

Check List for Application Documents

MBA Program in International Business Graduate School of Business Sciences, Humanities and Social Sciences	Name	
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Check the following boxes to ensure that you have included all required documents.

***Please refer to the attached instruction and Application Guidelines for further details.**

No.	Documents	Required for	✓	*Official Use
1	Check List for Application Documents	All		
2	Certificate of (expected) Graduation *Undergraduate and above (if any)	All		
3	Academic Transcript *Undergraduate and above (if any)	All		
4	Academic Transcript *For transfer credit(s)	If Applicable		
5	Employment History	All		
6	Personal Essay	All		
7	Professional Recommendation Form	All		
8	English Test Score	All	<input type="checkbox"/> TOEIC <input type="checkbox"/> TOEFL <input type="checkbox"/> IELTS	
9	English Test Score Waiver	If Applicable		
10	Medium of Instruction Certificate	If Applicable		
11	Certificate of Payment for the First Screening	All		
12	Documentary evidence of a change of name (Abstract of Family Register)	If Applicable		
13	Copy of Residence Card (both sides)	International applicants residing in Japan		
14	Passport Copy	International applicants residing overseas		
15	Certificate of Government-sponsored International Student	If Applicable		
16	Eligibility Confirmation Document	Applicants under Qualification 2		

Note 1: If there are any deficiencies in your documents, your application may not be accepted.

Please double-check carefully for any deficiencies before submission.

Note 2: If you have any questions or concerns, please be sure to consult the Academic Service Office in advance. Please note that application fees will not be refunded if it is discovered that you do not meet the eligibility requirements after completion of the application.

Note 3: Applications are not reviewed until all required documents are received.

*Official Use

受付日:	月	日	郵便 / 持参	受付者:	点検者:
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