

[IC-NET] Notes on Submitting documents

You must complete the application after you have checked there are no mistakes. Please see the common mistakes below.

◆Mistakes in filling out and uploading Language Proficiency Testimonial

1. Examination date not correct/ Scores not written in appropriate section
Please be extra careful not to fill in each score in wrong section. You must submit certificate which is not expired.
2. Scanned data inverted
Please check if it is not inverted before uploading the data.
3. Scanned data not clear
Data which is not clear or hard to read is not acceptable. Adjust the scanner and increase the amount of picture data and confirm the data is clear.
You cannot upload a photograph of the data. Only scanned data is acceptable. There are computers available to scan in each campus such as B1F Computer Room, Graduate School Building in Mita campus.
4. All parts not included in the scanned data
Please check if the entire page is included in the data before uploading. If the page is cut off, your application will not be accepted.
5. The score do not meet the language requirements
You cannot apply with the score which does not meet the language requirement the institution you wish to study abroad determined.
6. Language of the certificates not appropriate
If the language of certificate differs from the language you will use at institution you wish to study abroad, your application will not be accepted. If the language of certificate differs from the language you use in statement of purpose (in language used at university choice) , your application will not be accepted as well.
Those who are planning to take courses in several languages, they must write statement of purpose (in language used at university choice) in each language.
7. Insufficiency in submitting certificates
Those who are planning to take courses in several languages, they must submit certificates for each language.

◆Mistake in Statement of Purpose and institution choose

1. The institution differs from the institution you mention in statement of purpose
Please be extra careful when you choose the institution. Please check in advance that you have mentioned same institution in institution choose section before completing application.

2. Not chosen a campus you wish to study (only for those who apply for University of California)
Those who apply for University of California must choose a campus you wish to study. You can choose for third choices

◆ **Other mistakes in documents**

1. Error in student's name and guarantor's name
Students and their guarantors must sign by themselves and use different seals. If there are these errors or seals and signatures are not completed, your application will not be accepted.
2. Uploading certificate of academic record instead of transcript
Transcript is a document sent to guarantors in September and March. You cannot substitute transcript for certificate available from certificate issuing machine.

Delay in submitting documents due to computer error cannot be accepted.

Please get prepared ahead of time and submit the documents before the deadline.

You can amend your application document within a submission period.

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◆Checklist for submitting documents◆

Check	Faculty Students	Graduate Students/ Students planning to advance to Graduate School
	Photograph	
	Transcript (Students planning to advance to Graduate School must submit Faculty's transcript as well)	
	Language Proficiency Testimonial	
	Written Oath	
		APPLICATION FOR STUDY ABROAD with a supervisor's signature in Keio
		Acceptance letter from professor at Graduate School you apply for
		Certificate of acceptance (Student planning to advance to Graduate School only)
	chose correct institution	
	The uploaded documents are clear, sufficient and in the right direction	
	The language score of the certificate meets the language requirements	
	Printed and saved application documents and data	