

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!

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

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

Important: Rearrange the list to match the order

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.

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]