

## Document submission checklist

### AY2026–2027 Student Exchange Program

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

\*A black non-erasable pen must be used on the documents.

**\*All of the Submission Documents must be A4 size and single sided without stapled.**

\*ID photo must be cut with the size as mentioned above. Applicants have to fill in their name and student's ID on the reverse side of the photo and paste it to their application form.

\*Submitted documents will NOT be returned.

\*A Letter of recommendation must be filled out on the designated form and be 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 test result instead of an external language 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.