## Application for International Graduate Program, Graduate School of Engineering, the University of Tokyo **SUBMISSION CHECKLIST 2015**

MEM-MEC/ELE/MAT/AER/CHE/PRE/BIO

**Application ID number:** 

Name:

Program you are applying for :

Enclose this check list whenever you send materials to the ICT Admission Desk via post. Confirm the detailed requirement of each document through Guidance Information (Documents to Prepare and Submit).

\*All documentation must be written in English, or have an English translation attached, except for documents written in Japanese. No other language is acceptable.

\*\*If your original documents are not available, the School of Engineering accepts photocopied documents WHEN they are attested to be accurate facsimiles of the original with original attested stamps from a suitable legal entity. You may ask for attestation from the academic institute where you studied or a local notary.

( :Essential materials for application. ( ):Please submit these materials "if applicable to you".)

(\* :Please submit these materials if you are an applicant for Doctoral course.)

	(* :Please submit these materials if you are an ap	(A)	(B)	(C)	<u>·</u>	
		Web application + print out	download + upload	upload	Materials to be submitted b	y post
A. General Requirements						
1	AF1_Application Form for International Graduate Program 2015				Original 1(with signature)	
2	AF2_Statement of Study Plans				Original 1	
3	AF3_Summary of Graduation Thesis				Original 1	
	AF4_Curriculum Vitae for T-cens					
	AF4-1_Detailed Educational Background				Original 1	
	AF4-2_Educational Reasoning Letter on the shorter academic records				Original 1	( )
	AF4-3_List of scholarships, prizes, honors, awards and other recognitions, if any.				Original 1	
4	AF4-4_Language Proficiency (other than English)				Original 1	
	AF4-5_Employment Record (List your employment details, part-time / full-time. If you have no employment record, please write "n/a" instead of leaving the space empty.)				Original 1	
	AF4-6_List of membership in honor societies and professional organizations				Original 1	
	AF4-7_List of titles and details of conference papers				Original 1	
5	Letter of Recommendation 1			*	⋆Online submission directly from your referee1.	
6	Letter of Recommendation 2			*	★Online submission directly from your referee2.	
7	Academic Transcript (Bachelor's degree)				Original 1 or Certified Copy (Size A4)  1. Photocopies without attested stamps from your university will not be accepted.	
8	*Academic Transcript (Master's degree)			( )	Original 1 or Certified Copy (Size A4)  1. Photocopies without attested stamps from your university will not be accepted.	( )
9	Certificate of Degree/Diploma (Bachelor's degree)				Original 1 or Certified Copy (Size A4) 1. Photocopies without attested stamps from your university will not be accepted.	
10	* Certificate of Degree/Diploma (Master's degree)			( )	Original 1 or Certified Copy (Size A4)  1. Photocopies without attested stamps from your university will not be accepted.	( )
11	Letter or Certificate of Expected Graduation (if applicable)			( )	Original 1	( )
12	English Language Proficiency				Original 1 (from the test center) or Photo copy of the original (Size A4) 1	
13	Personal Identification / Passport				Copy(Size A4) 1	
14	GRE Score Record				Original 1 (from the test center) or Photo copy of the original (Size A4) 1	( )
B. Requirements from the Department you are applying for						
15	Acceptance letter from your prospective supervising professor				Original will be directly sent to IME Graduate Program Office from prospective supervising professor	