

「Type1」 Documents Submission Checklist (5 sheets)

※ Check(✓) on the checklist and mail this along with other documents.

【List of Required Documents】

Documents			✓
① Application Form	Filled in on the web		
② Statement of Purpose and Study Plan	Filled in on the web		
③ Photograph	Uploaded on the web		
	Mailed 2 original photographs		
	Wrote my name in alphabet on the back of the photographs		
④ Certificate of High School Graduation (or expected)	Check one of the two cases on the right side	“I have already graduated.”	• Certificate of High School Graduation
		“I am currently enrolled.”	• Document certifying expected graduation from high school
	[Applicable applicants only] If currently enrolled in high school at the time of application, expected to graduate by March 31 of next year.		
	[Applicable applicants only] If currently enrolled in a university, also submit the university’s certificate of enrollment.		
	Uploaded on the web		
	Mailed the original certificate(s)		
⑤ High School Transcript	Transcript that certifies my entire academic record throughout high school education		
	[Applicable applicants only] If currently enrolled in a university, also submit the university transcript.		
	Uploaded on the web		
	Mailed the original transcript(s)		

⑥ Score Report of Standardized Examination	Please choose one of the following ⑥ and ⑦, and use the corresponding checklist.
⑦ IERF Detail Report	

 ⑥ Submission of Score Report of Standardized Examination

Uploaded on the web	
Mailed the original score report	

 ⑦ Submission of IERF Detail Report

Check one of the two cases on the right side	Sending the electronic copy of the report	Referred to the application guideline and input the information of “Soka University (Japan)” into the “Contact Information” section of “Applicant Information”.	
	Sending the original copy of the report	Uploaded on the web and then mailed the original report	

⑧ Recommendation Letter (Designated format)	Downloaded the designated form from the website	
	Requested to a teacher or a professor who has taught me in class at high school or university	
	Recommendation letter must not be seen by the applicant themselves, so the teacher placed it in an envelope and sealed it securely.	

⑨ Certificate of Japanese Proficiency ※This is not required for applicants applying only to the Faculty of International Liberal Arts.	Check one of the three certificates on the right side	• "Certificate of Result and Scores" for Japanese Language Proficiency Test (JLPT) N2 or above	
		• "Score Report" or "Score confirmation reports" for Examination for Japanese University Admission for International Students (EJU) 200 or above in “Japanese as a foreign language,” excluding the writing section	
		• "Score Report" for Japanese Proficiency Test (JPT) 600 or above	
	It must be within two years from the application deadline.		
	Uploaded on the web		
Mailed the original certificate			

⑩ Certificate of English Proficiency	Please choose one of the following (1) and (2), and use the corresponding checklist.
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- (1) Applicants who have taken six years of junior high and high school in English in either Australia, Canada, Ireland, New Zealand, United Kingdom or United States

Academic transcript of six years of junior high and high school education	
Uploaded on the web	
Mailed the original certificate	

- (2) Applicants from countries other than those listed above

Please choose one of the following (A) and (B), and use the corresponding checklist.
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- (A) Applicants to the Faculty of International Liberal Arts

Check one of the two certificates on the right side	▪ Score report of 70 or above in TOEFL-iBT	
	▪ Test Report Form of 6.0 or above in IELTS Academic	
It must be within two years from the application deadline.		
Uploaded on the web		
Mailed the original certificate		

- (B) Applicants to faculties other than the Faculty of International Liberal Arts

Check one of the three certificates on the right side	▪ Score report of TOEIC	
	▪ Score report of TOEFL-iBT	
	▪ Test Report Form of IELTS Academic	
It must be within two years from the application deadline.		
Uploaded on the web		
Mailed the original certificate		

⑪ Application Fee	Made an online credit card payment of 20,000 JPY when submitting the online application	
⑫ Statement of Financial Eligibility (Designated format)	Downloaded the designated form from the website	
	Please choose one of the following (1)~(4), and use the corresponding checklist.	
	All documents related to ⑫ have been uploaded on the web	
	Mailed all original documents related to ⑫	
	All certificates related to ⑫ must be issued within three months from the application deadline.	

 (1) Funded by myself

Original bank statement of myself	
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 (2) Funded by a family member outside of Japan

Original bank statement of the sponsor	
Sponsor's proof of employment	
Sponsor's income certificate	
Document that certifies the sponsor's relationship to myself	

 (3) Funded by a scholarship aside from Soka University's

Original scholarship letter stating the amount, duration and name of the organization offering the scholarship	
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 (4) Funded by a sponsor that lives in Japan

Tax certificate with the total amount of the sponsor's income	
Sponsor's proof of employment	
Sponsor's certificate of residence	
If the sponsor is an acquaintance or a friend, a document that indicates the relationship to the applicant	

【Only for applicants who wish to apply for Academic Fee Exemption】

⑬ Application for Academic Fee Exemption (Designated format)	Downloaded the designated form from the website			
	Proof of household income	Father	Father's income certificate	
			It describes income from January to December of the previous year (or the most recent one-year period).	
		Mother	Mother's income certificate	
			It describes income from January to December of the previous year (or the most recent one-year period).	
	All documents related to ⑬ have been uploaded on the web			
Mailed all original documents related to ⑬				

※In case there was a job change in the previous year, please submit also the proof of income referred to the previous job.

※In the case of one of your parents has no income, you must attach an official document of no income. If you are unable to provide documentation showing no income, your scholarship application will not be accepted.

