

Important Notes on Application Documents

Documents		Notes
1	Check List for Application Documents	
2	Certificate of (expected) Graduation <Undergraduate and (if any) above>	✓ Submit the original copy issued in Japanese or English. ✓ For the Certificates issued in other languages, attach the translated copy certified by the third party with the originals. ✓ Photocopy certified by the university you have graduated or relevant public officials will be accepted.
3	Academic Transcript <Undergraduate and (if any) above>	✓ If the Academic Transcript is issued separately Liberal Arts subject and Major subjects, submit both Transcripts.
4	Academic Transcript <for transfer credit(s)>	✓ If there is a transfer credit(s) in your transcript, submit the original copy of transcript issued by the institution where the credit(s) was originally earned.
5	Employment History	
6	Personal Essay	
7	Professional Recommendation Form	✓ Any forms without recommender's hand-written signature and NOT submitted in the sealed and signed envelope will not be accepted.
8	English Test Score <TOEIC, TOEFL iBT, TOEFL iBT Special Home Edition or ITLES (Academic)>	✓ Official score submitted NOT directly from the testing institution will not be accepted. ✓ Scores of TOEIC-IP and TOEFL-ITP will not be accepted.
9	English Test Score Waiver	✓ Admissions Committee waives the English test requirements if applicants have graduated with a Bachelor's degree, Master's degree or Doctoral degree from a program conducted entirely in English.
10	Medium of Instruction Certificate	✓ Applicants who have graduated with a Bachelor's degree, Master's degree or Doctoral degree from a program conducted entirely in English in a country/area where all instruction was NOT provided in English (e.g. Bangladesh, India, Japan, Malaysia, Philippines ... etc.), you MAY be qualified for a waiver. Attach a document that certifies the official medium of instruction was English in the program you graduated. e.g.: Official letter issued by the university, Webpage copy that shows the official medium of instruction ... etc.
11	Certificate of Payment for the First Screening	✓ Affix the tear-off portion in the designated location of the sheet or staple with the Certificate.
12	Postal Stamp (JPY460)	✓ Enclose stamps to the sum of JPY460.
13	Documentary evidence of a change of name (Abstract of Family Register)	✓ If your current family name is different from that on your submitted certificates, submit the proof of name change.
14	Copy of Residence Card (both sides)	
15	Passport Copy	
16	Certificate of Government-sponsored International Student	✓ MEXT scholar students currently enrolled in another university in Japan must submit the Certificate issued by the university currently enrolled. Please do not pay the application fee.
17	Eligibility Confirmation Document	✓ Those who are applying under Qualification 2 (Eligibility Screening is necessary) must submit the Eligibility Confirmation Document.

Check List for Application Documents

MBA Program in International Business Graduate School of Business Sciences, Humanities and Social Sciences	Name	TSUKUBA Hanako
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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.

Documents		Required for	✓	*Official Use
1	Check List for Application Documents	All	✓	
2	Certificate of (expected) Graduation *Unfergraduate 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	☒ TOEIC ☐ TOEFL ☐ 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 in Japan	✓	
13	Documentary evidence of a change of name (Abstrcut of Family Register)	If Applicable		
14	Copy of Residence Card (both sides)	International applicants residing in Japan		
15	Passport Copy	International applicants residing overseas		
16	Certificate of Government-sponsored International Student	If Applicable		
17	Eligibility Confirmation Document	Applicants under 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:
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