KWANSEI GAKUIN UNIVERSITY

IBA Student Exchange Application Checklist

FAMILY NAME:_____ **FIRST NAME:**_____

Home University: _____

Check Off

I have prepared and will submit the following documents along with this checklist:

I have **not** prepared the following documents: Please explain the reason for this, and inform KGU of when you will be able to submit them.

	Required documents	**Note**
	(1) Student Exchange Application Form	
	(2) Letter of Reason for Study	
	(3) Certificate of Health	
	(4) Declaration of Medical Condition/Disability that Requires Special Support (if applicable)	
	(5) Certificate of Eligibility Application Form	
	(6) Official Grade Transcript	
	(7) Student Enrollment Letter	
	(8) Photocopy of Passport **Valid until: Day Month Year**	
	(9) Statement of Finance	
	(10) 4 Identical 3cm x 4 cm Photos	
	(11) Nomination Letter (by the exchange coordinator)	

Other Comments: