

## Application Materials Checklist

(Please enclose this checklist in your application)

Applicant's name: \_\_\_\_\_

Check the items you enclosed.

(If you're also applying for other programs, please enclose duplicates in the same envelope.)

- Application forms (3 pages)
- Essay
- Official Transcripts from (school names):
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_ (if you have been to multiple schools)
  - 3. \_\_\_\_\_ (if you have been to multiple schools)
- Certificate of (expected) graduation
- IB predicted grades report (if applicable)
- Recommendation Letters from (teacher names):
  - 1. \_\_\_\_\_  Enclosed  Shipped to Sophia
  - 2. \_\_\_\_\_  Enclosed  Shipped to Sophia
- Photocopy of passport (for foreign passport holders)

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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).
  - When?  During test registration
  - After test registration    Date you requested: \_\_\_\_\_
  - \*IELTS Test Report Form #: \_\_\_\_\_
- I have requested that my official  Old SAT /  Redesigned SAT /  ACT scores/  
 IB diploma /  GCE A-levels be sent directly to Sophia (if applicable).
  - When?  During test registration
  - After test registration    Date you requested: \_\_\_\_\_
- I'm also applying for  SPSF /  Science and Technology and enclosed duplicates (if applicable).

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Students who are unable to submit SAT, ACT, IB Diploma, or GCE A-Level scores due to circumstances related to COVID-19 should sign the following pledge:

- I hereby pledge that my inability to obtain all of the scores required for admission was due to circumstances related to COVID-19. I request that Sophia University review my application without those scores.

Signature: