

**[Entrance Examination for 'The Top Leading Students Scholarship' of Toyo Graduate Schools]
Application Document Checklist (for Upload)**

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

■ Upload and submit your application documents as indicated below.

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

Upload the following application documents in the order of 1-12.

*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, placed checkmarks, signed, and written the application date?

2. 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?

3. 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?

4. 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?

5. 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?
- Is the name you filled in that of the academic supervisor you were told would accept you in the pre-application matching?
- Is the research theme that was confirmed in the pre-application matching filled in?

6. Certificate of (expected) graduation or certificate of (expected) completion from the school of the applicant's last level of education (certificate clearly indicating the degree earned) (original only)

- Is the certificate of (expected) graduation or certificate of (expected) completion an original? (no photocopies allowed)
- Have you prepared the “certificate of (expected) graduation” from the faculty of your last university, or if you have completed graduate school (or are expected to complete), a “certificate of (expected) completion”?
- If the degree earned is not clearly indicated on the certificate, have you prepared a “certificate clearly indicating the degree earned” other than the certificates above?
- 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 Japanese or English that are certified by a public institution or language school?

(continued on the next page)

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

- Is the Academic Transcript an original? (no photocopies allowed)
- Have you prepared 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?
- 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 Japanese or English that are certified by a public institution or language school?

8. 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)

- Is the certificate an original? (no photocopies allowed)
- Is the certificate for the test from within the past two years? (English only)
- Is it a certificate of 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)

9. Two Letters of Recommendation (originals only)

- Is the form designated by Toyo University used?
- Please submit two letters of recommendation that meet the following requirements.
 - Two letters from the academic supervisor, homeroom teacher or professor teaching a class at the school of the applicant’s last level of education or the university or graduate school the applicant graduated from or is expected to graduate from

10. Photocopy of passport (if you have one)

- Have you copied the page with a portrait photo, your name, birthday, passport number, expiration date, etc.?

11. Portrait photo

- Was the photo taken within three months before the application, sized 30mm x 40mm (width x height), upper body, no hat, facing forward without a background, and a glossy color photo?
- For those who will wear glasses during the interview, was the photo taken while wearing glasses?
- Do you know that the photo will be used after admission as your student ID until you complete Graduate School?

12. Other (Proof of receipt of scholarship payment, etc.)

- If you are a scholarship recipient, have you converted a copy of your original proof of receipt of scholarship payment or other documents to PDF files?

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?