

COLLEGE OF BUSINESS ADMINISTRATION
Sophia University Study Abroad Requirements Check List

Sophia University – Tokyo, Japan Application Requirements:

- Application Form
- Form Related to Housing (Including essays)
- Transcripts
- Copy of current registered courses
- 2 letters of recommendation.
- Academic Purpose Essay
- Medical Certificate
- 5 Passport style photos with name on the back
- Copy of your passport (include your visa if you are not an American citizen)
- Application for certificate of eligibility

Marquette University Requirements

College of Business Requirements:

- Study Abroad Information Sheet
- Course Transfer Form – Signed & approved by appropriate college.
- Contact Residence Life
- Contact Bursar's Office
- Contact Financial Aid Office
- I, _____, agree that I am not on Academic or Disciplinary Probation. *Initial* _____ *Date* _____

Office of International Education Requirements (Turn in at AMU 425):

- Pick up a Study Abroad Handbook from AMU 425 *Initial* _____
- Confirmation of Study Abroad Participation Form
- Waiver of Liability and Release Form
- Emergency Contact/Medical Information Form
- 1 Passport-style photo

History (for COBA Office Use):

- Application Completed
- Application Sent Date: _____
- Admission Arrived Date: _____
- Registered For Appropriate Study Abroad Courses
- Transcripts Arrived Date: _____
- Credits Granted Date: _____
- Closed