

# 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
	Form 1: Application form with your face photo
	Official graduation/degree certificates (or photocopies of Online Verification Report of Higher Education Degree Certificate <u>issued by CHSI</u> )
	Official transcripts (or photocopies of Verification Report of China Higher Education Student's Academic Transcript <u>issued by CHSI</u> )
	Form 2: Two professional Letters of Recommendation
	Form 3: Two essays
	A copy of a page of an official ID with the applicant's face photo is required (e.g., passport or Japanese residence 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
	Application checklist (this sheet)
	Form 4: Recommendation form from the Japanese language school designated by the HOSEI Business School of Innovation Management (if applicable)
	Application Confirmation Form (online submission) <a href="https://forms.gle/FHpBCjkuWYoNDmzU8">https://forms.gle/FHpBCjkuWYoNDmzU8</a>

## [Submission Deadlines]

**1<sup>st</sup> Entry: Wednesday, February 4, 2026**

**2<sup>nd</sup> Entry: Wednesday, April 22, 2026**

**All hard copy application documents must be submitted together via registered delivery or a courier service such as FedEx or DHL.** Note that submission via ordinary mail or Japan Post Office Letter Pack Light is not accepted.

**All documents must arrive no later than the submission deadlines listed above.**

Please use the label below for shipping ↓

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