

## Application Check List for KIMAP in Management

(1) Application Form and Curriculum Vitae(A4 size)

(2) Examination 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  
**\*Payer's name: Must be "K4503○○○○" (○○○○ is the name of the applicant).**
- c. MEXT Scholarship Certificate(If you are MEXT Scholar.)

(3) Research Plan (A4 size, 1 copy)

(4) Previous Research Output or Documented Proof of Basic Scholastic Abilities  
(up to 3 items, 1 copy each)

\*Note 3 applies.

(5) Documented Proof of English Proficiency

Please submit any of the documents from ① to ④.

**Only scores obtained within two years prior to the application deadline will be accepted.**

① TOEFL-iBT: "Test Taker Score Report (original)" or "a photocopy of the Report + applying via ETS Data Manager".

Institution code:C747 Department code:82

② IELTS (Academic) : "Test Report Form (original)" or "a photocopy of the Form + applying via IELTS Results Verification Service".

③ TOEIC L&R Test:"Official Score Certificate (original)" or "a photocopy of Digital Official Score Certificate".

④ For those who have graduated from a university or graduate school where English is the medium of instruction (excluding correspondence courses): "A certificate stating that the medium of instruction is English(original) ".

**Note: Scores of TOEFL-ITP, TOEIC-IP, TOEIC Speaking & Writing, TOEIC-Bridge, IELTS Online and 'TOEFL iBT Home Edition' are not accepted.**

(6) Examination Admission Slip (A4 size)

(7) Academic Transcript \* Original

\*Notes 1 and 2 apply.

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

\*Notes 1 and 2 apply.

If you graduated from a foreign university, you must also submit a certificate for your bachelor's degree (e.g., a copy of your diploma).

**(9) Applicant Evaluation Form \* 2 forms Original**

Two applicant evaluation forms must be submitted using the Graduate School's designated format. Each evaluation form must be sealed in the envelope, with a seal or signature placed over the flap.

**(10) Certificate of Residence or Copy of Residence Card (Foreigners only)**

- a. 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.
- b. Foreign applicants living overseas at the time of application, you must submit a copy of your passport.

**(11) Address Slip (A4 size)**

**(12) Self-Addressed Stamped Envelope \* Only for applicants in Japan**

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 live overseas at the time of application, we will send you an admission slip by e-mail.

**(13) Proof of Japanese Proficiency (not compulsory)**

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

- Note 1: Each certificate must be an original.

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 2:

Note 3: Please prepare and attach your own translation (English or Japanese) for research papers or related documents in languages other than English or Japanese.

Note 4: If your name has changed for any reason, and those on the application for enrollment and the certificates differ, please attach a certificate issued by a public institution that can confirm the change.