

CHECKLIST for Domestic Application

Name in alphabet	(SURNAME, Given name) e.g. WASEDA Taro
TAO Application ID (6 digits)	

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	Graduation Certificate / Degree Certificate (For all degree programs)		
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 will graduate from a university in mainland China	
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	English Test Score Report	All applicants (TOEIC, TOEFL, IELTS, Eiken)	
④	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	Research Plan	For all applicants: Form 2	
③	Recommendation Letter Applicants: Send a request for a letter of recommendation through the TAO system. Recommenders: Prepare the letter using the designated form and upload it to TAO.	For recommendation applicants: Current students: Form 3(A) Graduates: Form 3(C) Workforce applicants: Form 3(C) or 3(D)	
④	Overview of bachelor's thesis or master's thesis or Overview of work achievements	For recommendation and general applicants: Form 4(A) For workforce applicants: Form 4(B)	
⑤	Convenience Store Payment Receipt or Card Payment Screen Copy	All applicants	
⑥	Copies of Both Sides of Residence Card or Special Permanent Resident Certificate	required only for non-Japanese who already possess the status of residence in Japan	