

**WASEDA UNIVERSITY Graduate School of Economics Application Documents Checklist
(Doctoral Program General Application)**

LIST of REQUIRED DOCUMENTS

Please submit a completed Application Documents Checklist along with your application documents to ensure that all necessary documentation has been submitted.

- * Any uncompleted documents will not be accepted without proper reason.
- * Please be sure to check the documents that you are required to submit in the application guideline.
- * If applicants are not able to submit all of the required documents for compelling reasons during an application period, please explain specifically why you are not able to do so on the Delay Submission List at the end of this checklist. Please note that your reasons for delayed submission may not always be accepted.
- * Please mark ☒ for submitted documents on the following list.

APPLICANT'S NAME	NAME OF GRADUATE SCHOOL
	Graduate School of Economics

No.	Required Documents		Download	Tick ✓
A	Application form	○	○	
B	Research plan (paper copy)	○	○ (cover sheet)	
C	Master's thesis outline (paper copy)	○	○ (cover sheet)	
D	Master's Thesis (paper copy of entire Thesis)	○	○ (cover sheet)	
–	Electronic data of the items B, C, and D	○	e-mail	
E	Recommendation from previous Master's thesis supervisor or a suitable alternative	○		
F	Certification of graduation (diploma) ・ Degree certificate	○		
G	Academic transcripts	○		
–	Translations (with notarization) of F and G above*1	If applicable		
H	Color photo	○		
I	Original foreign language score report (English/ German/ French/ Russian) *2	○		
J	Original Japanese language examination score card*2	If applicable		
K	Copy of passport	All students who have a passport		
L	Residence Card /Certificate of alien registration/ Certificate of Residence	If applicable		
M	Request Form for Return of Submitted Materials	If applicable	○	
N	Address label	○	○	
O	Application checklist	○	○	

*1 This is a requirement when documents F and G are not written in Japanese or English.

*2 Requirements differ by applicant. Please see the application guideline for details.

Documents marked “○” in the Download column should be downloaded from the Graduate School of Economics website and completed.

Delay Submission List

	Name of Document	REASONS for Delayed Submission * Reasons may not be deemed acceptable.
1.		
2.		
3.		

*Please send an additional copy of this document via certified mail with the applicant's name, desired graduate school, and additional documents clearly written on an Address Label attached to the envelope.