

【Application Procedures for Applicants】

1. Please obtain your LOGIN ID NUMBER for on-line application from your Exchange Coordinator. Fill out the on-line application form and transmit it **by March 10, 2010 (7pm, Japan time)**. **We recommend you to keep a printed copy of the application form for your own record.** Also, **you need to submit the printed form (See B⑤)** (If you have a problem in filling out the on-line application form, please contact your Exchange Coordinator at your institution.)
※ Please keep your Log-in ID number confidential. Letting others know your ID number can endanger the security of your provided information.

 2. Please prepare the following documents. These forms can be downloaded from HUSA homepage. Please see the front page for 'How to Apply' section. (<http://husa.hiroshima-u.ac.jp/english/>).
- A) Forms to be downloaded and submitted**
- ① Instruction for Filling Application Form
 - ② Certificate of Health
 - ③ Certificate of Student Registration
 - ④ A. UCTS Study Plan
B. HUSA Program CORE SUBJECTS Study Plan
 - ⑤ Certificate of Enrollment of Applicants for the JASSO Scholarship
 - ⑥ Confirmation of Student Status (Form to be filled out by institution)
 - ⑦ A. Detailed Plan of Research (*Special Research Student only*) OR
B. Statement of Purpose and Short Essay
(*Special Auditing Students Only: Undergraduate or Graduate Students*)
 - ⑧ Letter of Reference
 - ⑨ Certificate of Bank Account [needs to be officially certified by the bank]
 - ⑩ Statement of Financial Support [letter stating the financial supporter's relationship to the applicant]
(※Applicants who wish to join the HUSA Program with private funding even if she/he is not awarded the JASSO Scholarship are required to submit ⑨ and ⑩ in order to prove the provision of the financial support.)
- B) Other Documents to be submitted**
- ① 2 Passport type (40 x 30 mm / 1.6 inch x 1.2 inch) pictures (Applicant's name and country name should be written on the back)
 - ② Officially Certified Academic Records
 - ③ Explanation of grading system in the Academic Records and GPA (Grade Point Average) If academic record has not list it.
 - ④ 1) A copy of a TOEFL score (iBT above 61 / CBT above 173 / PBT above 500) or IELTS score (above 5.5)
OR
2) A copy of a certificate of Japanese Language Proficiency Test 2nd Grade [*Nihongo Noryoku Shiken* 日本語能力試験 2級] or above
※ Native English speakers do not need to submit ④.
※ Students who participate in HUSA program are required to have sufficient language proficiency of English OR Japanese. Students must have sufficient English (equivalent to TOEFL iBT61 level, IELTS 5.5 level) or Japanese Language Proficiency Test 2nd grade or above to be able to comprehend classes, give presentations, write reports and take examinations.
※ If the applicants have some difficulties in presenting the official score of the TOEFL, IELTS, or Japanese Language Proficiency Test, please contact the HUSA Program.
 - ⑤ Copy of the on-line application form (applicants are expected to keep a printed copy of their form).
3. Please make sure that you have prepared all the documents and submit them to your university coordinator by the deadline. Documents submitted directly by the applicants are not accepted as official documents. **All the paper documents need to be submitted by March 20, 2010. *The deadline needs to be strictly observed.**