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2018 Academic Year Hosei University
The Global Business Program, Faculty of Business Administration

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.

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

Application Documents	Required for all applicants	Check(✓)		Note		
(1) Application form	●			including your photo		
(2) Enrollment request form	●			including your photo		
(3) Two photos	●	one	two	Paste a photo on the application form and one on the enrollment request form		
(4) High school graduation certificate (certificate of expected graduation)	●					
(5) Official high school transcripts	●					
Graduation certificates and transcripts (if you have already graduated)				From the schools you attended after the high school		
(6) Certificates of enrollment and transcripts (if you are now being enrolled)						
(7) Certificate concerning qualification for admission to college				Depends on your educational system. Check the application guidelines, page 3		
(8) Letters of recommendation	●	one	two	From two full-time teachers of the last school attended		
(9) Copy of passport				Only for non-Japanese nationality		
(10) Documents showing English language proficiency Select one of the tests by applicants.	●			Encl ose	Note: TOEFL and TOEIC require two types of documents	
		TOEFL	a photocopy of Examinee Score Report OR Test Taker Score Report Official Score Report			Sent form the institution
		IELTS	Test Report Form			
		TOEIC	L&R Official Score Certificate S&W Official Score Certificate			
(11) Statement of reasons for applying to Hosei University	●					
(12) Self-introduction video	●	Upload			Applicants must upload the video on "My page".	
(13) Documents related to the application for the status of residence in Japan by an agent				Only for non-Japanese nationals		
(14) Application Checklist	●			This sheet		

Submission due date: Friday, March 23, 2018

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

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