

# 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.
Transcript(s) Issued by Institutions You Have Transferred to/from or Attended as an Exchange Student	WHEN APPLICABLE		If the study-abroad program duration was within 2 months, it is optional for you to submit the program transcript.
Certificate of Graduation for Bachelor's Degree 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 sent 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.
Passport Copy	WHEN APPLICABLE		See Admission Handbook for specification.
Residence Card Copy	WHEN APPLICABLE		See Admission Handbook for specification.
Copy of Senior Thesis (Put a check mark either of the following)	REQUIRED		
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.
When applicant was not required to write a senior thesis: A copy of an alternative academic paper and its English summary			Attach a cover page to each.
English Proficiency documents (TOEFL/IELTS/TOEIC [Online])	WHEN APPLICABLE		Appointment No. (TOEFL) Test Report Form No. (IELTS)
Copy of "Payment Complete" page (Application Fee Payment Website)	REQUIRED		See Admission Handbook for specification.
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.
Documents to be submitted via the ICU Torch Relay Graduate School Scholarship for New Students Application Form (Optional)		✓	Note
Application and submission of required documents	OPTIONAL		Those seeking this scholarship should read the Application Guidelines on the website below very carefully and submit the required documents via the designated scholarship application form. <a href="https://www.icu.ac.jp/en/admissions/finance/gs/#tabbtn1">https://www.icu.ac.jp/en/admissions/finance/gs/#tabbtn1</a>