

## Check List for Application Documents

|                                                                                                                  |      |  |
|------------------------------------------------------------------------------------------------------------------|------|--|
| MBA Program in International Business<br>Graduate School of Business Sciences,<br>Humanities and Social Sciences | Name |  |
|------------------------------------------------------------------------------------------------------------------|------|--|

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.**

| Documents |                                                                           | Required for                                     | ✓                                                                                                  | *Official Use |
|-----------|---------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------|
| 1         | Check List for Application Documents                                      | All                                              |                                                                                                    |               |
| 2         | Certificate of (expected) Graduation<br>*Unfergraduate and above (if any) | All                                              |                                                                                                    |               |
| 3         | Academic Transcript<br>*Undergraduate and above (if any)                  | All                                              |                                                                                                    |               |
| 4         | Academic Transcript<br>*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<br><input type="checkbox"/> TOEFL<br><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        | Postal Stamp (JPY460)                                                     | Applicants residing<br>in Japan                  |                                                                                                    |               |
| 13        | Documentary evidence of a change of name<br>(Abstruck of Family Register) | If Applicable                                    |                                                                                                    |               |
| 14        | Copy of Residence Card (both sides)                                       | International<br>applicants residing<br>in Japan |                                                                                                    |               |
| 15        | Passport Copy                                                             | International<br>applicants residing<br>overseas |                                                                                                    |               |
| 16        | Certificate of Government-sponsored<br>International Student              | If Applicable                                    |                                                                                                    |               |
| 17        | Eligibility Confirmation Document                                         | Applicants under<br>Qualification 2              |                                                                                                    |               |

**Note: 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: |
|--------------------|---------|--------------------------------|