

**INTERNATIONAL CHRISTIAN UNIVERSITY GRADUATE SCHOOL**  
**Application Documents Checklist**  
**《For Applicants for Master's 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.
Official University 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 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 Senior Thesis (Put a check mark either of the following)	REQUIRED		
A printed copy of senior thesis and its English summary (If senior thesis is in a language other than Japanese or English: A printed copy of senior thesis written in original language and its English summary)		<input type="checkbox"/>	Attach a cover page to each.
◆When applicant was not required to write a senior thesis: A printed copy of an alternative academic paper and its English summary		<input type="checkbox"/>	Attach a cover page to each.
◆When applicant has not completed their senior thesis yet: A printed copy of an English summary of senior thesis in preparation		<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.
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
Transcripts issued within a month & List of registered Courses/Credits	WHEN APPLICABLE	<input type="checkbox"/>	Required only for applicants falling under (10) in Eligibility of master's course
Letter of Recommendation from the advisor of the school the applicant attended as an undergraduate	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.