

IGPAS 2018 Application Checklist

Major _____
Name _____

*Place check marks to the appropriate check-boxes and ENCLOSE this "Checklist" with your application documents when sending them.

| | Documents | Submitting Style | Check | Remarks |
|---|---|------------------|--------------------------|--|
| 1 | Form 1: Application for Admission | Original | <input type="checkbox"/> | *Requires <u>your signature</u> (by hand with a pen) |
| 2 | Form 2: Statement of Reason for Applying for the Program | Original | <input type="checkbox"/> | |
| 3 | Form 3: Research Proposal | Original | <input type="checkbox"/> | |
| 4 | Form 4: Summary of Past Research | Original | <input type="checkbox"/> | |
| 5 | Form 5: Recommendation Letter -(1) | Original | <input type="checkbox"/> | Form 5 and its attached letter should be sealed in an envelope by each reference. |
| | Form 5: Recommendation Letter -(2) | Original | <input type="checkbox"/> | |
| 6 | Form 6: Official Recommendation Letter | Original | <input type="checkbox"/> | Official seal of the institution required. |
| 7 | Official academic transcript(s) | | | |
| | Transcripts of Undergraduate Program | Original | <input type="checkbox"/> | If each transcript does not show the definition of its grading scale, attach any material (appendix, web information, etc.) that can substitute. |
| | Transcripts of Graduate Program (if applicable) | Original | <input type="checkbox"/> | |
| | Other () | | <input type="checkbox"/> | |
| 8 | Certificate(s) of (expected) graduation, entollment, or photocopy of diploma(s) | | | |
| | Undergraduate (ONE of the followings) | | | |
| | •Certificate of Graduation | Original | <input type="checkbox"/> | |
| | •Certificate of Expected Graduation | Original | <input type="checkbox"/> | |
| | •Certificate of Enrollment | Original | <input type="checkbox"/> | Enrollment and the due graduation date must be stated. |
| | •Bachelor Diploma | Copy | <input type="checkbox"/> | |
| | Graduate Program(s) (if applicable, ONE of the followings) | | | |
| | •Certificate of Graduation | Original | <input type="checkbox"/> | |
| | •Certificate of Expected Graduation | Original | <input type="checkbox"/> | |
| | •Certificate of Enrollment | Original | <input type="checkbox"/> | Enrollment and the due graduation date must be stated. |
| | •Master's/Doctoral Diploma | Copy | <input type="checkbox"/> | |
| 9 | Document(s) to prove academic ability: issued/written within the last 5 years, NOT more than 3 materials | | | |
| | •Bachelor thesis in full with English abstract | Copy/PDF | <input type="checkbox"/> | Electronic file attached to email acceptable. Mail to:[IGPAS Admissions Office] direct@mail.sci.tohoku.ac.jp |
| | •Master thesis in full with English abstract (if applicable) | Copy/PDF | <input type="checkbox"/> | |
| | •Research papers published in journals or conference proceedings | Copy/PDF | <input type="checkbox"/> | |
| | •Papers submitted in coursework related to the field of research | Copy/PDF | <input type="checkbox"/> | |
| | •GRE® Test score report | Original/Copy | <input type="checkbox"/> | Copy acceptable, only if other items from 9 submitted together. |
| | •Other () | | <input type="checkbox"/> | |
| 10 | Document(s) to prove English ability: ONE from 1) -3), if unavailable, both i) and ii) | | | |
| | 1) Score report of TOEFL iBT® Test, TOEFL PBT® Test, or IELTS | Original | <input type="checkbox"/> | |
| | 2) Certificate to prove that the medium of instruction is/was English | Original | <input type="checkbox"/> | |
| | 3) Letter of English proficiency from an English Instructor | Original | <input type="checkbox"/> | |
| | i) Score report of an English tests other than TOEFL iBT® Test, TOEFL PBT® Test, or IELTS | Original/Copy | <input type="checkbox"/> | |
| | (Tests conducted at your university, organized locally, TOEFL ITP® Test, and TOEIC® Test fall into this category) | | | |
| | ii) Thesis/research paper in English | Copy/PDF | <input type="checkbox"/> | |
| 11 | Curriculum Vitae (CV) | | <input type="checkbox"/> | |
| 12 | Photocopy of passport: If unavailable, a document proving your citizenship is required. | Copy | <input type="checkbox"/> | e.g.) Photocopy of citizenship card, birth certificate, census resigter |
| 13 | Email Correspondence with your Prospective Supervisor | Print Out | <input type="checkbox"/> | Should be indicated to have you study under him/her |
| 14 | Application Checklist (this sheet) | | <input type="checkbox"/> | |
| Supporting Materials (ONLY if you would like to present any: NOT more than 3 materials) e.g.) certificate(s) of honor, president/dean's list, and/or scholarship | | | | |

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