

Submission of Recommendation Letter and/or Transcript

Japan Student Services Organization
Student Exchange Department
Student Exchange Support Division

For the application documents for the Student Exchange Support Program (Undergraduate scholarship for degree seeking students) for FY 2027 conducted by the Japan Student Services Organization, please input and submit a recommendation letter and a transcript (or *Chosasho*) through the '**Recommendation Letter Submission Form**.'

1. The information that the recommender obtains from an applicant is as follows:

- ① Applicant's name
- ② Applicant's ID (10-digit number that starts with 'PE')
- ③ URL of the '**Recommendation Letter Submission Form**'

2. The documents that the recommender needs to input and submit through the '**Recommendation Letter Submission Form**' are as follows:

- ① Recommendation letter (see, section 4.(1) below)
- ② Transcript (or *Chosasho*) (see, section 4.(2) below)

*As a rule, please submit both the recommendation letter (①) and the transcript (or *Chosasho*) (②) together.

*If the applicant's transcript (or *Chosasho*) (②) needs to be submitted from a high school other than the current or graduated school due to transfer, please submit the transcript (or *Chosasho*) only.

'Recommendation Letter Submission Form' (Excerpt)

The screenshot displays the 'Recommendation Letter Submission Form' with a progress bar at the top indicating three steps: 'input' (highlighted in orange), 'confirmation', and 'send'. The main section is titled 'Submission' and contains the instruction 'Please select what you will submit *'. There are two radio button options: 'Recommendation Letter and Transcript (or Chosasho)' (selected with a blue dot) and 'Transcript (or Chosasho) only'. Two callout boxes provide additional guidance: an orange box points to the first option, stating 'If the recommender is affiliated with the applicant's current or graduated educational institution, please select this option.'; a blue box points to the second option, stating 'If the recommender is not affiliated with the applicant's current or graduated educational institution, please select this option.' At the bottom, there are 'Back' and 'Next' buttons.

input confirmation send

Submission

Please select what you will submit *

☒ Recommendation Letter and Transcript (or Chosasho)

☐ Transcript (or Chosasho) only

If the recommender is affiliated with the applicant's current or graduated educational institution, please select this option.

If the recommender is not affiliated with the applicant's current or graduated educational institution, please select this option.

Back Next

3. Submission Period

From Tuesday, September 1, 2026 to Thursday, October 1, 2026 1:00 PM (JST)

(Submissions by mail must arrive by Thursday, October 1, 2026.)

* Submissions will not be accepted under any circumstances after the deadline. In the absence of the recommendation letter, the applicant's documents will not be eligible for consideration, even if the applicant's own submission is complete.

*As a rule, the recommendation letter and the transcript should be submitted only once per applicant. We are unable to accommodate resubmissions, replacements, or corrections, so please carefully verify the accuracy of all input and uploaded files prior to submission.

4. Preparation of Recommendation Letter and/or Transcript

(1) Recommendation Letter

Please input the content directly into the "**Recommendation Letter Submission Form.**"

*The primary sections to be completed for the recommendation letter are as follows:

Academic performance, Personality, Overall assessment, Study abroad plans, Future potential, etc.

<Instructions for Preparing the Recommendation Letter>

-Please ensure that the applicant's name and applicant's ID are entered accurately. Incorrect entries may prevent the collating of the applicant with the Recommendation Letter.

-There are sections for responses both by selection and written description regarding the applicant's personality and study abroad plans.

*Each description field can accommodate up to 2,000 characters, with spaces counted as characters.

- In addition to the input section of the recommendation letter, an additional document may be uploaded.

*The document must be of A4 size and within two pages.

- Please provide the contact information including the telephone number and the email address of the person who can respond to inquiries regarding the recommendation letter.

*The contact information provided may be that of someone other than the principal who is the recommender.

- Please ensure that there are no omissions or errors in your submission. Kindly note that if any omissions or issues are found, we may contact you for clarification.

(2) Transcript (or *Chosasho*)

Please upload and submit the transcript (or *Chosasho*) through the "**Recommendation Letter Submission Form**".

<Instructions for Preparing Transcript>

- There is no specified format.
- Grade evaluation must be calculated based on the information available up to the time of application and in strict accordance with the regulations established by each school.
- Eligibility (Academic Requirements) is based on a five-point scale. If not on a five-point scale, please use the "Official Transcripts of High School Grades" (様式ハ) to convert the grades to the five-point scale and submit it along with the original transcript.
- If an applicant attended multiple high schools and the transcript from the most recent high school does not include (or cannot include) grades from previously attended schools, please notify the applicant accordingly.

5. Submission Guidelines

- Please note that content entered and files uploaded in the "**Recommendation Letter Submission Form**" cannot be temporarily saved.
- Inquiries regarding the submission status of recommendation letter and/or transcript will not be accepted. Please verify the completion of submission with an email which will be sent to the email address registered by the recommender once the documents have been successfully submitted.
- Regarding transcript, if they cannot be uploaded through the "**Recommendation Letter Submission Form**," they may be sent directly to the reception center by the applicant or the high school.

< Submission by Mail >

- Please ensure that the documents are sent in a securely sealed condition.
- *Please write the "Applicant's Name" and "Applicant's ID" on the outside of the sealed envelope. Then, place the sealed envelope in another envelope. On the outer envelope, please write "Contains Application Documents for Student Exchange Support Program (Undergraduate scholarship for degree seeking students)" in red ink.
- The documents should be sent by registered mail or courier service to ensure the delivery can be tracked. Submission in person is not permitted.

[Contact and Submission Address]

‘Reception Center for Student Exchange Support Program (Undergraduate scholarship for degree seeking students)’

(Contractor) COSMOPIA Co., Ltd.

Kojimachi Ichihara Bldg. 2F, 1-1-8, Hirakawa-cho, Chiyoda-ku, Tokyo, 102-0093 Japan

Email: ryugakushien_jasso@cosmopia.jp

Phone: +81 (0)3-6380-9612 (Weekdays, 10:00 AM - 6:00 PM) (JST)