

【Checklist for application documents】

Enclose the following application documents and submit by mail or to the office directly.

(If you print out the application forms on the website, please also send this checklist with your application forms.)

〈 For all applicants 〉

Application documents		Check
①	Application form	
②	Examination voucher and photo form	
③	Receipt form and Statement of payment (<i>Genpu</i>) form	
④	Graduation/Expected Graduation certificate	
⑤	Transcript	
⑥	Short essay	
⑦	Examination fee (¥30,000 postal money order)	
⑧	Address label	
⑨	Self-addressed envelope (Use either a designated envelope or a standard size envelope (24cm×12cm), attach 350-yen in stamps, and write your name and address precisely and clearly. Specify “By Express” in red ink.	

〈 Documents required only for those for whom the conditions are relevant 〉

Documents required		Check
①	Photocopy of transcript issued by the Japan Educational Exchanges and Services (JEES), the Japan Kanji Aptitude Testing Foundation (JKATF) or Japan External Trade Organization (JETRO) (Only for the Graduate school of Information Science)	
②	Photocopy of letter of acceptance or student registration certificate as a research student (Only for the Graduate school of Information Science)	
③	Certificate of MEXT Scholarship Student	
④	Letter of recommendation (Only for the Graduate School of Biological Sciences)	
⑤	Certificate verifying accepted or planned application for the bachelor’s degree	
⑥	Student registration certificate	
⑦	Photocopy of the list indicating all subjects per academic year	
⑧	Photocopy of syllabus	
⑨	Approval of application from current employer	
⑩	Self-addressed envelope to receive the list of successful applicant’s ID numbers (Standard size envelope (24cm×12cm) affixed with 350-yen in stamps, and write your name and address precisely and clearly. Specify “By Express” in red ink)	

※Check the documents enclosed in the envelope.