Document submission checklist

AY2025-2026 Student Exchange Program

Check	No.	Submission Document	Set
☐	1	Application Form (General Information/Application Information/Confirmations & Understandings/Statement of Purpose (1st - 7th Preference))	1
☐	2	ID Photo (Pasted on Application Form) 4cm×3cm	1
☐	3	Pledge *Need to be signed by the guarantor	1
☐	4	Letter of Recommendation	1
☐	5	Official Transcript (English)	1
☐	6	Language Certificate/Internal Language Proficiency Test Result (if necessary)	1
☐	7	Photocopy of Student ID Card (Applicable if you send the documents by post)	1

＊A black <u>non-erasable</u> pen must be used on the documents.

＊<u>All of the Submission Documents must be A4 size and single sided without stapled.</u>

＊ID photo must be cut with the size mentioned above.

＊Submitted documents will NOT be returned.

＊A Letter of recommendation must be filled out on the designated form and sealed by the recommender, received by the student, and submitted to OIA as an application document. In case of unavoidable circumstances for the recommender, he/she may submit the letter directly to OIA. If students are unable to submit the sealed letter of recommendation themselves during the Document submission period, they shall contact OIA in advance.

＊Transcripts must be issued by the Certificate Issuance Machine or via the Certificate Online Application System in advance prior to the submission date.

＊Applicants who take the Internal Language Proficiency Test need to submit the result of the test.

＊Applicants who prefer to send documents by post are required to enclose a photocopy of their Student ID Card. The documents should be sent by the registered email or "Letter Pack" with the shipping record and arranged to arrive at OIA before the last Day of the Document Submission period.