

Application Check List for Special Entrance Examination PhD Program

Name	
E-mail	

Please tick

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

- ☐ **(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
 - ☐ c. MEXT Scholarship Certificate(If you are MEXT Scholar.)

- ☐ **(3) Letter of Recommendation from a Faculty Member of Our Graduate School *Original**
 No specific format is required. The faculty member must attach his/her signature and seal the envelope.

- ☐ **(4-a) Summary of Master's or MBA Thesis**
(Eight 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)

- ☐ **(4-b) Master's or MBA Thesis or research summary(if your master's degree does not require a thesis)**
(Eight copies)
- ☐ **(4-b) Other research papers for reference. (if you have.) (Eight copies)**

- ☐ **(5) Research Plan (Eight copies, A4 size, printed on both sides)**

- ☐ **(6) Academic Transcript (Master's degree) * Original**

- ☐ **(7-1) Certificate of Graduation* Original**

- ☐ **(7-2) Master's Degree Certificate * Original (if you graduated from overseas university.)**

- ☐ **(8) Academic Transcript (Bachelor's degree) *Original**

- ☐ **(9) Photograph (4cm × 3cm)**
 Two (2) passport-sized photographs (4 cm x 3 cm) for Application Form and Examination Admission Slip. Your photographs must show your full face, without a hat, and be taken within the past three months.

- ☐ **(10)Certificate of Employment**
 Submit a certificate of employment issued by the relevant university, research institute, company, or government.

- ☐ **(11) Examination Admission Slip (A4 size)**
 Please complete the information required using the Graduate School's designated format and include your photograph.

- ☐ **(12) Certificate of Residence or Copy of Residence Card (Foreigners only)**

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.

☐ **(13) Address Slip (two slips printed on an A4 size)**

Please fill in 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.

☐ **(14) Self-Addressed Stamped Envelope**

Please enclose a standard size (23.4 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 410 if in Japan). If you request for sending outside of Japan, please contact the Academic Affairs Section.

☐ **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: Specify a contact person in Japan if you are applying from a foreign country.

Note 3: 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.