Check list of Application documents （Doctoral Program）

Please use this check list to reconfirm your documents by filling "✓" on each corner.

Do not enclose this list to Application documents.

Documents, etc.	Who should submit	Notes	Check
Application Form（正） Photo card（A・B） Examination admission card (official form)	All applicants	Do not cut off at the dotted line but fold it back. Fill out form in either Japanese or English. If you are from a Kanji (Chinese Character) writing region, write your name in Kanji (Chinese Character). All others write your name in alphabet along with kana at its side. Attach the same color photographs on both the application form and examination card. Attach an examination fee bank transfer reception certificate with bank seal(form C) or a receipt from a convenience store transfer payment onto your Application Form (正)'s designated section located on the backside of the form. Check to see that you have not left any unfilled sections except for ※ marked areas. For credit card payments, enclose a printout copy of the screen which indicates payment has been completed.	
Application Form（副） (official form)	All applicants	Fill in the same information as Application Form (正). Check if you have filled in all fields besides ※ marked fields.	
Academic Transcripts (Certified copy)	All applicants	Submit original copies verifying the applicant's performances. The applicants who have already enrolled in the Graduate School of Information Science and Technology also have to submit the transcript. (No photocopy will be accepted.)	
Diploma or Certificate of Completion of master's course at the last university (Certified copy)	Applicants who have completed master's course	Applicants who have completed master's course must submit original copies. They must be specified the conferred degree. (No photocopy will be accepted.)	
TOEFL Score Submission Form (official form)	All applicants	Fill out all required fields on "Submission Form". (TOEFL ITP® applicants do not need to submit this document)	
Preference card (official form)	All applicants	For details on how to submit Preference card, refer to each department's "2019 Admission Guide; Graduate School of Information Science and Technology, the University of Tokyo".	

Documents, etc.	Who should submit	Notes	Check
3 Self-Addressed Envelopes (Small) (official form)	All applicants	Indicate the applicant's correct ZIP code, mailing address, name and department of preference. Affix 372 yen stamp on "Examination admission card" envelope only. If the address is outside of Japan, enclose necessary amount of IRCs. (See note 2)	
1 Self-Addressed Envelope (Large) (official form)	All applicants	Indicate the applicant's correct ZIP code, mailing address, name and department of preference.	
Record of International student (official form)	All non-Japanese applicants (Applicants who have foreign citizenship)	All non-Japanese including applicants who have completed (or will complete) master's course at a Japanese university must submit records. (Fill out form in either Japanese or English) Japanese citizens who have received most of their education abroad must also submit these records for confirmation of education background.	
Certificate of Japanese government (MEXT) Scholarship student	Japanese government (MEXT) Scholarship student. (Excluding students registered at the University of Tokyo)	Must submit certificate issued by the university you are enrolled in. Examination fees are waived. (Students registered at the University of Tokyo during time of application do not need to submit this)	
Research plan	Applicants who are government officials and plan to remain on the job while enrolled at this school.	Summarize the research plan in about four pages on A4 size paper.	

(Note 1) All certificates, documents, and other materials written in languages other than Japanese or English must have a Japanese translation attached.

(Note 2) IRC, International Reply Coupons, can be purchased at post offices worldwide. Enclose the following number of IRCs depending on the recipient's address; Asia: 11, Oceania / North America / Middle America / Middle East: 16, Europe: 17, South America / Africa 19.