CHECKLIST
for Domestic Application (General, Working Professionals)

*For Applicants Seeking Admission in September 2027 or Later

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 online application system, "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. I agree to check my TAO messages and email regularly after submitting my application, and to resolve any deficiencies by the specified deadline.	

*** 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）**		—
a	**For Graduates: Graduation (Completion) Certificate** **For Current Students:** **Expected Graduation (Completion) Certificate** *Original documents only; no copies. Graduation (expected) date required.	**Applicants other than those from universities in mainland China**	
b-1	**Online Verification Report of Higher Education Qualification Certificate** *We only accept it when sent directly from CSSD.	**Only applicants who graduated from a university in mainland China**	
b-2	**Online Verification Report of Higher Education Degree Certificate** *We only accept it when sent directly from CSSD.		
c	**Online Verification Report of Student Record** *We only accept it when sent directly from CSSD.	**Only applicants who will graduate from a university in mainland China**	
②	**Academic Transcript** *For all degree programs, original document only; no copies, name on every page, and issue date included.	**All applicants** *For applicants from universities in mainland China, we only accept it when sent directly from CSSD.	
③	**JAPANESE-LANGUAGE PROFICIENCY TEST CERTIFICATE OF RESULT AND SCORES** **(日本語能力試験認定結果及び成績に関する証明書)** *Original document only; no copies	**Certificate holders only**	
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	**Convenience Store Payment Receipt or Card Payment Screen Copy**	**All applicants**	
③	**Copies of Both Sides of Residence Card or Special Permanent Resident Certificate**	**Non-Japanese nationality**	
④	**Research Plan**	**For all applicants: Form 2**	
⑤	**Overview of bachelor's thesis or master's thesis or Overview of work achievements**	**For general applicants: Form 4(A)** **For workforce applicants: Form 4(B)**	
⑥	**English Test Score Report**	**All applicants** **(TOEIC*, TOEFL, IELTS, Eiken)** *Valid only for tests taken in Japan	