The List of Required Documents and Naming Rules

This is the list of documents that you may be required to submit. Required documents are different for each applicant.

When you submit a file when applying, the file classification will be automatically added at the beginning of the file name. Some documents may need to be renamed on submission according to specific rules shown below, so please check and name the document correctly.

The admissions office may modify the filename after your submission if necessary. Sometimes, we may ask you for confirmation, so please check Chatter messages regularly.

Required Documents	Explanation	Automatically Added Classification	Original File Name must start from	File name example *The blue part will be automatically added after submission
1. Official School Transcripts (Page 17)	Transcripts in English/translated into English: No specific file name required.	1_ Official School Transcripts_	-	1_Official School Transcripts_123Highschool…
	Non-English transcripts: Please add "local_" at the beginning of original file name.	1_ Official School Transcripts_	"local"	1_Official School Transcripts_local_ Patel…
2. Official Examination Results for Academic Ability (Pages 18-20)	Standardized examination score report(s) in English/translated into English: Please specify the name of the examination you took.	2_ Standardized Examinations_	Examination name	2_Standardized Examinations_SAT 2_Standardized Examinations_A-level_Yamada…

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Required Documents	Explanation	Automatically Added Classification	Original File Name must start from	File name example *The blue part will be automatically added after submission
2. Official Examination Results for Academic Ability (Pages 18-20)	National qualification score report(s) In English/translated into English: Please specify the country/region name as in Appendix 1 in the application guidelines.	2_ Standardized Examinations_	Country/region name	2_Standardized Examinations_Australia_abc… 2_Standardized Examinations_Canada_ossd…
	Non-English score report(s): Please add "local_" at the beginning of original file name.	2_ Standardized Examinations_	"local"_Country/region name	2_Standardized Examinations_local_India… 2_Standardized Examinations_local_Malaysia…
	For IB (Actual), SAT, ACT, or AP: Please submit a confirmation page that certifies you have arranged the scores to be delivered to PEAK office.	2_ Standardized Examinations_	"confirmation"_Examination name	2_Standardized Examinations_confirmation_SAT 2_Standardized Examinations_confirmation_IB
3. Official Test Scores for English Proficiency (Pages 20-22)	Certificate of English proficiency test(s): Please specify the name of the examination you took.	3_English Proficiency_	English proficiency test name	3_English Proficiency_TOEFL… 3_English Proficiency_IELTS…
	For TOEFL iBT or Cambridge English Qualification: Please submit the confirmation of arranging the scores to be delivered to PEAK office.	3_English Proficiency_	"confirmation"	3_English Proficiency_confirmation…

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Required Documents	Explanation	Automatically Added Classification	Original File Name must start from	File name example *The blue part will be automatically added after submission
4. Certificate of (Expected) Graduation (Page 23)	<u>Certificate of (expected) graduation in English/translated into English:</u> No specific file name required.	4_Graduation_	-	4_Graduation_abcd…
	<u>Non-English certificate of (expected) graduation:</u> Please add "local_" at the beginning of original file name.	4_Graduation_	"local"	4_Graduation_local_123intl…
5. School Profiles (Page 23)	<u>School profile(s) in English/translated into English:</u> Please include the school's name.	5_ School Profiles_	School's name	5_School Profiles_abcHighSchool
	<u>Non-English school profile:</u> Please add "local_" at the beginning of original file name.	5_ School Profiles_	"local"_ School's name	5_School Profiles_local_456International
6. Other Documentary Evidence of Achievements (Page 23)	<u>Other documentary evidence in English/translated into English:</u> No specific file name required.	6_Other Documentary Evidence_	-	6_Other Documentary Evidence_kim… 6_Other Documentary Evidence_ Achievement…

Required Documents	Explanation	Automatically Added Classification	Original File Name must start from	File name example *The blue part will be automatically added after submission
6. Other Documentary Evidence of Achievements (Page 23)	Non-English other documentary evidence: Please add "local_" at the beginning of original file name.	6_Other Documentary Evidence_	"local"	6_Other Documentary Evidence_local_ Aarav… 6_Other Documentary Evidence_local_contest…
7. Payment Receipt (Page 23)	Payment receipt: Required if you pay the application fee by credit card. No specific file name required.	7_Payment Receipt_	-	7_Payment Receipt_Nov.14…

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