



Human Sciences International Undergraduate Degree Program, Osaka University

Application Form

Please attach a photo taken within  
the last 3 months and in front of a  
plain background.

Name \_\_\_\_\_

(Family name/ First name/ Middle names)

FOR OFFICE USE ONLY

Ref No.





## APPLICATION DOCUMENT CHECKLIST

**Closing date: January 13<sup>th</sup>, 2017 (Payment deadline: January 6<sup>th</sup>, 2017). We are not able to accept applications for autumn 2017 enrolment that arrive in Japan after**

Checklist to be completed before the application is sent to the International College.

The application must be fully and accurately completed. This includes ensuring:

- A photo is attached. (p.1)
- Part A is complete.
- Part B is complete.
- Part C is complete.
- Part D is complete.
- Part E is complete.
- Part F is complete.
- Part G is complete.
- Part H is complete.
- Sufficient documentation is attached for preliminary assessment:
  - Certificate of expect graduation or a copy of certificate of graduation
  - Official transcript from high school/secondary schooling
  - An official copy of a standardized academic test where applicable
  - Certificate of English language proficiency where applicable
  - Predicted scores for academic qualifications in progress where available
  - Your personal statement is complete
  - An additional essay is complete
  - Two recommendation letters in sealed envelopes
  - A copy of personal details page of your passport \*If you have two or more citizenship, please submit copies of all of them. If you have a Japan residence card, please submit a copy of it.
- Certified translations of any documents not in English or Japanese
- You have paid the application fee and pasted a copy of the Transaction Confirmation or remittance receipt.
- Disclaimer and Signature is complete

**You may word-process this form or fill it in by hand.**

**Please use black ink and write in BLOCK LETTERS.**

**All documents should be printed single-sided.**

**Documents should not be stapled together.**

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**Part A: Personal Details** (provide personal details as they appear in your passport)

Family/last name \_\_\_\_\_

First/given name \_\_\_\_\_

Middle name(s) \_\_\_\_\_

Have you been known by any other name?

No

Yes  If yes, what name? \_\_\_\_\_

Date of birth \_\_\_\_\_ (DD/MM/YY) Gender \_\_\_\_\_

Country/countries of citizenship \_\_\_\_\_

\*If you have two or more citizenship, please write all of them.

Applicant's email address \_\_\_\_\_

**Part B: Contact Details**

**Correspondence address**

House/apartment name \_\_\_\_\_

Street \_\_\_\_\_

Town/city \_\_\_\_\_

Municipality \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Tel Country code+ \_\_\_\_\_ Home phone \_\_\_\_\_

Tel Country code+ \_\_\_\_\_ Cell phone \_\_\_\_\_

**Permanent home address if different from above**

House/apartment name \_\_\_\_\_

Street \_\_\_\_\_

Town/city \_\_\_\_\_

Municipality \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Tel Country code+ \_\_\_\_\_ Phone number \_\_\_\_\_

**Emergency contact**

Relationship Mother Father Legal guardian Other(specify)\_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Email address \_\_\_\_\_

Tel Country code+\_\_\_\_\_ Home phone \_\_\_\_\_

Tel Country code+\_\_\_\_\_ Cell phone \_\_\_\_\_

**Part C: Schools and Colleges Attended**

We need a complete academic history from grade/year 1 of elementary/primary school through to the present or last school or college attended. List chronologically from first to last school attended.

**Elementary/Primary and Junior High/ Middle Schools Attended**

Name of school	Location (city, country)	Dates attended (From MM/YY to MM/YY)	Grade/year levels	Language of instruction

**High Schools/ Secondary Schools/ Further Education Colleges Attended**

Name of school	Location (city, country)	Dates attended (From MM/YY to MM/YY)	Grade/year levels	Language of instruction


**Have you ever participated in a home school programme?**

No  Yes If yes, name of programme \_\_\_\_\_

Grades covered by this programme \_\_\_\_\_

**Higher Education Level Colleges and Universities Attended**

Name of school	Location (city, country)	Dates attended (From MM/YY to MM/YY)	Language of instruction

**Other Educational Programs Attended**

List any other programmes that you have attended, such as language programmes, summer programmes, certificate programmes or vocational programmes.

Name of school	Location (city, country)	Dates attended (From MM/YY to MM/YY)	Type of programme completed

**Are you currently attending a high school, college, university or any other educational institution?**

- No. Please attach a statement explaining what you have been doing since last enrolled in school.
- Yes. Name of institutions and expected date of graduation or programme completion.

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**Part D: Qualifications and Test Scores**

- Provide copies of the official results transcripts
- Official explanation of the examination system
- Official English translation of any documents that are not in English or Japanese.

**D-1: Academic Qualifications Completed**

(e.g. SAT, ACT, AP, IB Diploma, GCE A level, Matura, and other qualifications for admission to a university in your country ).

Name of qualification	Date awarded (MM/YY)	Grade or score awarded	Awarding body

**D-2: Academic Qualifications in Progress**

(e.g. SAT, ACT, AP, IB Diploma, GCE A level, Matura, and other qualifications for admission to a university in your country ).

