Check List of Application Materials
Short-Term Exchange Program
~ Courses in Japanese Business & Economics ~
Hiroshima University of Economics

Please be sure to prepare all documents and send them **(via International coordinator/advisor)** to:

ATTN:
Center for International Education and Exchange
Hiroshima University of Economics
5-37-1 Gion, Asaminami-ku
Hiroshima, JAPAN 731-0192

Name of Student _____

Home Institution _____

Application Documents

- ☐ application form **with photograph**
- ☐ letter of recommendation
- ☐ transcript of academic record from home institution(s)
- ☐ certificate of health
- ☐ level of Japanese language proficiency, completed and signed by a Japanese language teacher, and the result of Japanese Language Proficiency Test if applicable
- ☐ personal resume / CV
- ☐ **one printed** photographs (**4.5×3.5cm**, recently taken, full face)
- ☐ **one printed** photograph (**4×3cm**, recently taken, full face)
  ***Please make sure to write your name on the back of every photo**
  ****Please make sure to use the photo paper. A photopraph printed on a regular plain paper will NOT be accepted by the immigration office for VISA purpose.**
- ☐ proof of funds to cover all expenses (visa purpose);
  Bank statement showing a balance of at least 500,000 yen for one-semester program.
  ➔ Preferably issued under your name. In case you submit any proof under the name of your family or relative or anyone else, make sure to also submit the "Profile of Supporter & Pledge of Support" document specified by HUE.
- ☐ photocopy of valid passport (**all stamped pages must be submitted**)

For those applying for scholarship

- ☐ scholarship application form
  *see the information sheet for eligibility of applying for scholarship.

***Please check and make sure that you have collected all documents and photos before you bring them to your International coordinator/advisor at your home institution.**