

**[Entrance Examinations Offered to International Applicants Overseas]
Documents to be submitted for Preliminary Screening Checklist via Email**

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 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 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 the 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 the university used?
- ☐ Have you confirmed that you meet (or are expected to meet) the application eligibility in the "Application Eligibility" section on pp. 4-5 and the "Preliminary Screening of Application Eligibility" section on p. 6 in the Application Guidelines?
- ☐ Are the names of your 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 working experience totaling one year or more years at a company, government agency, or the like?

3. Personal Statement and Reason for Your Application

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

4. Research Plan

- ☐ Is the form designated by the 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 your research theme and the name of your desired academic supervisor filled in?
- ☐ [For applicants of the Course of Public-Private Partnership]
Is your research theme filled in?

5. 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, glossy color photo?
- ☐ For those who will wear glasses during the interview, was the photo taken with wearing glasses?
- ☐ 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 the original (no photocopies allowed) of the certificate to the email after converting it to a PDF?
- ☐ [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 certificate does not specify the degree obtained, have you prepared a "certificate clearly stating the degree obtained" together with the above-mentioned certificate?
- ☐ 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

- ☐ Have you attached the original (no photocopies allowed) of the academic transcript to the email after converting it to a PDF?
- ☐ [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
- ☐ 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: Passing N1 or former Level 1)

- ☐ Have you attached the original (no photocopies allowed) of the certificate to the email after converting it to a PDF?
- ☐ Is the certificate for the test taken within two years before the application? (certificate of English language proficiency only)
- ☐ Is it a certificate of the relevant tests, as listed in the "Application Documents" section in the Application Guidelines? (pp. 10-12)
- ☐ Is it a certificate for the test administered by Japan Educational Exchanges and Services or the Japan Foundation (co-sponsoring cooperative organizations outside Japan)? (certificate of English language proficiency only)

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 converted the original (no photocopies allowed) of the certificate of scholarship receipt and other documents to PDFs and attached them to the email?

Final Check

- ☐ Are all documents written in English or Japanese?
- ☐ Have you filled out all the forms without any omissions?
- ☐ Have you read the notes written on each document before filling out the forms?
- ☐ Do you consent that the submitted documents will not be returned under any circumstances?