

List of Required Documents for Japanese Government (MEXT) Scholarship for the Academic Year of 2025  
- A Doctoral Degree Program -

Examinee's Number :

Name : (Surname)

(Given name)

(Middle name)

Supervisor

| Check | No.  | Document  | Remarks   | Progress |
|-------|------|---|---|----------|
|       | (1)  | Application Form  | A designated form must be used. Please do not change the format of the file.  |          |
|       | (2)  | ID Photo  | The photo must be taken within the last six months, should be 4.5x3.5cm in size (to include upper body , full face and no head gear). The photo should be pasted on the designated place on the application. However, please submit the photo data separately just for our record.  |          |
|       | (3)  | Field of Study and Research Plan  | Please describe the applicant's past and present field of study and research theme and plan in Japan.   |          |
|       | (4)  | Letter of Pledge  | A designated form must be used. An applicant's signature must be handwritten. Please make this in a data file.  |          |
|       | (5)  | Certificate of Health   | A designated form must be used. And it needs to be filled out by a general hospital within the last six months. A signature of the physician must be handwritten.   |          |
|       | (6)  | Copy of Passport  | Copy of picture page(s) indicating the name, date of birth, gender and nationality in the applicant's passport. If the applicant does not have a passport at the time of application, submit a copy of the national identification card or a copy of the certificate of the family register. Copy of full color and sharp image pages are highly asked.   |          |
|       | (7)  | Official academic Transcript(s) for all years of last university /graduate school attended with <u>the grade assessment standards</u> | It must be an official, bearing the university's seal and/or a signature of an authorized responsible person with an issuing date. Please be sure to submit the grade assessment standards by university/graduate school attended so that an applicant's grades can be converted precisely into MEXT scale GPA specified in Appendix from MEXT Scholarship Guideline. If an applicant is currently in the master program and expected to complete by Sep 2025, please submit the latest grades (grades an applicant have achieved so far) in the program.   |          |
|       | (8)  | Certificate(s) of (prospective)graduation or a Diploma of last university/graduate school attended                                    | If an applicant cannot submit a certificate of prospect graduation, please request the university/ graduate school for a <u>letter</u> certifying his/ her prospect graduation <u>by the end of Sep 2025</u> .  |          |
|       | (9)  | Document(s) attesting to the applicant's outstanding academic achievements at the last university attended                            | GPA above 2.3 in 3-scale in the MEXT grade assessment standard specified in Appendix from Application Guideline.<br>If the GPA cannot be calculated from the transcript, a document from dean at the last university clearly states that his/her grade ranking at the university attended is within the top 30%, MEXT deems that the applicant's academic achievement is equivalent to a GPA of 2.3 or above. This may be included in the letter of Recommendation. in (10)   |          |
|       | (10) | Letter of Recommendation from dean (or above) at the current university or other institutions   | It must be addressed to the President of Shizuoka University. The letter “TO WHOM IT MAY CONCERN” will not be accepted.<br>It must be attested by an authorized responsible person (Dean or above level) of the university attended or attending.   |          |
|       | (11) | Abstracts of thesis   | Abstracts of Master's thesis and any presented papers will be acceptable. It must be written in English. If the papers isn't written in English, please submit a summary of thesis in English. Please be sure the applicant's name is on a top page.  |          |
|       | (12) | Proof of Language ability   | <b>English:</b> Please submit a copy of the Score Reports of English language proficiency tests (TOEFL, TOEIC(L&R+S&W),IELTS, Cambridge, etc.) showing the scores in B2 level or higher in the CEFR. Scores must be achieved within the last 2 years. Please be sure all 4 skills (Listening, Reading, Speaking and Writing) must meet the B2 level or higher individually.<br>・ IF an applicant does not have the test score, please submit a letter certifying the applicant's master's or doctoral course (for DDP students) was conducted in English as a medium of instruction.<br>・ IF an applicant does not have the test score, and a medium of instruction of an applicant's master's or doctoral course (for DDP students) was not /is not English, Please submit a letter of recommendation for English language proficiency.<br>※All the letters must be attested by an authorized responsible person of the university (Dean or above level person) and addressed to the President of Shizuoka University.<br><b>Japanese:</b> Please submit a copy of the Score Reports of Japanese language proficiency test(JLPT) showing the score in N2 level or higher. Scores must be achieved within the last 2 years. |          |
|       | (13) | Presentation Materials  | in PPT file   |          |

Applications will be accepted only if all required documents for application are received by the deadline, **December 25, 2024**

Please contact us ([souzou-jimu-hgakumu@lists.gsest.shizuoka.ac.jp](mailto:souzou-jimu-hgakumu@lists.gsest.shizuoka.ac.jp)) as soon as you find out you might not be able to meet the deadline.