

## JAPAN EXCHANGE CHECKLIST FOR A COMPLETE FILE



- \_\_\_\_\_ Complete Application with Personal Statement
- \_\_\_\_\_ Two Faculty Recommendations
- \_\_\_\_\_ \$300 Administrative Fee (applied to your B.S.C. bill)
- \_\_\_\_\_ Power of Attorney Form (notarized)
- \_\_\_\_\_ Student Waiver Form
- \_\_\_\_\_ Drug Use Form
- \_\_\_\_\_ Transfer of Credit Form
- \_\_\_\_\_ Copy of passport (be sure it is valid for at least 6 months after expected return date)
- \_\_\_\_\_ Travel Itinerary
- \_\_\_\_\_ Emergency Information Form
- \_\_\_\_\_ Medical Information Form
- \_\_\_\_\_ Program Participant Agreement
- \_\_\_\_\_ Company and policy number of health insurance coverage (copy of card or letter)
- \_\_\_\_\_ ISIC Card Application with passport-size photo (**optional**)

**Please send the following items to the Office of International Programs upon arrival in Japan.**

- \_\_\_\_\_ Verification of Enrollment Form (after the semester begins, signed by host coordinator)
- \_\_\_\_\_ Student Locator Form (after semester begins)