

Application Documents Checklist

Application Documents	How to Submit
1. Application for Certificate of Eligibility Be sure to complete all 3 Sheets Do not fill out No. 24 and No. 25 on Sheet 2, and No. 29 on Sheet 3.	Email (must be in excel file)
2. Passport photocopy Submit a copy of your photo page and all pages containing your identifying information	Email
3. Flight e-ticket (flight itinerary)	Email
4. BKC International House Room Request	Email
5. Research Plan	Email
6. Two photographs (length 40mm, width 30mm) Must be taken within the last three months, showing chest and above with plain back ground.	Express Post (EMS, FedEx, DHL, etc.)
7. Documents to prove your financial support If you are a self-financed student, submit a bank account balance statement for your account or that of your financial sponsor (parent, etc.), issued no more than three months before the application date. If you receive scholarship assistance from a government or private organization, etc., submit proof of the scholarship award which bears the stamp, signature, or seal of the authorizing organization to prove its authenticity.	Express Post (EMS, FedEx, DHL, etc.)
8. Application Form for Research Student Signature and date must be original, otherwise typed.	Express Post (EMS, FedEx, DHL, etc.)
9. Recommendation Letter Signature and date must be original, otherwise typed.	Express Post (EMS, FedEx, DHL, etc.)
10. Declaration of Understanding Signature and date must be original, otherwise typed.	Express Post (EMS, FedEx, DHL, etc.)

☞ Application documents (6 - 10 above) must be sent by express post to:

Administrative Office
 Graduate School of Life Sciences
 Ritsumeikan University
 1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577 Japan
 Tel. +81-77-561-5021

*** Only original documents will be accepted.**