

**[Entrance Examination for 'The Top Leading Students Scholarship' of Toyo Graduate Schools]  
Application Document Checklist (for Upload)**

<b>Desired Graduate School and Course</b>	<b>Graduate School of Course of</b>
<b>Program</b>	<b>Master's Program</b>
<b>Name</b>	
<b>Application number</b>	

■ Upload and submit your application documents as shown below.

- Read the items to be confirmed for the application documents to be submitted and check ☒ in the ☐ column.
- Upload the following application documents in the order of 1-12. (9. Excluding Two Letters of Recommendation)

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

### 1. Application Form

- ☐ Is the form designated by Toyo University used?
- ☐ Have you read all the items, placed checkmarks, signed, written the application date and converted the form to a PDF?

### 2. 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?

### 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. 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?

### 5. Research Plan

- ☐ Is the form designated by Toyo University used?
- ☐ Are the names of the Graduate School, the Course and the research theme filled in?
- ☐ Is the name you filled in that of the academic supervisor you were told would accept you in the pre-application matching?
- ☐ Is the research theme that was confirmed in the pre-application matching filled in?

### 6. Certificate of (expected) graduation issued by the faculty of your most recent university or, if you have completed a graduate school (or are expected to complete), a certificate of (expected) completion issued by the most recent graduate school (certificate clearly stating the degree obtained)

- ☐ Is the certificate of (expected) graduation or certificate of (expected) completion a PDF of the certificate issued in digital form or a PDF of a scanned copy of the original?
- ☐ Have you prepared the certificate of (expected) graduation issued by the faculty of your most recent university or, if you have completed graduate school (or are expected to complete), have you prepared the certificate of (expected) completion issued by the most recent graduate school?
- ☐ 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 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)**

**7. Academic Transcript issued by the faculty of your most recent university (Academic Transcript including the latest information)**

- ☐ Is the Academic Transcript a PDF of the Academic Transcript issued in digital form or a PDF of a scanned copy of the original?
- ☐ Have you prepared the Academic Transcript from the faculty of your most recent university?
- ☐ Even if you have completed graduate school, have you prepared the Academic Transcript from the undergraduate program (bachelor's program)?
- ☐ 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?

**8. Certificates of Language Proficiency (Japanese: Passing N1 or former Level 1 of the Japanese Language Proficiency Test; English: TOEFL iBT 95 or higher; IELTS Academic Module 7.0 or higher; or TOEIC L&R 945 or higher and S&W 360 or higher)**

- ☐ Is the certificate a PDF of the certificate issued in digital form or a PDF of a scanned copy of the original?
- ☐ Is it the certificate for a test taken on or after April 1, 2024? (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)

**9. Two Letters of Recommendation**

- ☐ Have you used the form designated by the university or another format that covers the contents of the form designated by the university?
- ☐ Have you prepared two letters of recommendation that meet the following requirements?
  - A total of two letters of recommendation one each from different recommenders: the academic supervisor, homeroom teacher, or professor teaching a class of the applicant's most recent university or graduate school (including expected graduation or completion)
- ☐ Are the letters of recommendation going to be submitted directly to the university by the recommenders at the email address specified by the university by the deadline? (The subject of the email should be "Letters of Recommendation for Top Leading Students Scholarship," and the applicant's name should be written in the body of the email.)

**10. Photocopy of passport (Page with your name and portrait photo) (if you have one)**

- ☐ Have you prepared a photocopy of the pages with your name, portrait photo, date of birth, passport number, expiration date, etc.?

**11. Portrait photo**

- ☐ Was the photo taken within three months before the application, 3 cm x 4 cm (width x height) in size, upper body, no hat, facing forward without a background, and a 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 ID until you complete Graduate School?

**12. Other (Proof of receipt of scholarship payment, etc.)**

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

**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 application documents will not be returned under any circumstances?