checklist

Please check all the following items before sending. Enclose this checklist with the application documents.

Applicant's Name	
Submission Date(MM/DD/YYYY)	

✓	Required Documents
	Application form with your face photo
	Official graduation/degree certificate (or photocopies of Online Verification Report of Higher Education Degree Certificate)
	Official transcript (or photocopies of Verification Report of China Higher Education Student's Academic Transcript)
	Two professional Letters of Recommendation
	Two essays
	A copy of a page of an official ID with applicant's face photo (e.g. passport or resident card, if applicable)
	A copy of an Official TOEIC L&R®, TOEFL iBT® or IELTS Academic™ score certificate/report
	A copy of a page of completed payment by credit card with transaction number
	Request form of proxy application for Certificate of Eligibility (if applicable)
	Application checklist (this sheet)
	Recommendation Form from universities, Japanese-language schools, or companies designated by the HOSEI Business School of Innovation Management (推薦指定校からの推薦届)

**Submission due date: <1<sup>st</sup> Entry> Wednesday, February 5, 2025**

**<2<sup>nd</sup> Entry> Wednesday, May 7, 2025**

The documents must be delivered by registered delivery or courier service such as FedEx, DHL or similar (note that ordinary mail and/or post office Letter Pack Light will not be accepted). All the documents must be submitted together (and should arrive no later than the submission due date).

\* In addition to sending the documents, please make sure to access the following URL, and fill out the form. (You may also use QR code)

URL : <https://forms.gle/NrhCnSZ4mDzD63S16>

QR Code :



**Cut the label below and use for shipping**

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