

CHECKLIST

Applicants who reside in Japan: Please paste this checklist on an envelope
Applicants who resides outside Japan: Please enclose this checklist with other application documents
* If you are uncertain whether your application documents will arrive by the submission deadline, send the documents via express mail.
* Use a tracking number to confirm the arrival of your application documents for yourself. We do not answer any inquiries concerning the reception of application documents.

Please post to: Graduate Admissions Office, Center for Science and Engineering, Waseda University
First Floor, Building No.51, Nishiwaseda Campus, 3-4-1 Okubo, Shinjuku-ku, Tokyo 169-8555, JAPAN

送付先: 〒169-8555 東京都新宿大久保3-4-1西早稲田キャンパス51号館1階
早稲田大学理工学術院 理工センター入試・広報オフィス 宛 TEL:03-5286-3808

Application Documents Submission Deadline [出願書類送付締め切り]

AO Admission to English-based Graduate Program(Including Research Student Program) Enclosed
Residents **IN** Japan: Friday, April 2, 2021 **or** Thursday, October 28, 2021 [Must Be Postmarked]
Residents **OUTSIDE** Japan: Friday, April 2, 2021 **or** Thursday, October 28, 2021 [Final Arrive Date]

Name in Alphabet	(SURNAME, Given name) e.g. WASEDA Taro	Postal Code
Address		

Please make sure to check the boxes below.

I have completed my ONLINE APPLICATION. If I have not completed it, I will understand that my application will not be accepted.	
I have confirmed that my <u>online application</u> will take priority over my <u>application form</u> if there are inconsistencies between each other.	

○=necessary × =not required △=depends on each applicant

No.	Application Documents		Japanese applicant	Foreign applicant	Tick the box ✓ if you have enclosed it
1	Application Form (download from our website)		○	○	
2	Certificate of (Expected) Graduation/ Degree *Original or a copy with original university's seal *Copies are not accepted		○	○	
3	Academic Transcript Original or a copy with original university' stamp *Copies are not accepted		○	○	
4	Online Verification Report of China Higher Education Qualification Certificate in English Only applicants who graduated and obtained a degree from a university or college in mainland China (excluding Hong Kong, Taiwan and Macau)		We must receive it by EMAIL from CHESICC directly. <u>DO NOT ENCLOSE a copy.</u>		
5	English Test Score Report (Native speaker or if the medium of instruction is(was) English at your university , it will not be necessary)	TOEIC L&R official score certificate	△	△	
		TOEFL iBT 1. Unofficial test taker/examinee score report	△	△	
		2. A screenshot of request form for TOEFL iBT institutional score report You need to request ETS to send your TOEFL Institutional Score Report to us.	△	△	
6	Recommendation Letter (must be sealed in an envelope)		○	○	
7	Master's Thesis or Summary of Master's Thesis		Only applicant for Doctor Program		
8	Permission Form for Application		Only applicant who belong to Waseda University for Criterion d) on page 6.		
9	Remittance Form of your screening fee		Only applicant who reside OUTSIDE Japan		
10	Photocopy of passport (face page)		×	○	
11	Statement of Source of Funds *Original (download from our website)		×	○	
12	Photocopy of your Residence Card		×	Only applicant who resides in Japan	
13	Application for Certificate of Eligibility (download from our website)		×	Only applicant who resides outside Japan who needs to apply for their COE.	
14	Agreement for Defraying Expenses *Original (download from our website)		×	Only applicant who reside outside Japan (It will be necessary if someone will cover expenses for the applicant. If the applicant will cover by him/herself, it will not be necessary.	
15	Certificate of Deposit Balance *Original Please request to the bank. *Copy is not accepted		×	All foreign applicants who reside outside Japan	
16	GRE score report *Official Graduate Institution Score Report		Optional	Optional	
17	Request Form for Return of Submitted Materials (download from our website)		If you wish to have your documents returned. Please note that if the document is re-issuable, we WILL NOT give it back.		
18	CHECKLIST (This document)		○	○	
others	A note (if you need to explain something about your application documents please enclose it) Any format, make it easy to understand		If you need to inform us something, please enclose a note.		