

[Entrance Examinations Offered to International Applicants Overseas] Application Documents Checklist (for Upload)

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

■ Submit the application documents as shown below.

- Read the items to be confirmed for the application documents to be submitted and tick the boxes of the application documents.
- Upload the following application documents in the order of 1-14.

*Uploaded application documents will not be returned under any circumstances.

1. Application Form

- ☐ 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 converted 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, the Course and the research theme filled in?
- ☐ [For applicants of all courses except the Course of Public-Private Partnership]
Have you filled in the name of the desired academic supervisor who confirmed your eligibility for admission along with the research theme confirmed as acceptable in the "Confirmation of Desired Academic Supervisor/Research Theme"?
- ☐ [For applicants of the Course of Public-Private Partnership]
Have you filled in the research theme for which confirmation has been completed in the "Confirmation of Desired Academic Supervisor/Research Theme"?

5. Short Essay

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

6. Financial Statement

- ☐ Is the form designated by Toyo University used?

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

- ☐ Is A4 size paper (approximately 1,500 words in English or approximately 4,000 characters in Japanese) used for the summary?
- ☐ Is the summary written in English or Japanese?

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))

- ☐ Is the certificate a PDF of the certificate issued in digital form or a PDF of a scanned copy of the original?
- ☐ 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)

(Continue to the next page)

9. Portrait Photo

- ☐ Was the photo taken within three months before the application, sized 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 your complete graduate school?

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

- ☐ Have you prepared a photocopy of the pages with your name, portrait 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 stating the degree obtained)

- ☐ Is the certificate 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?
- ☐ [For applicants of the master's program]
Have you prepared the certificate of (expected) graduation from the undergraduate program of your most recent university? (Required)
If you have completed (or expected to complete) a graduate program, have you also prepared the certificate of (expected) completion from the graduate school?
- ☐ [For applicants of the doctoral program]
Have you prepared the certificate of completion from the graduate program of your most recent graduate school?
- ☐ 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?

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

- ☐ Is the academic transcript a PDF of the academic transcript issued in digital form or a PDF of a scanned copy of the original?
- ☐ [For applicants of the master's program]
Have you prepared the academic transcript from the undergraduate program of your most recent university? (Required)
If you have completed (or expected to complete) a graduate program, have you also prepared the academic transcript from the graduate school?
- ☐ [For applicants of the doctoral program]
Have you prepared the academic transcript from the graduate program of your most recent graduate school?
- ☐ 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?

13. Two Letters of Recommendation

- ☐ Have you used the form designated by Toyo University or another format that covers the contents of the form designated by the university?
- ☐ Have you converted the original of the letters of recommendation to a PDF?
- ☐ Have you prepared the letters of recommendation written in English or Japanese? If the letters of recommendation are 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?
- ☐ Have you prepared two letters of recommendation that meet the following requirements?
[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.)

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

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?