

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

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.
Official University Transcript in English	REQUIRED	<input type="checkbox"/>	Must be sealed by school officials. Submit without opening the sealed envelope.
Certificate of Graduation in English	REQUIRED	<input type="checkbox"/>	Must be sealed by school officials. Submit without opening the sealed envelope.
Degree Certificate or Certification of expected Completion and Testimonial	WHEN APPLICABLE	<input type="checkbox"/>	Required only for applicants falling under (2) in Eligibility of master's course.
Resume	REQUIRED	<input type="checkbox"/>	
Copy of Teacher Certificate in Japan or Another Country or an Equivalent Qualification	REQUIRED	<input type="checkbox"/>	If the document is written in a language other than Japanese or English, see the instructions specified in "D. Common Information (3)" on page 33 of Admissions Handbook and submit it with the required documents.
Document Certifying Teaching Experience for more than Three Years in Total as Teaching Staff in IB World Schools	REQUIRED	<input type="checkbox"/>	
List of Achievements regarding Educational Research and Implementation	OPTIONAL	<input type="checkbox"/>	
Copy of Research Paper/Thesis (Put a check mark either of the following)	REQUIRED		
A printed copy of Research Paper and its English summary (If paper is written in a language other than Japanese or English: A printed copy of the paper written in original language and its English summary)		<input type="checkbox"/>	Attach a cover page to each.
A printed copy of senior thesis and its English summary (If thesis is written in a language other than Japanese or English: A printed copy of thesis written in original language and its English summary)		<input type="checkbox"/>	Attach a cover page to each.
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 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	<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 ()
Results of GRE and other graduate school admissions standardized tests	OPTIONAL	<input type="checkbox"/>	
Application Form for ICU Torch Relay Graduate School Scholarship for New Students & Tax return certificate	OPTIONAL	<input type="checkbox"/>	See Appendix of Admission Handbook and submit the application form and the required documents.