

CHECKLIST for AO Admission to English-based Graduate Program

Name in alphabet	(SURNAME, Given name) e.g. WASEDA Taro
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Please tick the box



I have completed my ONLINE APPLICATION. If I have not completed it, I understand that my application will not be accepted.	
I have confirmed that my online application will be my master application if there is a difference between my application form.	
I have paid (will pay) my screening fee. If I have not completed it during application period, I understand that my application will not be accepted.	

No.	Application Documents	Who to Submit	Tick the box ✓
1	Application Form	All applicants	
2	Certificate of (Expected) Graduation Or Certificate of Enrollment	Applicants except for graduates from a university in mainland China	
3	Online Verification Report of Higher Education Qualification Certificate *We only accept it sent from CSSD directly.	Only applicants who graduated from a university in mainland China	
4	Online Verification Report of Higher Education Degree Certificate *We only accept it sent from CSSD directly.		
5	Online Verification Report of Student Record *We only accept it sent from CSSD directly.	Only applicants who will graduate from a university in mainland China	
6	Academic Transcript	All applicants	
7	English Test Score Report or an alternative document	Depend on each applicant	
8	2 recommendation letters (Must be enclosed in an envelope by the recommender)	Depend on each applicant	
9	Master's Thesis or Summary of Master's Thesis	Only applicants for Doctoral Program	
10	Permission Form for Application	Only applicants who belong to Waseda University for criterion d) on page 7	
11	Photocopy of passport (Face page photocopy. A4-size)	All foreign nationals	
12	Statement of Source of Funds		
13	Photocopy of your Residence Card (Both sides)	Only applicants who reside in Japan	
14	Application for Certificate of Eligibility	Only applicants who reside outside Japan and need COE	
15	Written Oath for Defraying Expenses		
16	Certificate of Deposit Balance		
17	GRE score report *Official Graduate Institution Score Report	Optional	
18	CHECKLIST (This document) Enclose this with your application documents	All applicants	

>If you have something to inform us, please enclose a note even though you told us via email.

>Please make sure you enclosed all your necessary application documents before you post.