

Prescribed Form 5 Checklist for Application Documents to be submitted

Name: _____ Date of Submission: _____

■ Checklist for Application Documents to be submitted

No	Documents	Remarks	Check
1	Application Form for Master Level (Item 1~6 and 8) <u>with a photo (4cmx3cm)</u>	(Prescribed Form 1) <ul style="list-style-type: none"> • You are required to write your signature in the lower right-hand corner of <u>EACH PAGE</u> including any additional sheets of paper. • <u>If necessary, you may add separate sheets of A4 sized paper for items 5 & 6 of the Application Form.</u> 	<input type="checkbox"/>
	Research Plan (Item 7)	<ul style="list-style-type: none"> • On separate sheets of A4 sized paper <u>write a brief proposal outlining your research plan (no more than 700 words).</u> • You are required to write your signature at the lower right-hand corner of each page of the Research Plan. 	<input type="checkbox"/>
2	Confidential Statement of Reference for Master Level	(Prescribed Form 2) <ul style="list-style-type: none"> • To be completed by the Director, Human Resource. • Must be enclosed within a sealed envelope. 	<input type="checkbox"/>
3	Bachelor / Certificate of Degree	A certified copy which is duly certified by your university or the Commissioner of Oaths.	<input type="checkbox"/>
4	Official Transcript (University-level)	A certified copy which is duly certified by your university or the Commissioner of Oaths or the original of the official transcript from your university.	<input type="checkbox"/>
5	Identification Document (ID)	Colour Photocopy of valid Passport or National ID issued by the National Identification Authority for Ghanaians if you don't have a passport.	<input type="checkbox"/>
6	Proof of English Language Skill of JDS Scholarship Applicants, or Certificate of English Proficiency at University (For Kobe U., Ritsumeikan U., and Hiroshima U.)	(Prescribed Form 3) <ul style="list-style-type: none"> • To be completed by officials from your organization which you work for. ie.to be filled by a superior from your organization and stamped with the official seal. • <u>You do not need to submit Prescribed Form 3</u> if you hold a Bachelor's degree from a university in the US, Canada, UK, or Australia; or (2) if you submit a Colour-Photocopy of your English language test score (TOEFL, TOEIC, or IELTS) undertaken within the past two years. 	<input type="checkbox"/>
7	English Language Test Score (If you have any) (For Nagasaki U., Nagoya U, and Kyushu U.)	<ul style="list-style-type: none"> • Submit a Colour-Photocopy of your English language test score (TOEFL, TOEIC, or IELTS). Test results shouldn't be more than two years for Nagasaki U. and Kyushu U. and shouldn't be more than five years for Nagoya U. (as of April next year). 	<input type="checkbox"/>
8	Appointment Letter	<ul style="list-style-type: none"> • A photocopy 	<input type="checkbox"/>
9	Registration Form <u>with two photos (4cmx3cm)</u>	(Prescribed Form 4)	<input type="checkbox"/>
10	Checklist for Application Documents to be submitted	(Prescribed Form 5)	<input type="checkbox"/>