

Application Materials Checklist

(Please enclose this checklist in your application)

Applicant's name: _____

Check the items you enclosed.

- 1) Application forms Enclosed
 - 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