|  |  |
| --- | --- |
| **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.**