

**[Entrance Examination for 'The Top Leading Students Scholarship' of Toyo Graduate Schools]
Checklist of Documents for Pre-Application Matching (for the Attachment to Form)**

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

■ Submit the documents for pre-application matching via Google Form as shown below.

- Read the items to be confirmed for the documents to be submitted and check ☒ in the ☐ column.
- Attach the following submission documents to the Google Form in the order of 1-6. (Submission of 6. Certificates of Language Proficiency is optional.)

*Submitted documents will not be returned under any circumstances.

1. 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 a total of one year or more of experience working for a company or government agency?

2. 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?

3. Undergraduate thesis (full text) and summary (English or Japanese)

- ☐ Is A4 size paper (about 4,000 characters in Japanese or about 1,500 words in English) used for the summary?
- ☐ Is the summary written in Japanese or English?
- ☐ If you do not have an undergraduate thesis, did you prepare an “Essay on Previous Research” in Japanese or English (about 8,000 characters in Japanese or about 3,000 words in English) as an alternative?

4. Research Plan

- ☐ Is the form designated by Toyo University used?
- ☐ Are the names of the Graduate School and the Course filled in?
- ☐ Is the research theme filled in?
- ☐ Is the name of the desired academic supervisor filled in?

5. Academic Transcript issued by the faculty of your most recent university (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 form?
- ☐ Is the Academic Transcript from the faculty of your most recent university attached to the form?
- ☐ Even if you have completed graduate school, have you attached the Academic Transcript from the undergraduate program (bachelor's program) to the form?
- ☐ Have you prepared the Academic Transcript written in Japanese or English? If the certificate is written in a language other than Japanese or English, have you prepared a translation in Japanese or English certified by an official institution, language school, or the school from which you have graduated?

(continued on the next page)

6. Certificates of Language Proficiency (Japanese: Passing N1 or former Level 1 of the Japanese Language Proficiency Test; English: TOEFL iBT 95 or higher under the old scoring system, or a total band score of 5.0 or higher; IELTS Academic Module Overall 7.0 or higher; or TOEIC L&R 945 or higher and S&W 360 or higher) [optional]

- ☐ Have you attached a PDF of the certificate issued in digital form or a PDF of a scanned copy of the original to the form?
- ☐ Is it the certificate for a test taken on or after April 1, 2025? (Certificate of English Language Proficiency only)
- ☐ Is it a certificate for the relevant examination, as described in the “Application Documents” section of the Application Guidelines pp.10-12?
- ☐ Is it a certificate for a test administered by the Japan Educational Exchanges and Services or the Japan Foundation (co-sponsoring cooperative organizations outside Japan)? (Certificate of Japanese Language Proficiency only)
- ☐ Do you acknowledge that submission of a Certificate of Language Proficiency is mandatory at the time of application, though this is optional when applying for pre-application matching?

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 all documents been filled out completely?
- ☐ Have you read the instructions on each document before filling it out?
- ☐ Do you consent that the submitted documents will not be returned under any circumstances?