

### Checklist for Application Documents

- Please read the page 5 and 6 of the application guideline “Entrance Examination Information” carefully and make sure that all documents are in the required format.
- Please submit this checklist along with the other application documents.

Name: \_\_\_\_\_

		Check	
		Yes	No
1) Entrance Examination Application Forms	Have you enclosed <b>1) Entrance Examination Application Forms</b> ?		
2) University Transcript	Have you enclosed <b>2) University Transcript</b> ?		
	Is the transcript original?		
	Is the transcript in a sealed envelope?		
3) Graduation Certificate (or expected graduation certificate if you are in the final year of undergraduate study)	Have you enclosed <b>3) Graduation Certificate or Expected Graduation Certificate</b> ? *Unnecessary if date of graduation appears on 2) University Transcript.		
	Is the certificate original?		
	Is the certificate in a sealed envelope?		
4) Letter of Reference	Have you asked any person to write <b>4) Letter of Reference</b> and send it directly to our university?		
	Have you informed the person who writes the letter that the letter should be original with signature? *Photocopies or print outs of emails are not accepted.		
	Have you informed the person who writes the letter that the letter should be written on official letterhead of the university or other institution to which the recommender belongs?		
	Have you informed the person who writes the letter that the letter should be in a sealed envelope?		
5) Reason for Application & Brief essays on prescribed topics	Have you enclosed <b>5) Reason for Application &amp; Brief essays on prescribed topics</b> ?		
6) Certificates for qualification & English Proficiency	Have you enclosed <b>6) Certificates for qualification &amp; English Proficiency</b> ?		
	Have you requested ETS to send a score certificate of TOEFL directly to our university? *If so, please fill in the date you requested to ETS. ( / / )		
	Is the certificate(s) original?		
	If the certificate(s) is a copy, have you written on all copies ‘I hereby certify that this copy is identical to the original.’ as well as put your signature and seal?		
7) Photocopy of your ‘Residence Card’	Have you enclosed <b>7) Photocopy of your ‘Residence Card’</b> ? *Non-Japanese applicant only		
Common to all items	Are all documents written in English, or at least English translation attached?		