Name of qualification	Date scores will be announced (DD/MM/YY)	Predicted score	Awarding body

**D-3: English Language Qualification(s)**

Is English your first language? No Yes

If no, please provide details of your English language qualification.

Name of Test	Date Awarded (MM/YY)	Score Awarded	Awarding Body
Other than English tests			

**D-4: Other Qualifications and Awards**

(e.g. Musical examinations and awards and sports awards)

Name of qualification or award	Date of awarded (MM/YY)	Score or grade (if applicable)	Awarding body or institution

**Part E: Sources of Financial Support**

What sources of financial support will you have for the four years of this program?

- Personal and family funds
- Scholarship
- Sponsor/other

## Part F: Special Accommodations

Do you need any special accommodation for disability reason?

No  Yes If yes, please give for details.

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## Part G: Major Preference

It is not necessary to decide your major until the fourth semester, but we would like to know your preference at this time.

- Global Citizenship
- Contemporary Japan
- Undecided

## Part H: How did you hear about this programme?

- College fair
- School visit
- Osaka University website
- Ministry of Education website
- Other website (please state \_\_\_\_\_)
- School counsellor
- Family or friend
- Current student
- Other (please state \_\_\_\_\_)

## Personal Statement and Additional Essay

Write two brief essays (each no longer than 1000 words) on the following two themes. Please word-process them using double spacing and a 12-point font. Send these essays to us along with the application form and supplementary documentation. Please ensure that your name appears on each page of the essay in the header.

### 1. Personal statement

Explain your reasons for applying to our program and tell us what you think we ought to



know about you to make an informed decision about your application.

## **2. Additional essay**

Reflect on what you learned during your high school/upper secondary experience, paying special attention to people who influenced you and specifying their role in your development. Also offer a critique of your experience: how could your high school/upper secondary experience have been improved?

## **Recommendation Letters**

Write down your name, your data of birth and the date of graduation on the Recommendation Letter Cover Sheet and provide it to your recommenders (teachers, career counselor, or the head teacher). Get two recommendation letters with the cover sheets in sealed envelopes. Send them with other application documents. Please do not open the sealed documents, doing so will make your documents unofficial. The Cover Sheet is attached in the end of this application sheet.

## **Payment Certificate of the Application Fee**

Please paste here a copy of the Transaction Confirmation or remittance receipt for the application fee.

## Disclaimer and Signature

I hereby declare that all the information provided is true and correct and that the submitted documentation is authentic and contains no forgeries. Should any forgeries or untrue information be discovered before or after enrolment, I understand that I could be asked to give up my place on the programme.

I agree to:

- Notify the International College Office, Osaka University of any changes in the submitted information.
- Permit Osaka University to access my academic records from other institutions.
- Permit Osaka University of disclose personal information collected from the application form to relevant bodies for the purposed of verification and assessment of qualifications.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_ (DD/MM/YY)

If applicant is under 20 years of age

Name of guardian \_\_\_\_\_

Signature of guardian \_\_\_\_\_

Date \_\_\_\_\_

Send completed application form and accompanying documentation to:

International College Office

Osaka University

1-2 Machikaneyama-cho, Toyonaka, Osaka 560-0043 JAPAN

Tel:+81-6-6879-4045

Enquires: [englishprogram@hus.osaka-u.ac.jp](mailto:englishprogram@hus.osaka-u.ac.jp)



The Human Sciences Undergraduate Degree Program, Osaka University  
RECOMMENDATION LETTER COVER SHEET

*This portion to be completed by the applicant*

**INSTRUCTIONS TO THE APPLICANT**

Please write down your name, your date of birth and the date of graduation and provide it to your recommender. The recommender must return the completed form with the recommendation letter in a sealed envelope. You need to get two recommendation letters and send these recommendations unopened with other application documents.

Applicant Name \_\_\_\_\_  
Family name/ Surname First name Middle name

Date of Birth (mm/dd/yy) \_\_\_\_\_ Date of Graduation (mm/dd/yy) \_\_\_\_\_

*This portion to be completed by the recommender*

**INSTRUCTIONS TO RECOMMENDER**

Please place this cover sheet together with your letter of recommendation in an envelope, seal it, sign across the seal and return it to the applicant. We greatly appreciate your assistance in our evaluation of this applicant.

1. Using as a base of comparison other students you have taught at this level, please indicate your evaluation of this applicant's ability by checking the appropriate boxes.

	Exceptional	Excellent	Very good	Good	Weak	Unable to judge
Academic performance						
Oral communication ability						
Written communication ability						
Problem solving skills						
Leadership skills						
Teamwork skills						
Emotional intelligence						
Resilience (ability to adapt to new situations etc.)						

2. Please indicate the strength of your overall recommendation of this student for this program by checking the appropriate box.

Highly recommended    Recommended    Recommended with Reservations    Not recommended

Recommender's Name (Please print) \_\_\_\_\_

Position or Title \_\_\_\_\_

Institution Name \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_