

[Entrance Examinations Offered to International Applicants Overseas] Application Documents Checklist for Uploading

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 application documents as shown below.

- Read the items to be confirmed for the application documents to be submitted and tick the boxes of the application documents.
- Upload the application documents in the order of 1-14.

*Uploaded application documents will not be returned under any circumstances.

1. Application Form

- ☐ Is the form designated by the university used?
- ☐ Have you read all the items to be confirmed, ticked the boxes and written your signature and the date of application and converted 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 as well as your research theme filled in?
- ☐ [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?
Are the names 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 filled in?
- ☐ [For applicants of the Course of Public-Private Partnership]
Have you already confirmed your research theme?

5. Short Essay

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

6. Financial Statement

- ☐ Is the form designated by the university used?

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 A4 size paper (approximately 1,500 words in English or 4,000 characters in Japanese) used?
- ☐ Is it written in English or Japanese?

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 converted the original (no photocopies allowed) of the certificate to a PDF?

(Continue to the next page)

- ☐ 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. 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 your complete graduate school?

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

- ☐ Have you uploaded a photocopy of the pages with your name, portrait 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 stating the degree obtained)

- ☐ Have you converted the original (no photocopies allowed) of the certificate 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?

12. Academic Transcript issued by the last university/graduate school

- ☐ Have you converted the original (no photocopies allowed) of the academic transcript 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?

13. Two Letters of Recommendation

- ☐ Is the form designated by the university used?
- ☐ Have you converted the original (no photocopies allowed) of the letters of recommendation to a PDF?
- ☐ Have you prepared the letters of recommendation written in English or Japanese? If the letters of recommendation are 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?
- ☐ [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.)

- ☐ 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 uploaded?

Final Check

- ☐ Are all documents written in English or Japanese?
- ☐ Have you filled out all the forms without any omissions?
- ☐ Have you read all 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?