



KWANSEI GAKUIN UNIVERSITY

IBA Student Exchange Application Checklist

FAMILY NAME: _____ FIRST NAME: _____

Home University: _____

I have prepared and will submit the following documents along with this checklist:

I have **not** prepared the following documents:
Please explain the reason for this, and inform KGU of when you will be able to submit them.

Check Off

↓	Required documents	Note
	(1) Student Exchange Application Form	
	(2) Letter of Reason for Study	
	(3) Learning Agreement AY2018-2019	
	(4) Certificate of Health	
	(5) 2019 Spring Intake Self-Report of Medical Conditions	
	(6-1) Certificate of Eligibility Application Form	
	(6-2) Remittance Agreement	
	(7) Official Grade Transcript	
	(8) Student Enrollment Letter	
	(9) Photocopy of Passport Valid until: Day Month Year	
	(10) 4 Identical 3cm x 4 cm Photos	
	(11) 2019 Spring Intake Accommodation Application	
	(12) Nomination Letter (by the exchange coordinator)	

Other Comments: