

**MEXT Scholarship Student by University Recommendation (Research Student)
Checklist for Application documents**

1. Documents to be completed by the applicant

Type of Document		How to Submit	Due Date
<input type="checkbox"/> 1	Application Form for Japanese Government (MEXT)Scholarship (Research Students)	Digital Media File(PDF)	January 20, 2025
<input type="checkbox"/> 2	Confirmation Form for OUAVM	Digital Media File	
<input type="checkbox"/> 3	Field of Study and Research Plan (Form 7)		
<input type="checkbox"/> 4	Academic Papers and Publications (submit only if applicable)		

2. Documents to be prepared by the applicant in his/her home country

Type of Document	How to Submit	Due Date
※ Documents in any language other than Japanese or English must be accompanied by a Japanese or English translation.		
<input type="checkbox"/> 5 Document certifying applicant's nationality and identity (e.g., a copy of Passport, Family register or Citizenship Certificate)	Digital Media File	January 20, 2025
<input type="checkbox"/> 6 <p>Official academic transcript: <A working member of society> ・Academic transcripts from most recently attended university (undergraduate program and graduate school)-issued by the university</p> <p><Student> ・Academic transcripts from most recently attended university and the course you are currently enrolled in. (undergraduate program and graduate school)-issued by the university.</p> <p>Important: Criteria for evaluation of transcripts(grading system) must be indicated in the academic transcript. (i.g. grade A for 100-90, B for 89-70) If the grading system is not indicated in the transcript, submit the official documents to explain about the grading system.</p> <p>If your transcript falls into category (1) or (2) below, please refer to [Condition 1] and prepare the recommendation letter as indicated. (1) The grading system is not depicted in the academic transcript, and there is no official document to describe it. (2) The grading system is other than 4-point scale(i.g.A~D) or 5-point scale(i.g.A~E).</p>		
<input type="checkbox"/> 7 <p>Recommendation Letter from "dean or above" from most recently attended university ※The letter should be address to "the President of the Obihiro University of Agriculture and Veterinary Medicine"</p> <p>[Condition 1] If the grading system of your academic transcript is other than 4-point scale or 5-point scale, or there is no description about the grading system, applicant must prepare the recommendation letter stating that <u>your most current grade was resulted in top (○)% of the (faculty name) as he/she got (○)th position among the (number of) students.</u> It's important that the letter mention both the percentage and your position among all the students. (i.g., "His grade from graduate school was resulted in top 20 % of the faculty of xx as he got 10th position among the 50 students.")</p> <p>Note: If the letter of recommendation is incomplete or any of the documents listed in Condition 1 are not present, the application will not be taken into consideration.</p>		
<input type="checkbox"/> 8 Certificate of graduation (or scheduled graduation) or diploma from most recently attended university (undergraduate program or graduate school)		
<input type="checkbox"/> 9 Document certifying the applicant's academic excellence at most recently attended university (※Submit only if applicable) (i.e., an indicator clearly showing the applicant's academic performance at the most recently attended university, such as GPA, class placement (ABC), or specific ranking (e.g., ranking Xth out of a total of Y students).		
<input type="checkbox"/> 10 Abstracts of theses ・1 or 2 sheets. If applicant do not have a Master's thesis, an equivalent research paper is acceptable.		
<input type="checkbox"/> 11 <p>Document confirming language requirement ・Refer to the [Application Guidelines (6)Language Requirements] ・Submit the certificate of language proficiency or certificate to prove that you have completed your entire education with English or Japanese as your primary language. ・If the current score(e.g. Score of TOEFL, TOEIC, JLPT) is obtained before December 2022, applicant must obtain the new score obtained after December 2022 before entering to Master/Doctoral program in OUAVM.</p>		
<input type="checkbox"/> 12 <p>Photo Paste the photo(Digital images) on to the designated space on the application form. ※Must be taken within 6 months, facing front, upper body.</p>		

3. Submission of Digital Media

Student Affairs Section, International Student Office
Email : rgk@obihiro.ac.jp
※When applicant submit the Digital Media File, be sure to send a copy (put cc) to your prospective academic supervisor.

4. Documents to be submitted by the prospective academic supervisor

Type of Document	Digital Media Submission	Due Date
<input type="checkbox"/> 13 [Application form for Security Export Control]	To:Center for Regional Collaboration in Research and Education	January 31, 2025
<input type="checkbox"/> 14 [Pledge and Confirmation Letter]※Everyone must submit the[Pledge]. [Confirmation Letter]must be submitted for applicable person only.		
<input type="checkbox"/> 15 Report of Exchange Achievements	To:International Student Office	5pm on February 7,2025
<input type="checkbox"/> 16 Letter of Recommendation (Form 1)		
<input type="checkbox"/> 17 <p>Comprehensive Performance Evaluation Report (Form 3) ※International Student Office will ask for a seal after receiving the digital media file.</p>		

[Submission of Digital Media]
Center for Regional Collaboration in Research and Education
Email: export@obihiro.ac.jp