Application Documents Checklist

Application Documents	How to Submit
1. **Application Form for Exchange Research Student** Signature and date must be original, otherwise typed.	**Email** and **Express Post** (EMS, FedEx, DHL, etc.)
2. **Recommendation Letter for Exchange Research Student** Signature and date must be original, otherwise typed.	**Express Post** (EMS, FedEx, DHL, etc.)
3. **Declaration Statement** Signature and date must be original, otherwise typed.	**Express Post** (EMS, FedEx, DHL, etc.)
4. **Research Proposal** The data must be in Word Format	**Email** and **Express Post** (EMS, FedEx, DHL, etc.)
5. **CV**	**Email** and **Express Post** (EMS, FedEx, DHL, etc.)
6. **Passport photocopy** Submit a copy of your photo page and all pages showing your identifying information	**Email** and **Express Post** (EMS, FedEx, DHL, etc.)
7. **Two photographs (length 40mm, width 30mm)**	**Express Post** (EMS, FedEx, DHL, etc.)
8. **Flight e-ticket (flight itinerary)**	**Email**

☞Application documents (1 - 7 above) must be sent by express post to:

Administrative Office
Graduate School of Science and Engineering
Ritsumeikan University
1-1-1 Noji-higashi, Kusatsu, Shiga, 525-8577, Japan
Email: se-admw1@st.ritsumei.ac.jp Tel: +81-77-561-2624

* Only original documents will be accepted.