CHECKLIST

Refer to the checklist below before submitting your documents.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Requirement | ✓ | Notes |
| **a** | Application for Special Program for International Students in Tropical and Subtropical Agriculture and Related Sciences (Three-Year Doctoral Course, October 2026–September 2029). | 1 original |  | Download form from UGAS-EU website |
| **b** | Field of Study and Research Plan | 1 copy |  | Download form from UGAS-EU website |
| **c** | Applicant’s master’s degree certificate or an official document issued by the applicant’s graduate school indicating that the applicant is expected to receive a master’s degree | 1 original |  | If the document is written in a language other than Japanese or English, submit a translation in English |
| **d** | Official transcripts of the applicant’s academic records for the master’s program | 1 original |  | If the documents are written in a language other than Japanese or English, submit a translation in English |
| **e** | Certificate of citizenship issued by a government authority or a copy of the applicant’s passport | 1 original  or 1 copy |  |  |
| **f** | Passport-sized photographs (4.5 × 3.5 cm) (head and shoulders, facing forward, without headwear except for religious or medical reasons, on a white or light-colored background) taken within the past six months with the applicant’s name and nationality written on the back of each photograph | 4 photos or a jpg |  | Attach one photograph to the application form, and enclose the other three in an envelope  A single jpg file may be submitted (max. size: 3 MB) but do not change the aspect ratio |
| **g** | List of Publications (master’s thesis, books, and academic papers) | 1 copy |  | Download form from UGAS-EU website |
| **h** | One copy of the master’s thesis or equivalent. Applicants who have not yet received a master’s degree should submit a report (in English) of their current research project | 1 copy |  | Submit an abstract (2–3 A4 pages) in English if the thesis is not in English |
| **i** | Copies of main academic papers and books listed in **g** List of Publications, except the master’s thesis | 1 copy each |  | Submit a summary in English (2–3 A4 pages) if the papers or books are not in English |
| **j\*** | One copy of the official results of a TOEFL, TOEIC, IELTS, Duolingo English Test, or other internationally recognized English language proficiency test that the applicant has achieved in the past two years | 1 copy |  |  |
| **k** | A letter of recommendation written by the head of the applicant’s current institution addressed to the President of Ehime University | 1 original |  | Download form from UGAS-EU website |
| **l\*** | Record of contact with the prospective supervisor detailing any interactions, discussions, or meetings between the applicant and the prospective supervisor, including the results of the interview | 1 copy |  | Download form from UGAS-EU website |
| **m** | Application fee: 30,000 yen  Note: The following applicants are not required to pay the application fee:   1. Those who are scheduled to complete the master’s program at Ehime, Kagawa, or Kochi University in September 2026 2. International students receiving a Japanese government (MEXT) scholarship 3. International students who are applying for or intend to apply for an extension of a Japanese government scholarship to receive payment after entering UGAS-EU 4. Those who have applied for a Japanese government (MEXT) scholarship 5. Those who are applying for admission to UGAS-EU through the pre-arrival admission system |  |  | Request an application fee payment slip from the UGAS-EU Office (rendai@stu.ehime-u.ac.jp) |
| **n** | Checklist. Applicants should check the many requirements for application documents using the checklist. Carefully review the checklist to ensure all the items have been prepared and place a check mark against each completed item before submitting the application | 1 copy |  | Download form from UGAS-EU website |

**\***Applicants who completed the master’s course at Ehime, Kagawa, or Kochi Universities don’t need to submit documents **j** and **l**

**Notes**

* Do not staple any of the application documents.
* Documents a, b, g, k, j, n should be typed or neatly handwritten in English or Japanese using the forms provided. They should be prepared on A4 paper (29.5 × 21 cm). Download and use the forms from the UGAS-EU website.   
  **http://rendai.agr.ehime-u.ac.jp/english/annai/**
* If any document for submission is written in a language other than Japanese or English, an English translation should be submitted. English translations should be provided by the issuing institution or authority. If the issuing institution or authority is not able to provide a translation, applicants should have the document(s) translated and have them certified by the issuing institution or authority. Both the English translation and the original document(s) should be submitted.
* Incomplete documents or documents arriving at the UGAS-EU Office after the deadline will not be accepted.
* The submitted documents will not be returned to the applicant.
* If paying the 30,000 yen application fee from abroad, please pay in yen via a bank transfer. The bank account information will be sent when needed.
* The application fee will be reimbursed under the following conditions. If you are eligible for reimbursement, contact the UGAS-EU Office. However, note that all the bank charges (including transfer fees, intermediary bank fees, etc.) for the reimbursement through overseas remittance are the responsibility of the applicant.

(1) If the applicant does not submit an application to Ehime University after paying the application fee

(2) If the applicant pays the application fee twice or pays too much in error

(3) If the application is not accepted

(4) If the applicant stated in Application m 1–4 mistakenly pays the application fee

(5) If the applicant has been granted an extension to a Japanese government scholarship