

CHECKLIST for Partner University Recommendation Application

Name in alphabet	(SURNAME, Given name) e.g. WASEDA Taro
TAO Application ID (6 digits)	Fill it out after creating your TAO account and send this checklist by mail.

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 only; no copies. Expected Graduation date required.</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	
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	English Test Score Report	All applicants (TOEFL, IELTS, Eiken, CET-6, *TOEIC) <i>*Valid only for tests taken in Japan</i>	
④	Certificate of Japanese language ability (日本語能力試験認定結果及び成績に関する証明書)	Certificate holders only	
⑤	CHECKLIST (This document) Enclose this with your application documents	All applicants	
The Admissions Office (TAO) attached documents			
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	Recommendation Letter	For non-F Course applicants: Form 3(B) For F course applicants: Form 3(F)	
⑤	Overview of bachelor's thesis or master's thesis	For non-G Course applicants: Form 4(A) For G Course applicants: Form 4(C)	
⑥	Ranking Certificate	F · G Course applicants	
⑦	Copy of the overseas-remittance request or card payment "Result" page	All applicants	