

**[Entrance Examinations Offered to International Applicants Overseas]  
Documents to be submitted for Preliminary Screening Checklist  
(for the attachment to Email)**

<b>Desired Graduate School</b>	Graduate School of
<b>Desired Course</b>	Course of
<b>Desired Program</b> (Circle either one)	<b>Master's Program</b> • <b>Doctoral Program</b>
<b>Name</b>	
<b>Application Number</b>	

■ Submit the documents to be submitted for preliminary screening of application eligibility via email as shown below.

- Read the items to be confirmed for the documents to be submitted and tick the boxes of the documents.
- Attach the following documents to the email in the order of 1-10.

\*Submitted documents will not be returned under any circumstances.

**1. Application Form for Preliminary Screening of Application Eligibility**

- ☐ Is the form designated by Toyo University used?
- ☐ Have you read all the items to be confirmed, ticked the boxes, written your signature and the date of application, and attached a PDF of the application form to the email after converting it to a PDF?

**2. Curriculum Vitae**

- ☐ Is the form designated by Toyo University used?
- ☐ Have you confirmed that you meet (or are expected to meet) the application eligibility in the "Application Eligibility" section on pp. 5-6 and the "Preliminary Screening of Application Eligibility" section on p. 7 of the Application Guidelines?
- ☐ Are the names of the university and faculty as shown in your certificate of graduation filled in correctly in the Academic Background "For Confirmation of Application Eligibility" column?
- ☐ [For applicants of the Course of Public-Private Partnership]  
Do you have a total of one year or more of experience working for a company, government agency, or the like?

**3. Personal Statement (Self-Assessment) and Reason for Your Application**

- ☐ Is the form designated by Toyo University used?
- ☐ Are the names of the Graduate School and the Course filled in?

**4. Research Plan**

- ☐ Is the form designated by Toyo University used?
- ☐ Are the names of the Graduate School and the Course filled in?
- ☐ [For applicants of all courses except the Course of Public-Private Partnership]  
Are the research theme and the name of your desired academic supervisor filled in?
- ☐ [For applicants of the Course of Public-Private Partnership]  
Is the research theme filled in?

**5. Portrait Photo**

- ☐ Was the photo taken within three months before the application, 3cm x 4cm (width x height) in size, upper body, no hat, facing forward without a background, and glossy color photo?
- ☐ For those who will be wearing glasses during the interview, was the photo taken with glasses on?
- ☐ Do you know that the photo will be used after admission as your student I.D. until you complete 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)**

- ☐ Have you attached a PDF of the certificate of (expected) graduation and/or certificate of (expected) completion issued in digital form or a PDF of a scanned copy of the original to the email?
- ☐ [For applicants of the master's program]  
Is the certificate of (expected) graduation from the undergraduate program of your most recent university attached to the email? (Required)  
If you have completed (or expect to complete) a graduate program, is the certificate of (expected) completion from the graduate school also attached to the email?
- ☐ [For applicants of the doctoral program]  
Is the certificate of completion from the graduate program of your most recent graduate school attached to the email?
- ☐ If the degree you obtained is not specified on the certificate, have you prepared a "certificate clearly stating the degree obtained" other than the certificate above?
- ☐ Have you prepared the certificate written in English or Japanese? If the certificate is written in a language other than English or Japanese, have you prepared a translation in English or Japanese certified by an official institution, language school, or the school from which the applicant graduated?

**7. Academic Transcript issued by the last university/graduate school (Academic Transcript including the latest information)**

- ☐ Have you attached a PDF of the academic transcript issued in digital form or a PDF of a scanned copy of the original to the email?
- ☐ [For applicants of the master's program]  
Is the academic transcript from the undergraduate program of your most recent university attached to the email? (Required)  
If you have completed (or expected to complete) a graduate program, is the academic transcript from the graduate school also attached to the email?
- ☐ [For applicants of the doctoral program]  
Is the academic transcript from the graduate program of your most recent graduate school attached to the email?
- ☐ Have you prepared the certificate written in English or Japanese? If the academic transcript is written in a language other than English or Japanese, have you prepared a translation in English or Japanese certified by an official institution, language school, or the school from which the applicant graduated?

**8. Certificates of Language Proficiency (English: IELTS Academic Module 6.0 or higher; or TOEFL iBT80 or higher/Japanese: 320 or higher on the 'Examination for Japanese University Admission for International Students (EJU) (Japanese as a Foreign Language)' (excluding the writing section) administered by the Japan Student Services Organization (JASSO))**

- ☐ Have you attached a PDF of the certificate issued in digital form or a PDF of a scanned copy of the original to the email?
- ☐ Is the certificate for the test taken on or after April 1, 2024? (certificate of English language proficiency only)
- ☐ Is the certificate for the test taken in June or November 2025, or June or November 2024? (certificate of Japanese language proficiency only)
- ☐ Is it a certificate for the relevant tests, as described in the "Application Documents" section of the Application Guidelines? (pp. 10-12)

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

- ☐ Have you attached a photocopy of the pages with your name, portrait photo, date of birth, passport number, expiration date, etc. to the email?

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

- ☐ If you are a scholarship recipient, have you attached a PDF of the certificate of receipt of scholarship payment issued in digital form or a PDF of a scanned copy of the original to the email?

**Final Check**

- ☐ Are all documents written in English or Japanese, based on the language used in the classes of your desired Graduate School or Course?
- ☐ Have all documents been filled out completely?
- ☐ Have you read the notes on each document before filling it out?
- ☐ Do you consent that the submitted documents will not be returned under any circumstances?