

【Checklist for application documents】

Submit the following application documents by mail or directly to the office.
(Please also send this checklist with your application materials.)

〈 For all applicants 〉

Application documents		Check
A1	Application form	
A2	Examination voucher and photo form	
A3	Receipt form for examination fee payment or a copy of foreign remittance receipt form for examination fee payment	
A4	(Expected) Graduation certificate	
A5	Transcript	
A6	Research proposal	
A7	Documents to verify English Proficiency (Your original TOEIC, etc. results along with a copy.)	1. I have enclosed them with the other application documents.
		2. I will submit them on the examination day.
		3. I have enclosed them with the other application documents, and then I will submit other results on the examination day.
A8	Address label	
A9	Self-addressed envelope (Use either a designated envelope or a standard size envelope (24cm×12cm), attach 384-yen in stamps, and write your name and address precisely and clearly. Specify “By Express” in red ink.) ※Only applicants living in Japan	

〈 Documents that may be required according to conditions specified in this application guide 〉

Documents required		Check
A10	Certificate verifying accepted or planned application for the bachelor’s degree	
A11	Letter of Provisional Acceptance	
A12	Approval of application from current employer	
①	Certificate indicating MEXT scholarship student status	
②	Self-addressed envelope to receive the list of successful applicant’s ID numbers (If necessary)	
	Standard size envelope (24cm×12cm) affixed with 374-yen in stamps, and write your name and address precisely and clearly. Specify “By Express” in red ink (Only applicants living in Japan)	

※For A7 TOEIC, etc. results, check the appropriate box from 1-3.

※Check the documents enclosed in the envelope.