

INTERNATIONAL CHRISTIAN UNIVERSITY GRADUATE SCHOOL

Application Documents Checklist

《For Applicants for Master's 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
Official University 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.
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 (Prospective) Graduation for Bachelor'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.
Degree Certificate or Certification of expected Completion and Testimonial	WHEN APPLICABLE		Required only for applicants falling under (2) in Eligibility of master's course
Transcripts issued within a month & List of registered Courses/Credits	WHEN APPLICABLE		Required only for applicants falling under (10) in Eligibility of master's course
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	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 in PDF (Put a check mark either of the following)	REQUIRED		
A copy of senior thesis and its English summary in PDF (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.
◆When applicant has not completed their senior thesis yet: A copy of an English summary of senior thesis in preparation			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.
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. https://www.icu.ac.jp/en/admissions/finance/gs/#tabbtn1