**Checklist**

Please send the application documents according to the instructions below.

**All the PDF files** except the two reference letters with Form #2 must be uploaded to the web link provided by the GraSPP PhD Desk **by 5pm, 12th May, 2023 in one Zip file.**

**Original copies** must also be sent out to the Graduate School of Public Policy via registered mail or an international delivery service (such as UPS or FEDEX) by the deadline above.

**<List of Application documents>**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Documents | | PDF file | Original Copy | Note |
| 1 | Application Form (Form #1) | ✔ | ✔ | Applicants also need to send the form in **Excel format** to obtain an application number and an upload link for PDF files. |
| 2 | Two reference letters with Form #2 | ✔ | - | The Letters of Reference with Form#2 in PDF format must be sent by e-mail no later than May 12, 2023 directly from a referee. |
| 3 | Research Proposal (Form #3) | ✔ | ✔ |  |
| 4 | Checklist (Form #4) | ✔ | - |  |
| 5 | Official Proof of Graduation | ✔ | ✔ | Official documents for bachelor AND master’s or professional degrees must be submitted. |
| 6 | Official Transcript | ✔ | ✔ | Grading system (scale) page must also be included. |
| 7 | Master’s Thesis or its equivalent | ✔ | ✔ |  |
| 8 | Summary of Master’s Thesis or its equivalent | ✔ | ✔ |  |
| 9 | Proof of English Proficiency | ✔ | ✔ | An original copy (official score report) must be sent directly from a testing organization. |
| 10 | GRE Score Report | ✔ | ✔ | An original copy (official score report) must be sent directly from a testing organization. |
| 11 | Copy of Passport Photo Page | ✔ | - | Only for international applicants |
| 12 | Receipt of Application Fee | ✔ | - |  |
| 13 | Copy of Japanese Resident Card (both sides) | ✔ | - | Only for international applicants who wish to enroll in our program in April, 2023 |

**<Final confirmation>**

|  |  |  |
| --- | --- | --- |
| a) |  | Have you already sent the Application Form (Form #1) in Excel format to the GraSPP PhD Desk by email? |
| b) |  | Have you ordered the testing organization to send a TOEFL or IELTS Official Score Report to the school **BEFORE** sending your application package? (The date you ordered: Select the date) |
| c) |  | Have you ordered the ETS to send a GRE (Graduate Record Examinations) General Test Official Score Report to the school **BEFORE** sending your application package? (The date you ordered: Select the date) |
| e) |  | The reference letter ONE with Form#2 has already been sent from the referee. |
| f) |  | The reference letter TWO with Form#2 has already been sent from the referee. |

I certify that to the best of my knowledge all information given in this Application Form and all its supporting documentation are correct and complete, and I understand that any omission or misinformation concerning enrollment in colleges or universities may invalidate my admission or result in dismissal.

Signature　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Date　　Select the date