

INTERNATIONAL CHRISTIAN UNIVERSITY GRADUATE SCHOOL

Application Documents Checklist

《For Applicants for Doctoral Course Regular Student》

1. Check if all of the required documents are ready, and put a check mark ✓ to each box below.
2. Submit this checklist via "Entry Form for Regular Students" on "Applying" of ICU website.

Applicant's Name: _____

Submission directly from the third party		✓	Note
Master's Course Official Transcript in English	REQUIRED		Make sure to request the institution to send the documents directly to ICU Graduate School. The document must be issued within 3 months for applicants who are still enrolled to the institution.
Certificate of (Prospective) Graduation for master's degree in English	REQUIRED		Make sure to request the institution to send the documents directly to ICU Graduate School. The document must be issued within 3 months for applicants who are still enrolled to the institution.
English Proficiency documents (TOEIC [Postal mail]) --or official letter issued by the school officials certifying the language of instruction was English	WHEN APPLICABLE		Date requested: (YYYY/MM/DD)
Letter of Consent of a Faculty to be Research Advisor on Acceptance (Designated Form)	REQUIRED		Make sure to request the letter to be send directly to ICU Graduate School in either email or postmail.
Letter of Recommendation	OPTIONAL		Make sure to request the letter to be send directly to ICU Graduate School in either email or postmail.
Submission from the applicant ("Entry Form for Regular Students")		✓	Note
Application Form	REQUIRED		Submit in Excel format. Do not convert to PDF or other file format.
Portrait photo	REQUIRED		See Admission Handbook for specification.
Research Plan with English Summary	REQUIRED		The summary and the research plan each should have a cover page.
Copy of "Payment Complete" page (Application Fee Payment Website)	REQUIRED		See Admission Handbook for specification.
Passport Copy	WHEN APPLICABLE		Required only for those who reside outside of Japan and wish to be interviewed via online.
English Proficiency documents (TOEFL/IELTS/TOEIC [Online])	WHEN APPLICABLE		Appointment No. (TOEFL) Test Report Form No. (IELTS)
Copy of Master's Thesis in PDF (Put a check mark either of the following)	REQUIRED		
Set A	Copy of master's thesis		Attach a cover page to each.
	Copy of English summary of master's thesis		
	(Optional) Copies of Japanese summary of master's thesis		
◆When applicant was not required to write a master's thesis			
Set B	Copy of alternative academic paper		Attach a cover page to each.
	Copy of English Summary of the alternative academic paper		
	(Optional) Copy of Japanese Summary of the alternative academic paper		
◆When applicant has not completed a master's thesis yet			
Set C	Copy of English Summary of the master's thesis in preparation		Attach a cover page to each.
	(Optional) Copy of Japanese Summary of the master's thesis in preparation		
	(Optional) Copy of alternative academic paper		
	(Optional) Copy of English Summary of the alternative academic paper		
	(Optional) Copies of Japanese Summary of the alternative academic paper		
◆When applicant wrote a master's thesis in a language other than Japanese or English			
Set D	A copy of the master's thesis in the original language		Attach a cover page to each.
	Copy of English summary of the master's thesis that outlines the content of the thesis in sufficient detail		
	(Optional) Copy of Japanese summary of the master's thesis that outlines the content of the thesis in sufficient detail		