

INTERNATIONAL CHRISTIAN UNIVERSITY GRADUATE SCHOOL
Application Documents Checklist
《For Applicants for Kenkyusei》

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 Kenkyusei (non-degree seekers)" on "Applying" of ICU website.

Applicant's Name: _____

Submission directly from the third party		✓	Note
Graduate School 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 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.
Letter of Consent of a ICU Faculty to be Research Advisor on Acceptance (Designated Form)	REQUIRED		Make sure to request the letter to be sent directly to ICU Graduate School in email.
Two or more Letters of Recommendation	REQUIRED		Make sure to request the letter to be sent directly to ICU Graduate School in email.
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)
Submission from the applicant ("Entry Form for Kenkyusei (non-degree seekers)")		✓	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.
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.
Passport Copy	WHEN APPLICABLE		See Admission Handbook for specification.
Residence Card Copy	WHEN APPLICABLE		See Admission Handbook for specification.