

# INTERNATIONAL CHRISTIAN UNIVERSITY GRADUATE SCHOOL

## Application Documents Checklist

### 《For Applicants for Doctoral Course Regular Student》

1. Please print out this checklist then fill out in handwriting.
2. Check if all of the required documents are ready, and put a check mark ✓ to each box below.
3. Attach this checklist on the top and enclose the documents and send it by registered express mail.

Applicant's Name: \_\_\_\_\_

Application Documents for Submission by Postal Mail		✓	Note
Application Form	REQUIRED	<input type="checkbox"/>	Print out the one you uploaded on "Entry Form" (A4 size, single-sided printing) and paste your portrait photo on the designated place. DO NOT STAPLE but secure with paper clips.
Master's Course Official Transcript in English	REQUIRED	<input type="checkbox"/>	Must be issued within 3 months* and sealed by school officials. *The one issued more than 3 months ago is acceptable if applicant already graduated from the issuing school.
Certificate of (Prospective) Graduation for master's degree in English	REQUIRED	<input type="checkbox"/>	Must be issued within 3 months* and sealed by school officials. *The one issued more than 3 months ago is acceptable if applicant already graduated from the issuing school.
Copy of Master's Thesis (Put a check mark either of the following)		REQUIRED	
Set A	Three printed copies of master's thesis	<input type="checkbox"/>	Attach a cover page to each.
	Three printed copies of English summary of master's thesis	<input type="checkbox"/>	
	(Optional) Three printed copies of Japanese summary of master's thesis	<input type="checkbox"/>	
◆When applicant was not required to write a master's thesis			
Set B	Three printed copies of alternative academic paper	<input type="checkbox"/>	Attach a cover page to each.
	Three printed copies of English Summary of the alternative academic paper	<input type="checkbox"/>	
	(Optional) Three printed copies of Japanese Summary of the alternative academic paper	<input type="checkbox"/>	
◆When applicant has not completed a master's thesis yet			
Set C	Three printed copies of English Summary of the master's thesis in preparation	<input type="checkbox"/>	Attach a cover page to each.
	(Optional) Three printed copies of Japanese Summary of the master's thesis in preparation	<input type="checkbox"/>	
	(Optional) Three printed copies of alternative academic paper	<input type="checkbox"/>	
	(Optional) Three printed copies of English Summary of the alternative academic paper	<input type="checkbox"/>	
	(Optional) Three printed copies of Japanese Summary of the alternative academic paper	<input type="checkbox"/>	
◆When applicant wrote a master's thesis in a language other than Japanese or English			
Set D	A printed copy of the master's thesis in the original language	<input type="checkbox"/>	Attach a cover page to each.
	Three printed copies of English summary of the master's thesis that outlines the content of the thesis in sufficient detail	<input type="checkbox"/>	
	(Optional) Three printed copies of Japanese summary of the master's thesis that outlines the content of the thesis in sufficient detail	<input type="checkbox"/>	
Letter of Consent of a Faculty to be Research Advisor on Acceptance (Designated Form)	REQUIRED	<input type="checkbox"/> Enclosed  <input type="checkbox"/> To be delivered from the faculty	Date you requested the letter: Month (     ) / Date (     ) / Year (     )
Copy of "Result" page printed from "Application Fee Payment Website"	REQUIRED	<input type="checkbox"/>	Through "Application Fee Payment Website", complete the payment of application fee and print out "Result" page.
Passport Copy	WHEN APPLICABLE	<input type="checkbox"/>	Required only for those who reside outside of Japan and wish to be interviewed via Skype for the second screening.
Letter of Recommendation from the master's course thesis advisor	OPTIONAL	<input type="checkbox"/> Enclosed	Submit without opening the sealed envelope enclosing the letter.
		<input type="checkbox"/> To be delivered from the advisor	Date you requested the letter: Month (     ) / Date (     ) / Year (     )