



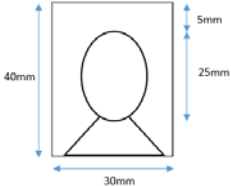








Check List for Sandwich Program- Shibaura Institute of Technology Spring 2019

DEADLINE for Spring Entry: October 15 to 30, 2018

Please go through the document list and check the Yes box (using the pull down menu)

No	Yes ✓	If NO please write the expected submission DATE	Documents	Document Form
00		/	Check List • Please go through this list and sign upon completing all documents • File name should be: 00-SDW-Form0-UnivName-ApplicantName	 PDF
01		DATE	Designated Format Application Form & Application for Certificate of Eligibility (COE) • File name should be: 01-SDW-Form1-UnivName-ApplicantName • Do not alter the excel page and for the components that need a selection, please choose using the arrow button and the square will become black.	 Excel
02		DATE	Designated Format Pledge • Applicant's signature and International Office Coordinator's signature must be signed • File name should be: 02-SDW-Pledge-UnivName-ApplicantName	 PDF
03		DATE	Portrait Photo with WHITE background • The photo size should be 3cm x 4cm • The background must be a plain WHITE background • The photo should be taken within 3 months • The photo must be sharp and clear • The applicant should face squarely to the front and should remove any hats, caps or head coverings. • File name should be: 03-SDW-Photo-UnivName-ApplicantN	 jpeg 
04		DATE	General CV • It should include academic and work experience if any • File name should be: 04-SDW-CV-UnivName-ApplicantName	 PDF
05		DATE	Official Transcript • An official transcript of the applicant's academic record in English with its grading system • It should have at least 2 academic years record. • File name should be: 05-SDW-Transcript-UnivName-ApplicantName	 PDF
06		DATE	Passport Copy • Scan the page with your photo and name (Your signature should be on the page) • If you do not have a passport, or is currently applying, please state in the COE application form (Form1-2) • File name should be: 06-SDW-Passport-UnivName-ApplicantN	 PDF 
07		DATE	English Language Proficiency Score • File name should be: 07-SDW-Eng-UnivName-ApplicantName	 PDF
08		Dead Line October 30	Submit all documents from 00 to 08 in ZIP File • We do not accept rar or other forms. • File name of the zip file should be: ApplicantName_UniversityName (Eg. Shibaura Taro_SIT)	 zip

*Please note that we will not accept incomplete documents and it will not be processed for screening.

*For University Coordinator please submit all applicants zip files to global-admission@ow.shibaura-it.ac.jp

Name of Applicant: _____

Name of University: _____