

【Entrance Examinations Offered to International Applicants Overseas】

Documents to be submitted for Preliminary Screening 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 documents to be submitted for preliminary screening of application eligibility via email as follows.

- Read all the following conditions and tick the boxes of the documents that you are required to submit.
- Attach your documents to the email from 1 to 10 in order.

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

1. Application Form for Preliminary Screening of Application Eligibility

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

2. Curriculum Vitae

- ☐ Did you use the form designated by the university?
- ☐ 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 as shown on your certificate 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 and Reason for Your Application

- ☐ Did you use the form designated by the university?
- ☐ Did you write the name of graduate school and course?

4. Research Plan

- ☐ Did you use the form designated by the university?
- ☐ Did you write the name of the graduate school and course?
- ☐ 【For applicants of all courses except the Course of Public-Private Partnership】
Did you write your research theme and the name of your desired academic supervisor?
- ☐ 【For applicants of the Course of Public-Private Partnership】
Did you write your research theme?

5. Photo

- ☐ Is the photo taken within three months before the application, size 30mm x 40mm (width x height), upper body, no hat, facing forward without a background, glossy color photo?
- ☐ For those who wear glasses during the examination, is the photo taken with the glasses on?
- ☐ Do you understand that the photo will be used for the student I.D. until completing graduate school?

(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 clearly indicating the degree obtained) (original only)

- ☐ Did you attach a PDF file 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 the degree you obtained is not specified on the certificate, did you prepare a certificate clearly indicating the degree obtained?
- ☐ Is the certificate written in English or Japanese? If written in a language other than English or Japanese, did you prepare an English or Japanese translation certified by a public institution, language school, or the school from which the applicant graduated?

7. Academic Transcript issued by the last university/graduate school (original only)

- ☐ Did you attach a PDF file of your original certificate 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 the certificate written in English or Japanese? If written in a language other than English or Japanese, did you prepare an English or Japanese translation certified by a public institution, language school, or the school from which the applicant graduated?

8. Certificates 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 file of your original score report to the email? (We cannot accept the photocopy of the original.)
- ☐ Is it taken within two years before the application? (only for certificate of English language proficiency)
- ☐ Is it the certificate of the tests listed 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 certificate of English language proficiency)

9. Photocopy of Passport (page with name and portrait photo) (If you have a passport)

- ☐ Did you attach a photocopy of the pages showing proof of identity, such as name, photo, date of birth, passport number, expiration date, etc.?

10. Others (certificate of receipt of scholarship payment, etc.)

- ☐ For those who receive scholarship payment, did you attach a PDF file of certificate of receipt of scholarship payment, etc. 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 submitted documents cannot be returned under any circumstances?