

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.**

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	Postal Stamp (JPY490)	Applicants residing in Japan		
13	Documentary evidence of a change of name (Abstract 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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