

Application Document Checklist

(English Track Curriculum)

Desired Graduate School	Graduate School of
Desired Course	Course of
Desired Program	(Circle either one) Master's • Doctoral
Desired Field (Only for applicants of the Course of Business Administration and Marketing)	(Circle either one) Business Administration • Marketing
Name	

■ Please enclose the set of application documents as per below and send it to Toyo University by registered express postal mail postmarked on or before the due date.

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

*Applicants of Entrance Examinations for the Internal Recommendation Category should use the checklist for Entrance Examinations for the Internal Recommendation Category.

*Please note that 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.) *These forms can be printed out from the online application site after registering the application information during the designated application period.

- Have you affixed the two same ID photos in the prescribed place on the application forms ① and ②?
- Have you confirmed “試験区分/Examination Category” and “希望研究科・専攻/Desired Graduate School and Course” columns on the application forms ① and ② are correctly entered?
- Have you filled in necessary information in “現住所以外の連絡先/Contact details other than your present address” column of the application form ③? (e.g. your friends in Japan, Japanese language teachers etc., other than yourself) *Please note that the phone number must be different from yours.

2. Personal History Form (Designated form) *Download from our university website.

- Have you confirmed 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 your vocational school, Japanese language school or graduate school that you’re 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 confirmed whether or not you have satisfied the application eligibility?

3. Questionnaire Form (Designated form) *Download from our university website.

- As noted if you don’t have a thesis, have you indicated so in the field of the thesis title and the summary?

4. Research Plan (Designated form) (Not all applicants are required to submit this form. Please confirm with the “List of Application Documents” in the Application Guidelines) *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 it.)
- Have you prepared this within two pages (unless otherwise specified)?

(Continue to the next page)

5. Pre-Essay (Pre-assignment) (Designated form) *Download from our university website.

- Only for the applicants of the following courses are required to submit this form.
 - Course of International Culture and Communication Studies (all categories)
 - Course of Public-Private Partnership (Only for the General Category and International Student Category)

6. Various Certificates (Original certificates with up-to-date content)

- If you have changed your family name, have you included an Extract of Family Register or other certificate showing the confirmation of the family name change?
- Are all the certificates originals? (We cannot accept photocopies of the original certificates and PDFs printed out by yourself.)
- 【For Applicants of the Master's Program】**
Have you included “an academic transcript” and “a 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 “an academic transcript” and “a certificate of (expected) completion” issued by the last graduate school attended.
- 【For Applicants of the Doctoral Program】**
Have you included “an academic transcript” and “a certificate of (expected) completion” issued by the last graduate school attended?

Applicants who have graduated from university or completed graduate school in countries other than Japan

- If an obtained degree is not clearly indicated on the above certificate, have you enclosed “a certificate of academic degree?” (We cannot accept photocopies of the original certificates and PDFs printed out by yourself.)
- If you transferred from another university, please submit not only “an academic transcript” and “a 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 the necessary certificate is written in languages other than Japanese or English, please attach 1) and 2) below (original certificate) together with the necessary certificate (original certificate).
1) A Japanese or English translation
2) Verification of 1) (It must be issued by a public institution such as an embassy of the applicant's home country/graduation country or a Japanese language school/translation agency. A certifier's name and official seal must be affixed on the verification.)
- If original certificate(s) cannot be submitted, have you enclosed a statement from the institution of the country such as embassy etc., or notary office within China in the case of Chinese university, stating that the copies of each certificate and translation do not differ from the original certificate(s)?

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

- Can the certificate prove that your status of residence is valid until the examination date?
- Is the status of residence and the period of stay noted?
- If you submit a photocopy of your Residence Card, is all the information on both sides copied properly?
- Is your Certificate of Residence issued by the municipality of your residence within three months of the examination date? (Please do not include your “My Number.”)

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

- As items to be submitted differ by your desired course and program, have you confirmed these on the “List of Application Documents” (p.24-25) in the Application Guidelines?
- Do you understand that these will not be returned because these constitute as a part of the application documents?

9. Application Document Checklist (This sheet)

- Arrange all the required documents in order from (1) and place this checklist (9) on top of them, and then send them by registered express postal mail. Please do not use Letter Pack, Japan Post's pre-paid envelope.