

## Application Document Checklist

Please use this checklist to confirm that all required documents and information are complete before submitting your application. This checklist is for your reference only and does not need to be submitted.

| Education History                                                                                                                          | Check                    |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| • Have you used the designated Education History form?                                                                                     | <input type="checkbox"/> |
| • Have you included all schools (from primary school onward), universities, language schools, and employment history?                      | <input type="checkbox"/> |
| • If you attended an integrated lower & upper secondary school, did you enter them separately?                                             | <input type="checkbox"/> |
| • Do the dates match your graduation certificates and transcripts?                                                                         | <input type="checkbox"/> |
| Statement of Purpose                                                                                                                       |                          |
| • Have you used the designated Statement of Purpose form?                                                                                  | <input type="checkbox"/> |
| • Have you entered your name?                                                                                                              | <input type="checkbox"/> |
| Activity Report                                                                                                                            |                          |
| • Have you used the designated Activity Report form?                                                                                       | <input type="checkbox"/> |
| • Have you entered your name?                                                                                                              | <input type="checkbox"/> |
| Short Essay                                                                                                                                |                          |
| • Have you used the designated Short Essay form?                                                                                           | <input type="checkbox"/> |
| • Have you entered your name?                                                                                                              | <input type="checkbox"/> |
| Graduation Certificates & Official Transcripts                                                                                             |                          |
| • Have you submitted your Graduation Certificate (or Certificate of Expected Graduation)?                                                  | <input type="checkbox"/> |
| • Have you submitted your Official Transcript?<br><b>Note: For secondary school, transcripts covering all years of study are required.</b> | <input type="checkbox"/> |
| • Have you submitted all required documents for your eligibility category?                                                                 | <input type="checkbox"/> |
| • If you attended more than one school, have you submitted an official transcript from each school?                                        | <input type="checkbox"/> |
| • Were your documents issued on or after April 1, 2026?                                                                                    | <input type="checkbox"/> |
| Letter of Recommendation (Please Confirm with Your Recommender)                                                                            |                          |
| • Have you asked two eligible recommenders to write recommendation letters?                                                                | <input type="checkbox"/> |
| • Have your recommenders used the designated recommendation form?                                                                          | <input type="checkbox"/> |
| • Have all required fields been completed?                                                                                                 | <input type="checkbox"/> |
| • Has the recommender signed the form?                                                                                                     | <input type="checkbox"/> |
| • Has the recommender been informed of the submission deadline?                                                                            | <input type="checkbox"/> |