

【Checklist for application documents】

Submit the following application documents by mail or directly to the office.

(If you print out the application forms from the website, please also print out this checklist and submit with your application materials.)

〈 For all applicants 〉

Application documents		Check
a	Application form	
b	Examination voucher and photo form	
c	Receipt form for examination fee payment	
d	Graduation/expected graduation certificate for the master's degree	
e	Transcript for the bachelor's degree	
f	Transcript for the master's degree	
g	Research record	
h	Research plan	
i	Address label	
j	Self-addressed envelope (Use either a designated envelope or a standard size envelope (24cm×12cm) affixed with 384yen 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	
k	Document to Verify English proficiency	1. Enclosed with the other application documents.	
		2. Will be submitted within the designated period.	
		3. Enclosed with the other application documents, and I will submit other results within the designated period.	
		4. Exempted from submission	
l	Approval of application from current employer		
m	Certificate of examination for academic ability equivalent to master's degree		
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 374yen in stamps, and write your name and address precisely and clearly. Specify "By Express" in red ink. (Only applicants living in Japan)		

※Check the documents enclosed in the envelope.

※For k TOEIC, etc. results, check the appropriate box from 1-4.