



「EMP」 Documents Submission Checklist (4 sheets)

※ Check(✓) on the checklist and mail this along with other documents.

【List of Required Documents】

Documents				✓
① Application Form	Filled in on the web			
② Statement of Purpose and Study Plan	Filled in on the web			
③ Photograph	Wrote my name on the back of the photographs			
	Uploaded on the web			
	Mailed 2 original photographs			
④ Certificate of High School Graduation (or expected)	Check one of the two cases on the right side	"I have already graduated."	• Certificate of High School Graduation	
		"I am currently enrolled."	• Document certifying expected graduation from high school	
	Uploaded on the web			
	Mailed the original certificate			
	[Only for applicants who are enrolled in high school at the time of application] "I am expected to graduate by August 31, 2024."			
	[Only for applicants who are currently enrolled in a university] Uploaded a certificate of enrollment on the web and mailed the original certificate			
⑥ High School Transcript	Transcript that certifies my entire academic record throughout high school education			
	Uploaded on the web			
	Mailed the original transcript			
	[Only for applicants who are enrolled in a university at the time of application] Uploaded a university transcript on the web and mailed the original transcript			
⑧ Recommendation Letter (Designated format)	Downloaded the designated form from the website			
	Requested to a teacher who has taught me in class at high school			
	Recommendation letter must not be seen by the applicant themselves, so the teacher placed it in an envelope and sealed it securely.			

⑤ Score Report of Standardized Examination	Please choose one of the following ⑤ and ⑦, and use the corresponding checklist. ※For those who only have a transcript of the high school equivalency examination, ⑤ must be submitted. ※For those who have enrolled in the relevant high school courses stipulated in the School Education Act of Japan for more than 1 year, they must submit school report (調査書) of that high school (written and sealed by the school principal) and it will be considered as a substitute for ⑤.
⑦ IERF Detail Report	

☐ ⑤ Submission of Score Report of Standardized Examination

Uploaded on the web	
Mailed the original score report	

☐ ⑦ Submission of IERF Detail Report

Check one of the two cases on the right side	Sending the electronic copy of the report	Referred to the details of '7. IERF Detail Report' on page 5 of the guideline and input the information of "Soka University (Japan)" into the "Contact Information" section of "Applicant Information".	
	Sending the original copy of the report	Uploaded on the web and then mailed the original report	

⑨ Certificate of English Proficiency	Please choose one of the following (1) and (2), and use the corresponding checklist.
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☐ (1) Applicants who have taken six years of junior high and high school in English in either Australia, Canada, Ireland, New Zealand, United Kingdom or United States

Academic transcript of six years of junior high and high school education	
Uploaded on the web	
Mailed the original certificate	

☐ (2) Applicants from countries other than those listed above

Please choose one of the following (A) and (B), and use the corresponding checklist.
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☐ (A) Applicants to the Faculty of International Liberal Arts



Check one of the two certificates on the right side	• Score report of 70 or above in TOEFL-iBT	
	• Score report of 6.0 or above in IELTS Academic Module	
Uploaded on the web		
Mailed the original certificate		

☐ (B) Applicants to faculties other than the Faculty of International Liberal Arts

Check one of the two certificates on the right side	• Score report of 61 or above in TOEFL-iBT	
	• Score report of 5.5 or above in IELTS Academic Module	
Uploaded on the web		
Mailed the original certificate		

⑩ Application Fee	Made an online credit card payment of 20,000 JPY when submitting the online application	
⑪ Statement of Financial Eligibility (Designated format)	Downloaded the designated form from the website	
	Please choose one of the following (1)~(4), and use the corresponding checklist.	
	All documents related to ⑪ have been issued within three months of the application deadline: issued on or after January 15, 2024.	
	All documents related to ⑪ have been uploaded on the web.	
	Mailed all original documents related to ⑪	

☐ (1) Funded by myself

Original bank statement of myself (statement over a certain amount)	
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☐ (2) Funded by a family member outside of Japan

Original bank statement of the sponsor (statement over a certain amount)	
Sponsor's proof of employment (indicating the period of employment and position held)	
Sponsor's income certificate (January to December 2023 or the most recent one-year period available)	
Document that certifies the sponsor's relationship to myself (e.g. a copy of family register, certificate of residence, etc.)	

☐ (3) Funded by a scholarship aside from Soka University's



Original scholarship letter stating the amount, duration and name of the organization offering the scholarship (Yearly total must be over a certain amount.)	
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☐ (4) Funded by a sponsor that lives in Japan

Tax certificate with the total amount of the sponsor's income (photocopy of income tax certificate, tax deduction certificate, etc.)	
Sponsor's proof of employment (if it is a self-owned business, submit an official document such as the copy of corporate registration or operating license)	
Sponsor's certificate of residence	
If the sponsor is an acquaintance or a friend, a document that indicates the relationship to the applicant, such as a photo taken together	

【Only for applicants who wish to apply for Academic Fee Exemption】

⑫Application for Academic Fee Exemption (Designated format)	Downloaded the designated form from the website			
	Proof of household income	Father	Father's income certificate	
			It describes income from January to December 2023 (or the most recent one-year period).	
		Mother	Mother's income certificate	
			It describes income from January to December 2023 (or the most recent one-year period).	
	All documents related to ⑫ have been issued within three months of the application deadline: issued on or after January 15, 2024.			
	All documents related to ⑫ have been uploaded on the web			
	Mailed all original documents related to ⑫			

※In case there was a job change in 2023, please submit also the proof of income referred to the previous job.

※In case there is no income, please submit a "Certificate of no income".

If the candidate is unable to provide documents to prove the household income of all financial supporters, they will not be eligible to apply for 'Soka University Academic Fee Exemption Scholarship for International Students'.