**Checklist**

**All the PDF files** except the two letters of reference with Form #1 must be uploaded to the Web Application System **by 5pm, December 13, 2024 (JST).**

**Original copies** must also be sent to the Graduate School of Public Policy via registered mail or an international delivery service (such as UPS or FEDEX) by the enrollment date for those who have been admitted to enroll in the GraSPP PhD program.

**<List of Application Documents>**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Documents | | Upload to the Web Application System | Submission of Original Copy\* | Note |
| 1 | ID photo | ✔  (JPG) |  |  |
| 2 | Official Proof of Graduation | ✔ | ✔ | Official documents for bachelor AND master’s or professional degrees must be submitted. |
| 3 | Official Transcript | ✔ | ✔ | Grading system (scale) page must also be included. |
| 4 | Master’s Thesis or its equivalent | ✔ | - |  |
| 5 | Summary of Master’s Thesis or its equivalent | ✔ | - |  |
| 6 | Proof of English Proficiency | ✔ | ✔ | An original copy (official score report) must be sent directly from a testing organization. |
| 7 | GRE Score Report | ✔  (JPG) | ✔ | An original copy (official score report) must be sent directly from a testing organization. |
| 8 | Two letters of reference with Form #1 | ✔ | - | The Letters of Reference with Form#1 in PDF format must be uploaded through the Web Application System no later than December 12, 2024, directly from a referee. Note that applicants cannot submit or complete their applications until the referees have uploaded or submitted the letter of reference through the Web Application System. |
| 9 | Research Proposal (Form #2) | ✔ | - |  |
| 10 | Copy of Passport Photo Page | ✔  (or JPG) | - | Only for international applicants |
| 11 | Receipt of Application Fee | ✔ | - |  |
| 12 | Copy of Japanese Residence Card (both sides) | ✔  (or JPG) | - | Only for international applicants who wish to enroll in our program in April, 2025 |
| 13 | Official acceptance letter for MEXT scholarship recipient (if applicable) | ✔ | - |  |
| 14 | Checklist (Form #3) | ✔ | - |  |

\*Only required for the applicants who have been accepted and admitted to enroll GraSPP PhD program.

**<Final Confirmation>**

|  |  |  |
| --- | --- | --- |
| a) |  | Have you already requested referees to submit the letter of reference? |
| b) |  | Have you ordered the testing organization to send a TOEFL or IELTS Official Score Report to the school **BEFORE** completing your application through the Web Application System? (The date you ordered: Select the date) |
| c) |  | Have you ordered the ETS to send a GRE General Test Official Score Report to the school **BEFORE** completing your application through the Web Application System? (The date you ordered: Select the date) |
| d) |  | The reference letter ONE with Form#1 has already been submitted from the referee. |
| e) |  | The reference letter TWO with Form#1 has already been submitted from the referee. |

I certify that to the best of my knowledge all information given through the Web Application System 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