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 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 only; no copies. Expected Graduation 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	
d	Certificate of Enrollment *Original document only; no copies, and issue date included.	F・G Course applicants	
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	Ranking Certificate	F・G Course applicants	
④	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	
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 the overseas-remittance request or card payment "Result" page	All applicants	
③	Copy of passport	Only for non-Japanese applicants	
④	Research Plan	For non-F Course applicants: Form 2 For F Course applicants: Both Form 2(F-1) and Form2(F-2)	
⑤	Recommendation Letter	For non-F Course applicants: Form 3(B) For F course applicants: Form 3(F)	
⑥	Overview of bachelor's thesis or master's thesis	For non-G Course applicants: Form 4(A) For G Course applicants: Form 4(C)	
⑦	English Test Score Report *For CET-6, the original certificate must be submitted by postal mail.	All applicants (TOEFL, IELTS, Eiken, CET-6, *TOEIC) *Valid only for tests taken in Japan	