

Application Documents Checklist for Uploading 【Entrance Examinations for International Applicants Overseas】

Graduate School	
Course	
Degree Course	Master's Course • Doctoral Course
Name	
Application Number	

■ Please submit your application documents as follows.

- Read all of the following conditions and tick the boxes of the application documents that you are required to submit.
- Upload your application documents from 1 to 15 in order.

NOTE: Once the documents and certificates are submitted, they will not be returned under any circumstances.

1. Application Form

- Did you use the designated form?
- Have you read all of the following conditions, ticked the boxes and written your signature and the date of application?

2. Personal History Form

- Did you use the designated form?
- Have you checked your eligibility for application by reading “Eligibility for Application” and “Preliminary Screening of Eligibility for Application” of the Application Guide? (PP.4-5)
- Did you write the name of your university and faculty correctly as shown on your certificates of graduation in the section of “For Confirmation of Eligibility for Application” of Academic Background?
- 【Applicants for the Course of Public/Private Partnership】
Have you worked at least two years at a company or a public office?

3. Personal Statement

- Did you use the designated form?
- Did you write the name of graduate school and course that you wish to apply?

4. Research Plan

- Did you use the designated form?
- Did you write the name of the graduate school and course that you wish to apply as well as your research theme?
- 【Applicants for all graduate schools except the Course of Public/Private Partnership】
Have you already contacted desired academic supervisor and did he/she tell you that he/she is able to be your academic supervisor?
- Did you write the name of the above-mentioned desired academic supervisor that you have contacted?
- 【Applicants for the Course of Public/Private Partnership】
Have you already contacted the Education Affairs Section for Public/Private Partnership to confirm your research theme?

5. Financial Statement

- Did you use the designated form?

6. Summary of Master's Thesis (Applicants for Graduate School of Regional Development Studies Doctoral course only)

- Is it approximately 1,500 words on A4 paper?
- Is it written in English or Japanese?

7. Proof of Language Proficiency (English: IELTS6.0 or TOEFL iBT80/Japanese: N1 or Old Test Level 1) (Original only)

- Is it the original certificate? (We cannot accept the photocopy of the original)
- Is it taken within two years of the application date? (Only for English Language Proficiency Test)
- Is proof of test fallen under Proof of Language Proficiency Test on “Application Documents” (PP.9~11 of Guide for Entrance Examinations)
- Is the test conducted by Japan Foundation, Japan Educational Exchanges and Services, and Interchange Association, Japan? (Only for Japanese language test only)

8. Photo

- Is the photo taken within three months of the time of application? It must be a glossy color photo with a plain background that measures 4cm (height) x 3cm (width) and show you from your shoulders above. You must look straight at the camera and cannot wear a cap or hat.
- Do you understand that if you expect to wear eyeglasses during the entrance examination online interview, you should have yourself wearing eyeglasses?
- Do you understand that your photo will be used on your Student ID until your completion of the graduate course?

(Continue to the next page)

9. Photocopy of Passport (Name & Photo page)

- Do the pages include your photo, name, date of birth, passport number, expiry date, and other information that proves your identity?

10. Certificate(s) of (expected) Bachelor's Degree and/or Master's Degree (Original only)

- Is it the original certificate? (We cannot accept the photocopy of the original.)
- 【Applicants for the master's course】
 - Certificate of (expected) Bachelor's Degree issued by the last university
 - Certificate of (expected) Master's Degree issued by the last graduate school if you have completed a Master's course or expect to complete the Master's course
- 【Applicants for the doctoral course】
 - Certificate of Master's Degree issued by the last graduate school
- If the degree you obtained is not clearly stated in the aforementioned certificate, please submit a Certificate of Stating Obtained Degree with a Certificate of Graduation of your Bachelor's Degree.
- Is it written in English or Japanese? If they are not written in English or Japanese, you must attach an English or Japanese translation that is certified by a public agency, a language school, or your school of graduation.

11. Academic Transcript Issued by the Last University / Graduate School (Original only)

- Is it the original certificate? (We cannot accept the photocopy of the original.)
- 【Applicants for the master's course】
 - Academic transcript issued by the last university
 - Academic transcript issued by the last graduate school If you have completed a graduate program
- 【Applicants for the doctoral course】
 - Academic transcript issued by the last graduate school
- Is it written in English or Japanese? If they are not written in English or Japanese, you must attach an English or Japanese translation that is certified by a public agency, a language school, or your school of graduation.

12. Two Letters of Recommendation (Original only)

- Did you use the designated form?
- 【Applicants who have work experience】
 - One letter of recommendation from your academic advisor, supervisor or professor of your university/graduate school you are studying at or graduated from.
 - One letter of recommendation from your manager or equivalent at your current or previous workplace.
- 【Applicants who do not have work experience】
 - Two letters of recommendation from your academic advisor, supervisor or professor of the university/graduate school you are studying at or graduated from.

13. Others (Proof of receipt of scholarship payment, etc.)

- Did you convert proof of the receipt to pdf format for uploading?

Final Check

- Are all documents written in English or Japanese?
- Did you fill out all forms without any omissions?
- Did you read all notes written on each document and fill out the forms?
- Do you understand that all documents submitted for your application cannot be returned under any circumstances?