

[Entrance Examination for 'The Top Leading Students Scholarship' of Toyo Graduate Schools] Checklist of Documents for Pre-Application Matching (for the Attachment to Forms)

Desired Graduate School and Course	Graduate School of Course of
Program	Master's Program
Name	
Application number	

■ Submit the documents for pre-application matching via email as shown below.

Read the items to be confirmed for the documents to be submitted and check in the column.

Attach the following application documents to the email in the order of 1-6 (Submission of 6 Certificates of Language Proficiency is optional.)

*Application documents submitted by email will not be returned under any circumstances.

1. Curriculum Vitae

- Is the form designated by Toyo University used?
- Have you confirmed your application eligibility with Application Eligibility (1) on p.7 and Application Eligibility (2) on p.8 in the Application Guidelines?
- Are the names of the university and department as shown in your Certificate of Graduation filled in correctly in the academic history "for check of application eligibility" column?
- [Applicants for the Course of Public-Private Partnership]
Do you have working experience totaling two years or more at a company or government agency?

2. Personal Statement 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?

3. Undergraduate thesis (full text) and summary (English or Japanese)

- Is A4 size paper (about 1,500 words in English or about 4,000 characters in Japanese) used for the summary?
- Is the summary written in English or Japanese?
- If you do not have an undergraduate thesis, did you prepare an "Essay on Previous Research" in English or Japanese (about 3,000 words in English or about 8,000 characters in Japanese) as an alternative?

4. Research Plan

- Is the form designated by Toyo University used?
- Are the names of the Graduate School and the Course filled in?
- Are the names of the desired academic supervisor and research theme filled in?

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

- Is the Academic Transcript attached to the form after converting to PDF? (no photocopies allowed)
- Is the Academic Transcript from the faculty of your last university, or if you have completed graduate school (or are expected to complete), the Academic Transcript from the graduate school, attached to the form?
- Have you prepared the original for each certificate in Japanese or English?
If the certificates are written in a language other than Japanese or English, have you prepared translated documents in English or Japanese that are certified by a public institution or language school?

(continued on the next page)

6. Certificates of Language Proficiency (Japanese: Japanese-Language Proficiency Test N1 or Level 1 on the older version of the test; English: TOEFL iBT 95 or higher; IELTS Academic Module 7.0 or higher; or TOEIC L&R 945 or higher and S&W 360 or higher) (original only) [optional]

- Is the certificate attached to the email after converting to PDF? (no photocopies allowed)
- Is the certificate for the test from within the past two years? (English only)
- Is it a certificate for the relevant examination, as described in the “Application Documents” section of the Application Guidelines pp.10-12?
- Is it a certificate for the examination administered by The Japan Foundation, Japan Educational Exchanges and Services or an Exchange Association? (Japanese only)

Lastly,

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