

October, 2024

Education Affairs Section for Graduate Schools

### About Confirmation of Grades for the Entrance Examinations for the Internal Recommendation Category

Current students who were admitted in AY2013 or later (excluding \*1) are not required to submit an academic transcript for confirmation of grades. Please refer to an up-to-date grade report downloaded from ToyoNet-G and check whether you have met application criteria by yourself.

\*1 **For those who wish to apply for the doctoral program**, current students who were admitted in AY2012 or earlier, and current students in correspondence courses who were admitted in AY2013 or earlier, current students whose GPA is not mentioned on their grade report due to transferring university, etc.

For current students (the above \*1), graduates (Toyo University/Toyo University Graduate Schools) who are required to confirm their grades, please submit the required documents to the Education Affairs Section for Graduate Schools following the steps below. (We also accept submissions by postal mail.) If you do not have an academic transcript on hand, please apply for issuance of an academic transcript online in advance, and follow the procedure for the confirmation of grades after you receive the academic transcript.

We will send the Application Guidelines, etc. by email after confirming whether the application criteria are met.

For submission by postal mail, please send the following documents to the Education Affairs Section for Graduate Schools by Letter Pack Light, prepaid envelope sold at Japanese post office. The period for confirmation of grades for the February Entrance Examination is **from November 25th (Monday) to December 9th (Monday) (must arrive by December 9th)**, and the application period is from January 4th (Saturday) to January 10th (Friday) (postmarked on or before the due date). Application documents must be accompanied by your academic advisor's letter of recommendation, so you are advised to go through this procedure as early as possible.

### ■ The documents for the Confirmation of Grade to be submitted

1. Request Form for Confirmation of Grades (Separate sheet)
2. Academic transcript/成績証明書 (Photocopies of the original certificate are not allowed.)

\*Note: If you are a graduate (Toyo University/Toyo University Graduate Schools) and do not have your academic transcript on hand, please check the following web page, apply for issuance in advance, and follow the procedure for the confirmation of grades after you receive the academic transcript.

[Issuance of various certificates (graduates [Toyo University/Toyo University Graduate Schools]): <https://sites.google.com/toyo.jp/graduate-english/home?authuser=4>]

3. Grade report/成績表 (If you are a graduate and do not have your grade report on hand, you do not have to submit it.)
4. Course registration confirmation report/履修登録確認表 (required only for current students)

### ■ Where to submit the required documents

Admission Team

Education Affairs Section for Graduate Schools of Toyo University

5-28-20 Hakusan, Bunkyo-ku, Tokyo 112-8606

\*Please write “Request Form for Confirmation of Grades Enclosed” in red on the front of the envelope.

### ■ Inquiry

Email: [mldaig-ad@toyo.jp](mailto:mldaig-ad@toyo.jp)

## Request Form for Confirmation of Grades

Date of request: \_\_\_\_\_ / \_\_\_\_\_, 2024  
MM DD, YYYY

To Admission Team,  
Education Affairs Section for Graduate Schools,  
Toyo University

Applicant's name: \_\_\_\_\_

I submit the required documents as follows for the confirmation of grades in order to apply for the Entrance Examinations for the Internal Recommendation Category AY 2024, so please confirm my academic grades.

[Information of applicant]

Applicant name: \_\_\_\_\_

Katakana of applicant name: \_\_\_\_\_

Desired graduate school: \_\_\_\_\_ Desired course: \_\_\_\_\_

Desired program \*Only for applicants of the Course of Public-Private Partnership

(circle either one): Standard Program / Professional Intensive ProgramDesired program (circle either one): Master's Program / Doctoral Program

Season of entrance: Admission in April 2025

Contact information: (Email address) \_\_\_\_\_

(Mobile number) \_\_\_\_\_

[Attached documents]

	Document title	Put ○ mark for attached document	Remarks
1	Request Form for Confirmation of Grades	This form	
2	Academic transcript		Photocopies of the original certificate are not allowed.
3	Grade report		If you are a graduate and do not have your grade report on hand, you do not have to submit it.
4	Course registration confirmation report		Required only for a current student