

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

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 as follows.

- Read all the following conditions and tick the boxes of the application documents that you are required to submit.
- Upload your application documents from 1 to 14 in order.

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

1. Application Form

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

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?

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 as well as your research theme?

5. Short Essay

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

6. Financial Statement

- Did you use the form designated by the university?

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

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

(Continue to the next page)

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)

- Is it the original certificate? (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. 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?

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

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

11. 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)

- Is it the original certificate? (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?

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

- Is it the original certificate? (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?

13. Two Letters of Recommendation (original only)

- Did you use the form designated by the university?
- 【For applicants who have work experience】**
 - One letter of recommendation from your academic supervisor, homeroom teacher or professor teaching a class at last level of education or the university or graduate school the applicant graduated from or is expected to graduate from
 - One letter of recommendation from your manager or equivalent at your current or previous workplace
- 【For applicants who do not have work experience】**
 - Two letters of recommendation from your academic supervisor, homeroom teacher or professor teaching a class at last level of education or the university or graduate school the applicant graduated from or is expected to graduate from

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

- For those who receive scholarship payment, did you convert a certificate 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 submitted documents cannot be returned under any circumstances?