# ＜Notes for Making Research Student Application Documents＞

| No. | Documents, etc. to be submitted | Notes |
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| □1 | Application Form for Research Student | ✧ Use the prescribed forms.<br>✧ Fill in the forms in Japanese or in English.<br>✧ The applicant's photograph to be attached to the Application Form should be of clear quality, taken within six months of submission, and printed on paper specially for photographs. The photograph should be 4.0 x 3.0 cm. upper-body, full-faced, no hats. Please write applicant's name and nationality on the back of the photograph. The photograph data can be pasted to the Application Form and printed out. |
| □2 | Research Plan | ✧ Use the prescribed forms.<br>✧ Fill in the forms in Japanese or in English.<br>✧ Include information on past areas of specialization and publication history (if any). |
| □3 | Confirmation for Defraying Expenses | ✧ Use the prescribed forms.<br>✧ Plans to use part-time income to pay for tuition are not acceptable.<br>✧ If no visa is required, attach proof of financial support (e.g., bank statement). |
| □4 | Transcript issued by the last school | ✧ **The original must be submitted.** If only one original copy is issued, a copy certified as the original (with an official seal) by the issuing university is acceptable. |
| □5 | Certificate of graduation or prospective graduation by the last school | ✧ **The original must be submitted.** If only one original copy is issued, a copy certified as the original (with an official seal) by the issuing university is acceptable.<br>✧ A copy of the graduation certificate or the degree certificate is acceptable if the copy is attested by an authorized official of the university. (Do not submit the originals as the submitted documents will not be returned.) |
| □6 | Letter of Recommendation | ✧ The form may be any format, but it should be addressed to the applicant's prospective supervisor at Toyohashi University of Technology.<br>✧ Letter of recommendation written by a faculty member in a responsible position such as the president, dean or a professor (such as a former academic advisor, etc.) from the applicant's home university. |

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| | | ✧ Signature on recommendation letters should be handwritten. （We do not accept digital signature.） |
| ☐7 | Acknowledgment of Absence | ✧ Only those who currently have a regular job and wish to enroll as a research student at Toyohashi University of Technology while staying at their workplace should submit this document.<br>✧ Use the prescribed forms. |
| ☐8 | Proof of your English / Japanese Language skill | ✧ Applicants must submit an official certificate of Japanese or English language proficiency. (Photocopy is accepted)<br>✧ Applicants with a degree from an institution where all instruction was in English may submit an official certificate confirming this. |
| ☐9 | Photocopy of your passport | ✧ Only the page displaying your name, photo, passport number, and expiration. |
| ☐10 | Evaluation fee, 9,800 yen | ✧ Pay after receiving instructions from the Academic Affairs Division.<br>✧ Evaluation fee once paid will not be returned. |
| ☐11 | Application Form for Student ID Card | ✧ Use the prescribed forms. |
| ☐12 | Pledge | ✧ Use the prescribed forms. |
| **Documents for your visa:**<br>*Please check the notes on the designated page. | | |
| ☐13 | Application Form for Certificate of Eligibility | |
| ☐14 | Face photograph data | ✧ JPG, 50KB or less |
| ☐15 | Financial certificate | ✧ Bank account balance certificate, etc. |

Other notes

- ✧ All documents should be prepared in a unified A4 size in either Japanese or English. If the documents are written in other languages, please attach a Japanese or English translation.
- ✧ All documents with a signature space must be signed in person. Electronic signatures are not acceptable.
- ✧ It is not necessary to submit a copy of the thesis (work) as an annexed document.
- ✧ Submitted documents are not returnable.