

College of Technology Students

Notes for Application

- A. Colleges of technology are colleges offering comprehensive 5-year education programs (5 and a half year for mercantile marine) to junior high school graduates and are recognized as higher educational institutions similar to universities. In general, the Colleges of technology accept international students from the third year onwards.

They offer education programs that develop hands-on engineers who have acquired world-class expertise and can handle the latest technology, with a focus on lab works, practical works and hands-on exercises as well as having advanced theoretical knowledge. For more details please follow the Link below.

http://www.g-studyinjapan.jasso.go.jp/en/modules/pico/index.php?content_id=35

- B. STUDENTS WHO GRADUATE WILL BE AWARDED A DIPLOMA AND AN ASSOCIATE DEGREE. NOT BACHELOR'S DEGREE.
- C. PLEASE READ THE FOLLOWING NOTES AND INSTRUCTIONS CAREFULLY BEFORE YOU PREPARE YOUR APPLICATION FORM AND OTHER REQUIRED DOCUMENTS.
- D. BE SURE THAT YOU HAVE ALL THE REQUIRED DOCUMENTS.
- E. INCOMPLETE APPLICATION FORMS AND DOCUMENTS WILL NOT BE EXAMINED.
- F. Hard copy of the Academic Transcripts, the Graduation Certificates and Expected Graduation Certificate from secondary school will be accepted for application. However, the originals or certified copies will need to submit in case you proceed to the written examination.
- G. All documents must be written in English or Japanese. If any documents are written in any other languages, a certified English or Japanese translation is required. (Any certified translation office is accepted.)

H. All the documents must be in A4 size and should be submitted in a A4 envelop.

① Application Form: 1 Original (NO COPY NEEDED)

- a) Fill in the form by typing.
- b) Write your name in the application forms as follows.
 - Choose only three names, one for “**Family name**”, another for “**First name**”, and another for “**Middle name**”.
 - If you have a passport, you must spell your name **exactly the same as on your passport** in your Application Form and other required documents.
 - The hyphenated names (e.g. Abdel-Rahman or Alaa El-Din) are considered as one name.
 - “Full name in native language” in the Application Form or other required documents means to write your name in Arabic.
 - “In Roman block capitals” in the Application Form or other required documents means to write your name in English with capital letters.
- c) Educational Background (Application Form No.10)
 - “Elementary Education” means only elementary school, and does not include kindergarten.
 - “Lower Secondary Education” means junior high school/Preparatory school.
 - “Upper Secondary Education High School” means senior high school / Secondary school.
 - “Tertiary Education” means university (Undergraduate).
 - “Year and Month of Entrance and Completion”: Do not forget to fill in “months” as well as year.
 - “Duration of Attendances”: Write the number of years attended at each of your educational institutions before higher education (university). (example: 6 years 0 month, 3 years 0 month, 3 years 0 month, 4 years 0 month)
 - Do not forget to fill in “Total years of schooling mentioned above”.
- d) Photographs
 - Paste photographs with glue (do not staple) to the original Application Form. (Size 4.5×3.5 cm, taken within the past six months, upper body, full-face, uncapped. Write your name and nationality on the back of the photographs.) Copies are not acceptable. However, you may paste the photo in digital form on each application form in digital format (use FY 2019 form) and print it. (To print your photos and paste it on the Application Form is not allowed.)

[The following documents must be submitted as well]

② Academic Transcripts for all school years of Secondary School: 1 Copy only (Original or Certified Copy is Not necessary at this stage)

- a) Hard copies of the academic transcripts will be accepted for application (this year). However, those who pass the document screening and proceed to written examination will need to submit the original or certified copied academic transcripts on the written examination day.
- b) Those who have finished secondary school are required to present their academic records from the 1st year to the 3rd year.
- c) Those who are still in the last year of secondary school are required to present their academic records of the 1st year and the 2nd year.
- d) The certificate issued by your school should show a grade (by % or GPA) for each subject taken in all the academic years of your attendance.
- e) If the certificate is written in Arabic, a certified translation in English or Japanese must be attached.

③ Graduation Certificate or Expected Graduation Certificate: 1 Copy only (Original or Certified Copy is Not necessary at this stage)

- a) Hard copies of the graduation certificate or Expected Graduation Certificate will be accepted for application (this year). However, those who pass the document screening and proceed to written examination will need to submit the original or certified copied certificate on the written examination day.
- b) Those who are still in the last year of secondary school must submit a Certificate of Expected Graduation. The certificate must note the expected graduation month and year.
- c) If the certificate is written in Arabic, a certified translation in English or Japanese must be attached.

④ Recommendation Letter: 1 Original (NO COPY NEEDED)

- a) A Recommendation letter from the principal or the adviser of the last school (secondary school) attended. Free format (sample format available). The letter must be signed and sealed by the recommender.

⑤ Medical Certificate: 1 Original (NO COPY NEEDED)

- a) Must be submitted in the designated 2019 form with the hospital's official stamp or authorized signature. You may take the medical check at any hospitals or clinics, and is not necessary to go to governmental hospitals. Film No. of X-ray

must be filled in the form, however, if the film no. of the X-ray is not available, please write "None".

⑥ Certificate of Enrollment in a University (For only those who are currently enrolled in a university: 1 Original (NO COPY NEEDED))

- a) It is necessary to submit an original certificate or copies attested by an authorized person of the university with an official stamp. The official stamp in copy is not accepted including colored copies.
- b) If the certificate is written in Arabic, a certified translation in English or Japanese must be attached.

⑦ Certificate of Language Proficiency: 1 Copy only (NO EXTRA COPY NEEDED)

- a) Only in case the applicant has documents attesting competency in language.

⑧ Essay: 1 Original (NO COPY NEEDED)

- a) Use the designated form. You can add more pages if you need, as there is no limitation to the number of pages.

⑨ Passport photo page or Personal ID card: 1 Copy only (NO EXTRA COPY NEEDED)

- a) If you do not have either of them, please bring a copy of your birth certificate.