

Application Materials Checklist

(Please enclose this checklist in your application)

Applicant's name: _____

Check the items you enclosed.

- 1) Application forms Enclosed
 - Application forms should be filled out through the online application website and printed out after the application fee payment.
 - Application forms cannot be revised once application fee is paid. To change information on the forms, please write correct information in red directly on the print-out forms.
- 2) Proof of Graduation Enclosed Sent directly to Sophia
- 3) Official University/College Transcript(s) from (school names):
 - 1. _____ Enclosed Sent directly to Sophia
 - 2. _____ Enclosed Sent directly to Sophia
 - 3. _____ Enclosed Sent directly to Sophia

* If you have been to multiple schools, please fill in 2 and 3.
- 4) Recommendation Letter from (teacher name) _____ Enclosed Sent directly to Sophia
- 5) Essay Enclosed
- 6) Certificate of English language proficiency (Not required for native speakers of English)
 - Enclosed (Eiken) Sent directly to Sophia (TOEFL / IELTS)
- 7) Certificate for 【Prerequisites】 #2 (Please check one of the following.)
 - 1. a photocopy of the teacher's license Enclosed Sent directly to Sophia
 - 2. a certificate of expected acquisition of the teacher's license Enclosed Sent directly to Sophia
 - 3. a certificate of employment Enclosed Sent directly to Sophia
 - 4. a photocopy of the CELTA certificate Enclosed Sent directly to Sophia
- 8) Photocopy of Residence Card in Japan (Only for international students who apply to February Examination) Enclosed

Please double-check the following:

- I have paid the application fee of 35,000 yen
- I have requested that my official TOEFL or IELTS scores be sent directly to Sophia. (if applicable)
 Date you requested: _____
 IELTS Test Report Form #: _____
- Message, if any