

INTERNATIONAL CHRISTIAN UNIVERSITY GRADUATE SCHOOL
Application Documents Checklist
《For Applicants for Master's Course Regular Student
IB Advanced Teacher Certification Program》

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
Official University Transcript in English	REQUIRED		Make sure to request the institution to send the documents directly to ICU Graduate School.
Certificate of Graduation in English	REQUIRED		Make sure to request the institution to send the documents directly to ICU Graduate School.
Degree Certificate or Certification of expected Completion and Testimonial	WHEN APPLICABLE		Required only for applicants falling under (2) in Eligibility of master's course
Document Certifying Teaching Experience for more than Three Years in Total as Teaching Staff in IB World Schools	REQUIRED		If the document is written in a language other than Japanese or English, see the instructions specified in "D. Common Information" of Admissions Handbook and submit it with the required documents.
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 Recommendation from the advisor at the university/college the applicant attended, or from a senior teacher at IB World Schools where the applicant has worked as a teacher	OPTIONAL		Make sure to request the letter to be send directly to ICU Graduate School in email.
Results of GRE and other graduate school admissions standardized tests	OPTIONAL		Date requested: (YYYY/MM/DD)
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 Academic Paper / Senior Thesis (Put a check mark either of the following)	REQUIRED		
A copy of Academic Paper and its English summary (If academic paper is in a language other than Japanese or English: A copy of academic paper written in original language and its English summary)			Attach a cover page to each.
A copy of Senior Thesis and its English summary (If senior thesis is in a language other than Japanese or English: A copy of senior thesis written in original language and its English summary)			Attach a cover page to each.
Submission from the applicant ("Apply for the IB Teacher Advanced Certification Program")		✓	Note
Resume	REQUIRED		A resume showing the applicants work history including teaching experience.
Copy of Teacher Certificate in Japan or Another Country or an Equivalent Qualification	REQUIRED		If the document is written in a language other than Japanese or English, see the instructions specified in "D. Common Information" of Admissions Handbook and submit it with the required documents.
List of Achievements regarding Educational Research and Implementation	OPTIONAL		A national teacher certificate or an equivalent official document.
Submission from the applicant ("Apply for ICU Torch Relay Graduate School Scholarship for New Students") (Optional)		✓	Note
Application Form	OPTIONAL		See Appendix of Admission Handbook and submit the application form and the required documents.
Tax return certificate, etc.			