

# Application Documents Checklist

## (English Track Curriculum)

<b>Desired Graduate School</b>	
<b>Desired Course</b>	
<b>Desired Program</b> (Circle either one)	<b>Master's Program</b> • <b>Doctoral Program</b>
<b>Name</b>	

■ Please include application documents as follows and send them without folding by postal mail to the designated address by the designate deadline.

- Please check the boxes correspond to each enclosed document.
- Arrange all the documents in order from (1) to (8) and put this checklist (9) on top of them.

[Note] Applicants of entrance examinations for the Internal Recommendation Category should use the checklist for entrance examinations for the Internal Recommendation Category.

[Note] Once the documents and certificates are submitted, they will not be returned under any circumstances.

### 1. Application Form ①, ② and ③ (③ is for persons with foreign nationality only.) [Note] These forms can be printed out from the online screen after registering the application information during the designated application period.

- Have you affixed two same photos (glossy color photos with a plain background) in the prescribed place on the Application Form ① and ②?
- Have you confirmed "Examination Category" and "Desired Graduate School and Course" columns on the Application Form ① and ② are correctly entered?
- Have you entered "Contact details other than your present address" column (e.g. contact details of your friend's or Japanese language teacher's etc. Do not enter yours.) on Application Form ③?

### 2. Personal History Form [Note] Download from our university website.

- Have you checked your application eligibility by reading "Application Eligibility" and "Preliminary Screening of Application Eligibility" pages of the Application Guidelines?
- Have you written the name of your university and faculty as shown on your certificate of graduation in the field of "For Confirmation of Application Eligibility" of "Academic Background?"
- If your Status of Residence is "Student," have you written the formal name of the vocational school, Japanese language school or a graduate school your attending as a research student etc. in the field of "Other?"
- 【For Applicants of Mature Student Category】 If your desired course requires a certain period or work experiences after graduation, have you checked whether or not you have met the application eligibility?

### 3. Questionnaire Form [Note] Download from our university website.

- As noted if you haven't written a thesis, have you indicated so in the field of "The title and the overview of your graduation thesis or the study (including post-graduate study) that you focused on?"

### 4. Research Plan (Not all applicants are required to submit this form. Please confirm with the "List of Application Documents" in the Application Guidelines) [Note] Download from our university website.

- Have you written your research theme in the designated column at the top? (For the applicants of the Course of Public-Private Partnership, please refer to the note at the bottom of the form and prepare this sheet.)

### 5. Pre-Essay (Pre-assignment) (Designated form) [Note] Download from our university website.

- Only the applicants of the following courses need to submit.
  - Course of International Culture and Communication Studies
  - Course of Public-Private Partnership

### 6. Academic Transcript, Certificate of (Expected) Graduation, Certificate of (Expected) Completion (original certificates with up-to-date content)

- If you have changed your family name, have you included an Extract of Family Register or another certificate showing confirmation of the family name change?
- Are all the certificates originals? (We cannot accept a photocopy of the originals.)
- 【Applicants for the Master's Program】 Have you included the academic transcript and the certificate of (expected) graduation issued by the last university (undergraduate faculty) attended? Furthermore if you have completed (or expected to complete) a graduate program, please submit the academic transcript and certificate of (expected) completion issued by the last graduate school.
- 【Applicants for the Doctoral Program】 Have you included the academic transcript and certificate of (expected) completion issued by the last graduate school attended?

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**Applicants who have graduated (completed) a university or graduate school in a foreign country**

- If an obtained degree is not clearly indicated on the above certificate, have you enclosed a certificate of academic degree? (We cannot accept a photocopy of the original.)
- If you transferred from another university, please submit not only the academic transcript and the certificate of (expected) graduation from the last university attended, but also an academic transcript and a document attesting to the period of enrollment at that university before transfer (not required if the academic transcript indicates the period of enrollment).
- Have you enclosed the necessary certificates (original certificates) in Japanese or English?  
If written in languages other than Japanese or English, please attach ① and ② below (original).
  - ① A Japanese or English translation
  - ② Verification of ① issued by a public institution such as an embassy etc. Or the verification issued by a Japanese language school / translation agency with a certifier's name and official seal affixed on the verification.
- If the original certificate cannot be submitted, have you enclosed a statement from the institution (Embassy etc. [NOTE] notarized within China in the case of Chinese university) of the country in which the university is located, stating that the copies of the certificate of graduation and degree and their translations do not differ from the originals?

**7. A photocopy of both sides of the Residence Card or a Certificate of Residence. (For persons with foreign nationality only)**

- A certificate must prove that your Status of Residence is valid until the examination date and the period of stay should be noted.
- If you submit a photocopy of your Residence Card, please confirm that all the information on both sides is copied properly.
- Is the Certificate of Residence issued by the municipality of residence within three months at the submission? (Do not include your "My Number.")

**8. Master's Thesis, Graduation Thesis, Thesis Abstract, etc.**

- As items to be submitted differ by desired course, have you confirmed these on the "List of Application Documents" in the Application Guidelines?
- Do you know that these will not be returned because these constitute a part of the submitted documents?

**9. Application Documents Checklist (This sheet)**

- Arrange all the documents in order from (1) to (8) and put this checklist (9) on top of all documents, and then send by post.