



## 「Bekka」 Documents Submission Checklist (4 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	Filled in on the web		
③ Photograph	Uploaded on the web		
	Mailed 2 original photographs		
	Wrote my name 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
	Uploaded on the web		
	Mailed the original certificate		
	[Only for applicants who are enrolled in high school at the time of application] “I am expected to graduate by March 31, 2024.”		
⑤ Score Report of Standardized Examination	Please choose one of the following ⑤ and ⑦, and use the corresponding checklist.		
⑦ IERF Detail Report			

⑤ 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 number 11 on page 3 of the 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	

⑥ High School Transcript	Transcript that certifies my entire academic record throughout high school education	
	Uploaded on the web	
	Mailed the original transcript	
⑧ Recommendation Letter (Designated format)	Downloaded the designated form from the website	
	Requested to high school instructor who has taught me in class or high school principal	
	Recommendation letter must not be seen by the applicant themselves, so the teacher placed it in an envelope and sealed it securely.	
⑩ Certificate of English Proficiency	Please choose one of the following (1) and (2), and use the corresponding checklist.	

- (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

Check one of the three certificates on the right side	• Score report of TOEIC	
	• Score report of TOEFL	
	• Score report of IELTS	
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	
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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	

(1) Funded by myself

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

Original bank statement of the sponsor (statement over a certain amount)	
Sponsor's proof of employment	
Sponsor's income certificate	
Document that certifies the sponsor's relationship to myself (e.g. a copy of family register, certificate of residence, etc.)	

(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 (Yearly total must be over a certain amount.)	
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(4) Funded by a sponsor that lives in Japan

Tax certificate with the total amount of the sponsor's income (photocopy of income tax certificate, tax deduction certificate, etc.)	
Sponsor's proof of employment (if it is a self-owned business, submit an official document such as the copy of corporate registration or operating license)	
Sponsor's certificate of residence	
If the sponsor is an acquaintance or a friend, a document that indicates the relationship to the applicant, such as a photo taken together	

**【Applicable applicants only】**

⑨ Certificate of Japanese Proficiency	Check one of the three certificates on the right side	• "Certificate of Result and Scores" for Japanese Language Proficiency Test (JLPT)	
		• "Score confirmation reports" for Examination for Japanese University Admission for International Students (EJU) in "Japanese as a foreign language"	
		• "Score Report" for Japanese Proficiency Test (JPT)	
	Uploaded on the web		
Mailed the original certificate			

**【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 2022 (or the most recent one-year period).	
		Mother	Mother's income certificate	
			It describes income from January to December 2022 (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 2022, please submit also the proof of income referred to the previous job.

※In case there is no income, please submit a "Certificate of no income". If the country where the father and mother are living does not issue a certificate of no income, the person who has no income must write a declaration with the reason of not having an income, the reason of not being able to submit a certificate of no income, relationship to the applicant, and a signature written by his/her own self.