Annex 2. Check List

List of Application Documents to be submitted

* **The deadline for submission is 31st March 2022.**
* All submitted documents should be photocopied in A4.
* Please order the documents by number.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | Document | Original  / Certified Sets | | Copy of Original  / Certified Sets | | Remarks |
| Required | Submitted  (Check in) | Required | Submitted  (Check in) |
| 1 | Application Form  (Annex1) | 1 |  |  |  | Please use clip, do not staple.  Please paste photo on it. |
| 2 | Statement of Purpose  (Free Format) |  |  | 1 |  | The graduation certificate must be written in English\*.  If you don’t have the certificate, please submit a copy of Diploma.  \*(Official translation for non-English documents must be attached.)  All documents must be **officially certified.** Notary Seal on the copy must be original. |
| 3 | Research Plan (Free Format) |  |  | 1 |  |  |
| 4 | Undergraduate degree graduation certificate\*  (or Copy of Diploma) |  |  | 1 |  |  |
| 5 | Academic Transcript |  |  | 1 |  | The academic transcript must be written in English\* and contain all the grades earned in the university.  \*(Official translation for non-English documents must be attached.)  All documents must be **officially certified**. Notary Seal on the copy must be original. |
| 6 | **A copy of Passport with photo** |  |  | 1 |  | If you do not have Passport, National ID and birth certificate are acceptable.  \*(Official translation for non-English documents must be attached.) |
| 7 | **ID Photo** |  |  | 1 |  |  |
| 8 | Score of English proficiency examination  (Applicants whose native language is English, or who graduated or expected to graduate from a full time Bachelor’s / Master’s degree program of which the medium of instruction is English are exempted from submission of scores.) |  |  | 1 |  | 1. Applicants are required to submit any one of the score of TOEFL, IELTS or TOEIC.  ※English score could be sent separately, if it difficult to submit it together with application documents. |
| 9 | List of Application Documents to be submitted (This form) |  |  | 1 |  | Please put a check in the box and submit this document. |

**\*Graduate certificate of master’s program for candidates of doctor courses**