

## CHECKLIST for Partner University Recommendation Application

<b>Name in alphabet</b>	(SURNAME, Given name) e.g. WASEDA Taro
<b>TAO ID (6 digits)</b>	

Please check the box ☒ ↓

I have confirmed that the application will not be accepted if the required documents do not arrive by the specified deadline.	
I have confirmed that the application must be submitted and completed within the designated period via The Admissions Office (TAO).	
I have acknowledged that inquiries regarding the arrival of application documents will not be answered and that applicants must check the delivery status themselves using the tracking number.	
I have confirmed that the university will contact applicants only if there are any deficiencies in the application.	

**\* For details on application documents, please be sure to check the admission guidelines.**

Mail documents			
No.	Application Documents	Who to Submit	Check box
①	<b>Graduation Certificate / Degree Certificate (For all degree programs)</b>		
1	For Graduates: Graduation (Completion) Certificate For Current Students: Expected Graduation (Completion) Certificate <i>*Original documents only; copies are not accepted.</i>	Applicants except for graduates from a university in mainland China	
2	Online Verification Report of Higher Education Qualification Certificate <i>*We only accept it sent from CSSD directly.</i>	Only applicants who graduated from a university in mainland China	
3	Online Verification Report of Higher Education Degree Certificate <i>*We only accept it sent from CSSD directly.</i>		
4	Online Verification Report of Student Record <i>*We only accept it sent from CSSD directly.</i>	Only applicants who <b>will</b> graduate from a university in mainland China	
5	Certificate of Enrollment <i>*Original document only; no copies, and issue date included.</i>	F • G Course applicants	
②	Academic Transcript <i>*For all degree programs, original document only; no copies, name on every page, and issue date included.</i>	All applicants <i>*For mainland China graduates, direct delivery from CSSD is accepted.</i>	
③	Ranking Certificate	F • G Course applicants	
④	English Test Score Report	All applicants (TOEIC, TOEFL, IELTS, Eiken, CET-6)	
⑤	CHECKLIST (This document) Enclose this with your application documents	All applicants	

The Admissions Office (TAO) upload			
No.	Application Documents	Who to Submit	Check box
①	Color Photograph	All applicants	
②	Copy of passport	Only for non-Japanese applicants	
③	Research Plan	For non-F Course applicants: Form 2 For F Course applicants: Both Form 2(F-1) and Form2(F-2)	
④	<b>Recommendation Letter</b>  For Applicants: Send a request for a letter of recommendation through the TAO system. For Recommenders: Prepare the letter using the designated form and upload it to TAO.	For non-F Course applicants: Form 3(B) For F course applicants: Form 3(F)	
⑤	<b>Overview of bachelor' s thesis or master' s thesis or Overview of work achievements</b>	For non-G Course applicants: Form 4(A) For G Course applicants: Form 4(C)	
⑥	Copy of the overseas-remittance request or card payment "Result" page	All applicants	