

## FAQ(about MEXT Special Programs)

No.	Questions	Answers
1	Q.Since I have not yet graduated, I cannot issue a certificate of graduation.	A.Please submit a certificate of expected graduation. Please be sure to submit a "Certificate of Graduation" after graduation.
2	Q.What precautions should I take regarding the documents to be submitted?	A.For documents in languages other than English, please submit the English version as well.
3	Q.Do I need to submit original certification of TOEFL, TOEIC, IELTS, TEAP, GTEC, or CPE scores?	A.Please submit the original. If you do not have the original in hand, please contact the official score company and request it.
4	Q.What precautions should I take regarding my transcripts?	A. 1. English version must be submitted. 2. Please attach a document explaining the grading system (ex: A=100~90, B=89~80). 3. The year in which the credits were earned must be shown. 4.Please make sure to send us THE ORIGINAL by mail. It is strictly prohibited to submit copies. If you only have one original transcript, please contact the department or section in charge of academic/educational affairs of your university or graduate school and ask them to issue additional one(s) for you.
5	Q.Is it required to include the original untranslated document when submitting a translated document of the transcript?	A.If the transcript translated into English was officially issued by your university and has a wet stamp, it is sufficient. However, if it is not officially issued by your university, please submit the original untranslated document as well. In any case, a wet stamp is required on both documents.
6	Q.What is the expiration date of the certificate regarding English?	A.The validity period is two years from the start of the application period. If you don't have a valid score,we would like you to submit a certificate of completion of an educational program in English at your home university.
7	Q.Are there any precautions regarding letters of recommendation?	A. 1. At least two letters of recommendation from different people 2. At least one of the letter of recommendation must be from a dean or department head or the president of the university. 3. Addressed to "To the President of Osaka University" (No good example: To whom it may concern) 4. Please make sure to send us THE ORIGINAL by mail. Submitting copies is strictly prohibited. If you need the recommendation letter on hand, please submit the original to us and keep a copy for yourself. If you received the recommendation letter from your recommender in PDF format, your recommender must email it to us directly. (iso-staff@eng.osaka-u.ac.jp)
8	Q.Are there any precautions to be taken with graduation or completion certificates?	Please make sure to send us THE ORIGINAL by mail. It is strictly prohibited to submit a copy. If you only have a copy of your original (expected) graduation certificate, please contact the department or section in charge of academic/educational affairs of your university or graduate school to have the original issued.