

2023 Academic Year Hosei University
Institute for Global Economics and Social Sciences
Application Checklist

If there is lack of documents, applications will not be accepted.

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

- (1) Application form Including your photo
- (2) Enrollment request form
- (3) Photo Paste a photo on the application form
- (4) High school graduation certificate (certificate of expected graduation)
- (5) Official high school transcripts
- (6) From schools you attended in Japan after high school
 - a Graduation certificate(s) and transcript(s) if you have already graduated
 - b Certificate(s) of enrollment and transcript(s) if you are currently enrolled in or partially attended
 - c Attendance certificate(s) if you attended a Japanese language school(s)
- (7) Certificate concerning qualification for admission to college
- (8) **Two** letters of recommendation from full-time teachers of your high school
- (9) Copy of passport
- (10) Documents showing English language proficiency Select one of the tests listed below.

a TOEFL® iBT *requires **both** types of documents

- (a-1) Test Taker Score Report **Enclose**
- (a-2) Official Score Report **Sent from the institution** Order Date / /

b IELTS *must be submitted in one of the following ways

- Test Report Form **Enclose / Sent from the institution** Order Date / /

c TOEIC*requires both types of documents

- (c-1) L&R Official Score Certificate **Enclose**
- (c-1) S&W Official Score Certificate **Enclose**

- (11) Statement of Purpose **MUST BE a 800- to 1000-word essay in English.**
- (12) Self-introduction video **Upload** Upload Date / / **The length should be 2.5 to 3 minutes.**
- (13) SAT/ACT Score (Optional)
- (14) Documents related to the application for the status of residence in Japan by an agent
Only for non-Japanese nationals
- (15) Copy of your Residence Card (^{ざいりゅう}在留カード) Only for non-Japanese nationals
- (16) Application Checklist This Sheet

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

**The documents must be delivered by recorded delivery or courier service (e.g. FedEx, DHL or similar).
Please send all application documents in a single package via post to:**

**IGESS, Academic Affairs Department, Hosei University
2-17-1 Fujimi, Chiyoda-ku, Tokyo, 102-8160, Japan**