

## Application Check List for KIMAP in Management

(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) Research Plan (5 copies, A4 size, printed on both sides)

(4) Previous Research Output or Documented Proof of Basic Scholastic Abilities  
(up to 3 items, 5 copies of each)

\*Note 3 applies.

(5) Documented Proof of English Proficiency \* Original

TOEFL (Internet-based Test, **except Home Edition**) Examinee's Score Record (original), IELTS Test Report Form (Academic) (original), or TOEIC Listening and Reading 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 from TOEFL-ITP, TOEIC-IP, TOEIC Speaking and Writing, or TOEIC-Bridge are not acceptable.

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.

(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)

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.

**(11) Address Slip (two slips printed on an 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.