**【Additional Documents for GRIPS Applicants】**

Those who apply for GRIPS are required to submit the following additional documents

**1) Letter of Recommendation (GRIPS prescribed form)**

Your Letter of Recommendation must be written by a former professor or academic supervisor.

It must be submitted in a sealed, unopened envelope signed across the flap by the recommender.

**2) Original Graduation/Degree Certificate(s) and Academic Transcript(s)**

You must submit an original (not a copy) transcript of your academic record and your graduation/degree certificates from each undergraduate or graduate institution that you attended/graduated from. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.

• Official transcripts of academic record should contain the following information:

- Name of the degree program/course

- Enrollment period

- Names of all courses taken and grades received

- Grading scale including the maximum grade point/score

If you are currently attending a university, please submit your most recent transcript.

• Official graduation/degree certificates should state the name of your degree and the date the degree was awarded. Provisional or temporary graduation/degree certificates are not acceptable.

If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree.

* In case a university has a policy not to issue more than one official transcript/certificate:

You may submit official photocopies verified by the university. To be official, these must bear the institution’s official stamp or the signature of the registrar. They must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.

\* Photocopies of transcripts/certificates that have been verified by a notary public are NOT acceptable.

* If a university cannot issue an official English version of your transcript/certificate, you are required to attach an official verbatim English translation of the document, prepared by an accredited translator.