

# INTERNATIONAL CHRISTIAN UNIVERSITY GRADUATE SCHOOL

## Application Documents Checklist

### 《For Applicants for *Kenkyusei*》

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.
Graduate School 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 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.
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 (     )
Two or more Letters of Recommendation from instructors of graduate schools the applicant attended	REQUIRED	<input type="checkbox"/> Enclosed	Submit without opening the sealed envelope enclosing the letter.
		<input type="checkbox"/> To be delivered from the instructor	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.