

[Hakusan Campus] Toyo University Graduate Schools Entrance Examinations Application Document Checklist (English Track Curriculum)

Desired Graduate School	Graduate School of
Desired Course	Course of
Desired Program <small>(Only for applicants to the Course of Public-Private Partnership)</small>	(Circle either one) Standard • Professional Intensive
Desired Program	(Circle either one) Master's • Doctoral
Name	

■ Please enclose the set of application documents listed below and send it.

- Check the boxes of the documents to be submitted.
- Arrange all the required documents in order from (1) to (10) and place this checklist (11) 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 foreign national applicants 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 your two same ID photos in the prescribed places on the application forms ① and ②?
- Have you checked “試験区分/Examination Category” and “希望研究科・専攻/Desired Graduate School and Course” fields 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” field of the application form ③? (e.g. your friends or Japanese language teachers in Japan etc., other than yourself)

2. Personal History Form (Form designated by the university) *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 your vocational school, Japanese language school or graduate school that you’re attending as a research student etc. in the field of “Other?”
- If you are an applicant for the Mature Student Category and your desired course requires confirmation of the number of months and years since graduation or work experiences, do you satisfy the application eligibility requirements?
- Have you checked the boxes of type of employment and type of work if you fill in “Work experience” and “Current work status” fields?

3. Questionnaire Form (Form designated by the university) *Download from our university website.

- As noted if you do not have a thesis, have you indicated so in the field of the thesis title and the summary?

4. Research Plan (Form designated by the university) (Not all applicants are required to submit this form. Please check them on the “List of Application Documents” in the Application Guidelines.) *Download from our university website.

- Have you written your research theme in the designated field at the top? (If there are two pages, please write your research theme on the second page as well.) (For the applicants to the Course of Public-Private Partnership, please refer to the note at the bottom of the form and fill it in.)
- Have you prepared this within the specified number of pages? (Please prepare this within two pages, unless otherwise specified by the course. References, etc. are included in the number of pages.)

5. Pre-Essay (Pre-assignment) (Form designated by the university) *Download from our university website.

- Only 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 (General Category and International Student Category)

6. Letter of Recommendation (Form designated by the university) *Download from our university website.

- Only the applicants of the following course are required to submit this form.
 - Course of Global Innovation Studies (General Category)

7. Various Certificates (Original or certified copy, with up-to-date information)

- Are all various certificates original? (We cannot accept photocopies of the original certificates and PDFs printed out by yourself.)
- If you transferred from another university, have you prepared not only an “academic transcript” and a “certificate of (expected) graduation” from the last university you 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)?

(Continue to the next page)

- If you have changed your family name, have you prepared an Extract of Family Register or other certificate showing the confirmation of the family name change?

For applicants who have graduated (or are expected to graduate) from university or completed (or are expected to complete) a graduate school in Japan

- For Applicants of Master's Program
- Have you arranged it through your university?
 - Have you prepared an "academic transcript" and a "certificate of (expected) graduation" issued by the last university undergraduate faculty you attended?
 - Furthermore, if you have completed (or are expected to complete) a graduate school, have you prepared an "academic transcript" and a "certificate of (expected) completion" issued by the last graduate school you attended?
- For Applicants of Doctoral Program
- Have you arranged it through your graduate school?
 - Have you prepared an "academic transcript" and a "certificate of (expected) completion" issued by the last graduate school you attended?

For applicants who have graduated from university or completed a graduate school in China

- For Applicants of Master's Program and Doctoral Program
- Have you applied through CHSI (China Higher-education Information and Student Information) and arranged for the certificates to be sent directly by email from CSSD (Center for Student Services and Development, Ministry of Education, P.R. China) to Toyo University Admission Section (mldaig-ad@toyo.jp) during the application period?
- [Academic Transcript]
"Verification Report of China Higher Education Student's Academic Transcript" in English
- [Certificate of Graduation/Certificate of Completion]
"Online Verification Report of Higher Education Qualification Certificate" in English
- [Certificate of Academic Degree]
"Online Verification Report of Higher Education Degree Certificate" in English

For applicants who have graduated (or are expected to graduate) from university or completed (or are expected to complete) a graduate school in foreign countries (other than China) and

For applicants who are expected to graduate from university or complete a graduate school in China

- For Applicants of Master's Program
- Have you arranged the certificates through your university?
 - Have you prepared an "academic transcript stating all grades for courses taken," a "certificate of (expected) graduation" and a "certificate of bachelor's degree" issued by the last university undergraduate faculty you attended?
 - Furthermore, if you have completed (or are expected to complete) a graduate school, have you prepared an "academic transcript stating all grades for courses taken," a "certificate of (expected) completion" and a "certificate of master's degree" issued by the last graduate school you attended?
- For Applicants of Doctoral Program
- Have you arranged the certificates through your graduate school?
 - Have you prepared an "academic transcript stating all grades for courses taken," a "certificate of (expected) completion" and a "certificate of master's degree" issued by the last graduate school you attended?
 - Have you prepared the original or certified copy of each certificate in either Japanese or English?
If the certificate is written in a language other than Japanese or English, please attach the following 1) and 2) (original certificates) to the certificate (original or certified copy).
1) A translation in Japanese or English
2) Verification of 1) (It must be issued by an official institution such as an embassy of the applicant's home country/ graduation country or by a Japanese language school/translation agency with its official seal.)

8. [For foreign national applicants who have graduated (or are expected to graduate) from university or completed (or are expected to complete) a graduate school in foreign countries only] Certificate of Japanese Language Proficiency

- Have you obtained a score of 320 or higher on the "Examination for Japanese University Admission for International Students (EJU) –Japanese as a Foreign Language" (excluding the writing section) conducted by JASSO (Japan Student Services Organization)?
- Is the test score from an examination taken within two years prior to the application deadline?
- Have you prepared the "EJU Score Confirmation Report"? ※Applicants for the English Track Curriculum are exempt from submitting the "EJU Score Confirmation Report".

9. [For foreign national applicants only] A photocopy of both sides of the Residence Card

- Does it state the status of residence and the period of stay valid until the date of examination?
- Is the photocopy of both sides of your Residence Card properly copied without cutting off all the information on both sides?

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

- As the items to be submitted depend on your desired course and program, have you checked them on the "List of Application Documents" in the Application Guidelines?
- Do you understand that they will not be returned as they are part of the application documents?

11. Application Document Checklist (This sheet)

- Arrange all the documents in order from (1) to (10), place this checklist (11) on top of them, and send them.