|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name in alphabet** | | **(SURNAME, Given name) e.g. WASEDA Taro** | | |
| **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 each 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 6** |  | |
| **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 or who** **have residence status in Japan** |  | |
| **14** | **Application for Certificate of Eligibility** | | **Only applicants who reside outside Japan and need COE application** |  | |
| **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.**