

**Checklists for SOKENDAI Doctoral Program 2020**  
**Special Admissions for Applicants Residing Abroad**  
**Department of Evolutionary Studies of Biosystems**

Before submitting your application documents, please check your documents against this checklist and prepare your documents according to the list.

If any of the application documents are incomplete, your application will not be accepted.

1) SOKENDAI (The Graduate University for Advanced Studies) Application Form for Admissions in April / October 2020 (Original)

- No columns are left blank or unfilled. You signed the application form.
- Did you print the application double-sided on A4- or letter- size paper?
- Does the spelling of your name on the application exactly match your passport?

2) Examination fee: 30,000 yen

- Please attach a hard copy of the page where the completion of the entrance examination fee payment can be confirmed.

3) Official Transcript (original or certified copy)

- The official transcripts show all the grades for all the academic years you have attended.
- The transcripts explain grading scales adopted by the university.
- The transcripts are the originals issued by the university. Photocopies are not acceptable.

4) Certificate of Graduation or Expected Graduation (originals or certified copies)

- The certificate shows the year, month of your (expected) graduation, date of conferral, and academic degree you have received or will receive.
- The degree certificate is the original issued by the university. Photocopies are not acceptable. If you submit a copy, submit the one certified by the university.

5) Certified copy of degree diploma

6) Recommendation letter from a person who knows the applicant's research / academic activities well (e.g., the applicant's academic supervisor at the university in which the applicant is currently enrolled or the university which the applicant previously attended), addressed to the President of SOKENDAI.(original, free format)

- A recommendation letter should be written on letterhead of the affiliation.
- The recommender should know your research / academic activities and be in a superior

position to you.

- Make sure that the recommendation letter is addressed to the President of SOKENDAI. It is preferred that the recommendation letter start with “ Dear President of SOKENDAI” or “Dear Dr. Mariko Hasegawa”, instead of Dear Sir/Madam” or “To whom it may concern”.

7) Your past research work and activities (if applicable)

8) Summary of your graduation thesis

- If you have no thesis or publications, submit a summary of your current research project.

9) Field of Study and Research Plan (Original)

10) Photocopy of applicant’s passport pages showing applicant’s name, date of birth, nationality, gender, photograph, and passport number.

If you have any questions or concerns, please contact the Student Affairs Section, SOKENDAI at [gakusei@ml.soken.ac.jp](mailto:gakusei@ml.soken.ac.jp) . When you make inquiries, please make sure to cc an email to your prospective academic advisor.