

[Entrance Examinations Offered to International Applicants Overseas]**Documents to be submitted for Confirmation of Desired Academic Supervisor/Research Theme Checklist
(for the attachment to 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 confirmation of desired academic supervisor/research theme 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 following documents to the email in the order of 1-11.

*Submitted documents will not be returned under any circumstances.

1. Application Form for Confirmation of Desired Academic Supervisor/Research Theme

- ☐ 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 attached a PDF of the application form to the email after converting 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 and the Course filled in?
- ☐ [For applicants of all courses except the Course of Public-Private Partnership]
Are the research theme and the name of your desired academic supervisor filled in?
- ☐ [For applicants of the Course of Public-Private Partnership]
Is the research theme filled in?

5. Portrait Photo

- ☐ Was the photo taken within three months before the application, 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 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 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 to the email?
- ☐ [For applicants of the master's program]
Is the certificate of (expected) graduation from the undergraduate program of your most recent university attached to the email? (Required)
If you have completed (or expect to complete) a graduate program, is the certificate of (expected) completion from the graduate school also attached to the email?
- ☐ [For applicants of the doctoral program]
Is the certificate of completion from the graduate program of your most recent graduate school attached to the email?
- ☐ 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?

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

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

- ☐ Have you attached a PDF of the certificate issued in digital form or a PDF of a scanned copy of the original to the email?
- ☐ 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)

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. 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 only)

- ☐ 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?

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

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

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?