

## 【Entrance Examinations Offered to International Applicants Overseas】 Application Documents Checklist for Uploading

<b>Desired Graduate School</b>	Graduate School of
<b>Desired Course</b>	Course of
<b>Desired Program</b>	(Circle either one) <b>Master's Program</b> ▪ <b>Doctoral Program</b>
<b>Name</b>	
<b>Application Number</b>	

■ Please submit your application documents as follows.

- Read all the following conditions and tick the boxes of the application documents that you are required to submit.
- Upload your application documents from 1 to 14 in order.

\*Please note that once the documents and certificates are submitted, they will not be returned under any circumstances.

### 1. Application Form

- Did you use the form designated by the university?
- Have you read all the conditions, ticked the boxes and written your signature and the date of application?

### 2. Curriculum Vitae

- Did you use the form designated by the university?
- Have you confirmed your application eligibility by reading “Application Eligibility” and “Preliminary Screening of Application Eligibility” pages of the Application Guideline? (pp. 4-6)
- Did you write the name of your university and faculty correctly as shown on your certificate of graduation in the section of “For Confirmation of Application Eligibility” of Academic Background?
- 【For applicants of the Course of Public-Private Partnership】  
Have you worked at least two years at a company or a public office?

### 3. Personal Statement and Reason for Your Application

- Did you use the form designated by the university?
- Did you write the name of graduate school and course?

### 4. Research Plan

- Did you use the form designated by the university?
- Did you write the name of the graduate school and course as well as your research theme?
- 【For applicants of all courses except the Course of Public-Private Partnership】  
Have you already contacted your desired academic supervisor during the designated application period and been told that he/she is able to be your academic supervisor after admission?
- Did you write the name of the above-mentioned desired academic supervisor that you have contacted and have been told that he/she is able to be your academic supervisor?
- 【For applicants of the Course of Public-Private Partnership】  
Have you already confirmed your research theme?

### 5. Short Essay

- Did you use the form designated by the university?
- Did you write the name of the graduate school and course?

### 6. Financial Statement

- Did you use the form designated by the university?

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

- Is it approximately 1,500 words in English or 4,000 characters in Japanese on A4 paper?
- Is it written in English or Japanese?

(Continue to the next page)

**8. Certificates of Language Proficiency (English: IELTS Academic Module 6.0 or over or TOEFL iBT80 or over/Japanese: N1 or Old Test Level 1) (original only)**

- Is it the original certificate? (We cannot accept the photocopy of the original.)
- Is it taken within two years before the application? (only for certificate of English language proficiency)
- Is it the certificate of the tests listed on "Application Documents" of the Application Guideline? (pp. 10-12)
- Is the test conducted by Japan Foundation, Japan Educational Exchanges and Services, and Interchange Association, Japan? (only for certificate of English language proficiency)

**9. Photo**

- Is the photo taken within three months before the application, size 30mm x 40mm (width x height), upper body, no hat, facing forward without a background, glossy color photo?
- For those who wear glasses during the examination, is the photo taken with the glasses on?
- Do you understand that the photo will be used for the student I.D. until completing Graduate School?

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

- Did you make a photocopy of the pages showing proof of identity, such as name, 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 indicating the degree obtained) (original only)**

- Is it the original certificate? (We cannot accept the photocopy of the original.)
- 【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 degree you obtained is not specified on the certificate, did you prepare a certificate clearly indicating the degree obtained?
- Is the certificate written in English or Japanese? If written in a language other than English or Japanese, did you prepare an English or Japanese translation certified by a public institution, language school, or the school from which the applicant graduated?

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

- Is it the original certificate? (We cannot accept the photocopy of the original.)
- 【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
- Is the certificate written in English or Japanese? If written in a language other than English or Japanese, did you prepare an English or Japanese translation certified by a public institution, language school, or the school from which the applicant graduated?

**13. Two Letters of Recommendation (original only)**

- Did you use the form designated by the university?
- 【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.)**

- For those who receive scholarship payment, did you convert a certificate of the receipt to pdf format for uploading?

**Final Check**

- Are all documents written in English or Japanese?
- Did you fill out all forms without any omissions?
- Did you read all notes written on each document and fill out the forms?
- Do you understand that all submitted documents cannot be returned under any circumstances?