

## Application check list

[Doctoral Course (General Selection / Special Selection for Students in Employment)]

Please make sure that you have all the necessary documents, tick the boxes in the list and submit them with your application.

Applicant's name \_\_\_\_\_

- 1) Application form, Form for submitting a photo · Paste your photo (4cm x 3cm) on it.
- 2) Curriculum Vitae · Please read carefully the "Notes" at the bottom of the form.
- 3) Research Plan (3 copies)
  - Please obtain the informal consent of your intended supervisor.
  - 2 copies can be photocopied.
- 4) Transcript (original)
- 5) Masters' Graduation Certificate or a certificate of expected completion (original)
- 6) Thesis in Economics, Management or Commerce
  - Three copies of the same thesis.
- 7) Summary of the above thesis
  - Three copies of the same.
- 8) Letter of recommendation
  - It should be sealed.
  - Applicants who do not have an academic supervisor may request that their prospective supervisor at the Graduate School of Economics writes the letter.
- 9) TOEFL Score Report (only one copy)
  - Applicant are required to submit an official TOEFL iBT score (Institutional Score Report) by using the ETS (Educational Testing Service) to send it directly to the Graduate School of Economics. A copy of the Test Taker Score Report (online test versions accepted) should be submitted in the envelope with the application documents.
  - Official scores from 1st January 2022 onwards are accepted.

- 10) One envelope (For sending the examination ticket)
  - \*Not applicable when the applicant is resident abroad
  - A stamp of 354 yen must be affixed to the envelope.
  
- 11) Certificate of residence (original) or residence card (copy of both sides)
  - \*Only applicable for International Students
  - Regarding Applicants who are resident abroad, please submit a copy of your passport.
  
- 12) Certificate of MEXT Scholarship Student (for Japanese Government Scholarship students only)
  - \*Only applicable to MEXT Scholarship Students
  
- 13) Application check list