

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 1) Entrance Examination Application Forms ?		/
2) University Transcript	Have you enclosed 2) University Transcript ?		/
	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 3) Graduation Certificate or Expected Graduation Certificate ? *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 4) Letter of Reference 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 5) Reason for Application & Brief essays on prescribed topics ?		/
	Have you attached the cover page to the first page of your essays?		/
6) Certificates for English Proficiency	Have you enclosed 6) Certificates for English Proficiency ?		/
	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) Certificates for qualification	Have you enclosed 7) Certificates for qualification ?		
	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?		/
8) Photocopy of your ‘Residence Card’	Have you enclosed 8) Photocopy of your ‘Residence Card’ ? *Non-Japanese applicant only		
Common to all items	Are all documents written in English, or at least English translation attached?		/