

【Entrance Examinations Offered to International Applicants Overseas】**Application Documents for Confirmation of Desired Academic Supervisor/Research Theme Checklist via Email**

Desired Graduate School	Graduate School of
Desired Course	Course of
Desired Program	(Circle either one) Master's Program ▪ Doctoral Program
Name	
Application Number	

■ Please submit your application documents via email as follows.

- Read all of the following conditions and tick the boxes of the application documents that you are required to submit.
- Attach your application documents to the email from 1 to 11 in order.

* Please be reminded, once the documents and certificates are submitted via email, they will not be returned under any circumstances.

1. Application Form for Confirmation of Desired Academic Supervisor/Research Theme

- Did you use the designated form?
- Have you read all of the following conditions, ticked in the boxes, written your signature and the date of application, and attached a PDF of the form to the email?

2. Personal History Form

- Did you use the designated form?
- Have you confirmed your application eligibility by reading “Application Eligibility” and “Preliminary Screening of Application Eligibility” pages of the Application Guideline (pp.4-6)?
- Did you write the name of your university and faculty correctly and same as your certificates of graduation in the section of “For Confirmation of Application Eligibility” of Academic Background?
- 【For Applicants of 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?
- 【For Applicants of all graduate schools except the Course of Public-Private Partnership】**
Did you write the name of your desired academic supervisor?
- Did you write your research theme?

5. 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 be shown you looking straight at the camera and cannot be wearing 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 in your Student ID until your completion of the graduate course?

(Continue to the next page)

6. Certificate(s) of (Expected) Graduation and/or Certificate(s) of (Expected) Completion Issued by the Last University/Graduate School (Certificate Proving Degree Obtained) (Original only)

- Did you attach a PDF of your original certificate to the email? (We cannot accept the photocopy of the original.)
- 【For Applicants of the Master's Program】
 - Certificate of (expected) graduation issued by the last university
 - Certificate of (expected) completion issued by the last graduate school if you have completed a master's program or expect to complete the master's program
- 【For Applicants of the Doctoral Program】
 - Certificate of completion issued by the last graduate school
- If an obtained degree is not clearly indicated on the above certificate, please submit a certificate proving degree obtained 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.

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

- Did you attach a PDF of your original transcript to the email? (We cannot accept the photocopy of the original.)
- 【For Applicants of the Master's Program】
 - Academic transcript issued by the last university
 - Academic transcript issued by the last graduate school if you have completed a graduate program
- 【For Applicants of the Doctoral Program】
 - 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.

8. Proof of Language Proficiency (English: IELTS Academic Module 6.0 or over or TOEFL iBT80 or over/Japanese: N1 or Old Test Level 1) (Original only)

- Did you attach a PDF of your original score report to the email? (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" of the Application Guideline? (pp.10-12)
- Is the test conducted by Japan Foundation, Japan Educational Exchanges and Services, and Interchange Association, Japan? (Only for Japanese language test only)

9. Photocopy of Passport (Name and Photo page) (If you have a passport)

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

10. Summary of Master's Thesis (Applicants for the doctoral program of the Course of Regional Development Studies and the Course of International Tourism Management)

- Is it approximately 1,500 words in English or 4,000 characters in Japanese on A4 paper?
- Is it written in English or Japanese?

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

- For those who receive scholarship payment, did you attach a PDF of proof of receipt of any relevant scholarship payment to the email?

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?