

Replace all highlighted areas with the appropriate info

[TODAY'S DATE]

[OFFICE NAME
ADDRESS]

This is the the office name and mailing address for where you send the application, not your professor
Putting in a personal name is fine, but doesn't make a difference

To Whom It May Concern:

Please find enclosed the following documents for my application for the University-recommended Monbukagakusho Scholarship at the [UNIVERSITY NAME] Graduate School of [NAME]. **Look up the official university and proper graduate school name!**

***If applying to the Embassy, you don't need the names!**

1. Application for Japanese Government (Monbukagakusho: MEXT) Scholarship, with photograph attached

Note: I have included a single-sided and double-sided copy

2. Field of Study and Research Program Plan

3. Letter of Recommendation from [NAME], [TITLE]

4. Certificate of [Graduation / Expected Graduation]

5. Certificate of Grades

6. Explanation of Grading System

7. 1-page Abstract of [Graduation Thesis / Major Paper (Note: I did not write a graduation thesis)]

8. [TOEFL / IELTS / TOEIC] test scores **Generally not required if you are a native speaker!**

9. Copy of passport

10. Two extra photographs

11. Certificate of Health

Add anything else the university specifically asked for

My intent is to study for a [Master's/Doctoral] Degree and my desired advisor is Professor [NAME], although I am willing to accept the graduate school's decision if they determine another professor's research field is more appropriate to my field of study.

University-recommended MEXT, only

If you have any questions or concerns about this application or its contents, please contact me at [EMAIL ADDRESS] and I would be happy to reply.

Best Regards,

[SIGNATURE]

[NAME]