

Application Check List for SESAMI Ph. D

Name	
E-mail	

 **Please tick**

- (1) Application Form and Curriculum Vitae(A4 size, printed on both sides)**

- (2) Application Fee (Please select one of a~c)**
 - a. Payment completion screen shot (if you pay by Alipay or credit card). Amount of 30,660 yen
 - b. Transfer bill(if you pay by bank transfer). Amount of 30,000 yen
 - c. MEXT Scholarship Certificate(If you are MEXT Scholar.)

- (3-a) Summary of Master's or MBA Thesis (Five copies,)**
 Not exceeding three pages of A4-size paper when you write in Japanese.
 If you wrote your thesis in a language other than Japanese, you may submit your thesis summary written in English (maximum 3,000 words)

- (3-b) Master's or MBA Thesis (Five copies) or research summary (if your master's degree does not require a thesis)**

- (5) Other research papers for reference. (if you have.) (Five copies)**

- (6) Research Plan (Five copies, A4 size, printed on both sides)**

- (7) Academic Transcript (Master's degree) * Original**

- (8) Certificate of Graduation or Expected Graduation * Original**

- (9) Master's Degree Certificate * Original (if you graduated from overseas university.)**

- (10) Academic Transcript (Bachelor's degree) * Original**

- (11) Documented Proof of English Proficiency * Original**
 TOEFL (Internet-based Test) Examinee's Score Record (original), IELTS Test Report Form (Academic) (original), or TOEIC (Test) Official Score Certificate (original) are required. Applicants who graduated from a university or graduate school (excluding distance learning programs) at which English is the official instruction language are required to submit a certificate of graduation and academic transcripts.
 Note: Scores of TOEFL-ITP, TOEIC-IP, TOEIC Speaking & Writing, TOEIC-Bridge, IELTS Indicator (Academic), IELTS Computer-delivered (Academic), TOEFL iBT Special Home Edition, and TOEFL iBT Home Edition are not accepted.☒
 If you submit a score of revised TOEFL Paper-delivered Test, please contact the Academic Affairs Section before you submit your application documents.

*Note 1 applies.

(12) Photograph (4cm × 3cm)

Attach a passport-sized photograph (4 × 3 cm) with your Application Form and Examination Admission Slip. Your photograph must show your full face, without a hat, and have been taken within the past three months.

(13) Examination Admission Slip (A4 size)

Please complete the information required using the Graduate School's designated format and include your photograph.

(14) Address Slip (two slips printed on an A4 size)

Please enter your name, address, and zip code in the Graduate School's designated form. These slips are used to mail the Examination Admission Slip and enrollment procedure documentation.

(15) Self-Addressed Stamped Envelope

Please enclose a standard size (23.5 cm × 12 cm) self-addressed envelope with your name, address, and zip code and postal stamps attached for return postage (express mail postage of JPY 344 if mailing from within Japan). If you request for sending outside of Japan, please contact the Academic Affairs Section.

(16) Proof of Japanese Proficiency (not compulsory)

A copy of the Japanese Language Proficiency (JLPT) scores report is acceptable.

(17) Certificate of Residence

Foreign applicants residing in Japan should submit an official document indicating their Japanese residency status as issued by the head of their residential city/ward/town/village, such as a Copy of Resident Record (must be issued within the past 30 days). A photocopy of both sides of Residence Card is acceptable.

(18) Applicant Evaluation Form (2 forms. Originals.)

Two applicant evaluation forms must be submitted using the Graduate School's designated format. Two separate evaluators should complete the applicant evaluation forms. Suitable evaluators include university professors who have supervised the applicant, superiors at the applicant's current company or research institute, or an equivalent. Each evaluation form must be sealed in the envelope, with a seal or signature placed over the flap. A specific envelope size or format is not required.

(19) Check List

Note 1: Each certificate must be an original.

Note 2: As for documents such as certificates prepared in languages other than English, please attach a Japanese or English translation with a certificate of translation issued by a public institution such as the relevant consulate or embassy (The certificate in Chinese should be translated at a public institution in China). Please prepare and attach your own translation (English or Japanese) for research papers or related documents in languages other than English or Japanese.

Note 3: Specify a contact person in Japan if you are applying from a foreign country.

Note 4: If one of the following situations applies to you, please submit the specified documents at the time of enrollment.

(a) If you will continue to work for the current company or civil service after enrollment, submit a letter of approval from your supervisor to enroll in the graduate school.

(b) If you will retire from the current company or civil service to enroll in the graduate school, submit a certificate of retirement.