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2019 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) (6) Certificates of enrollment and transcripts (if you are now being enrolled)				From the schools you attended after the high school		
(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.	●	TOEFL	a photocopy of Examinee Score Report OR Test Taker Score Report Official Score Report	Enclose	Sent form the institution	Note: TOEFL requires two types of documents
		IELTS	Test Report Form			
(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 22, 2019

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**