

Checklists for SOKENDAI Doctoral Program 2019
Special Admissions for Applicants Residing Abroad
Department of Informatics

Before submitting your application documents, please check your documents against this checklist and prepare your documents according to this 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 2019 (Original)

- Make sure that no columns are left blank or unfilled. Also make sure that you have signed the application form.
- Did you print the application double-sided on A4 size paper?
- Did the spelling of your name on the application exactly match your passport?

2) Examination fee

- Did you confirm with a faculty member of the Department whom you'd like to study under?

3) Official Transcript (originals or certified copies)

- Please submit Official Transcript of each academic year of all the universities or graduate schools you have attended.
- Is the grading scale adopted by the university explained in the transcript? If not, please attach a document explaining the university's grading system (issued by the university).
- Please make sure that the academic transcript you submit is an original document issued by the university. Photocopies are not acceptable.

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

- Does the certificate show the year and month of your (expected) graduation, academic degree you received and its date of conferral?
- Please make sure that the degree certificate you submit is an original document issued by the university, Photocopies are not acceptable. Those who are going to submit a copy of the degree, please submit one attested by the university.
- If you have not yet graduated from a university, please submit an attested document certifying that you will graduate from the university before entering the doctoral program.*

*If you successfully pass the entrance examination, submit a Certificate of Graduation (or a degree certificate) to SOKENDAI no later than the starting date of the Doctoral program.

- 5) Certified copy of degree diploma
- 6) A recommendation letter from the 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 applicant previously attended university, etc.), and addressed to the President of SOKENDAI.(original, free format)
- The recommendation letter should be written on stationery with the letterhead of the affiliation.
 - The recommender should know your research / academic activities well 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".
 - Is the letter duly signed by the recommender? A digital signature is not acceptable.
- 7) Your past research work and activities (if applicable)
- 8) Documents showing the applicant's research ability
- Three-year doctoral program:
- If you have graduated from a Master's program, submit a copy of Master's thesis.
 - If it is difficult to submit a copy of Master's thesis, submit a summary of Master's thesis and a document which explains the reason why it is difficult to submit the copy of Master's thesis (Free Form)
 - If you have no thesis, please submit documents showing the applicant's research ability such as papers or reports etc.
- Five-year doctoral program
- Please submit any documents such as graduation thesis, papers, reports, etc. (Free Form)
- 9) Field of Study and Research Plan (Original)
- 10) A photocopy of applicant's passport pages showing applicant's name, date of birth, nationality, gender, photograph, and passport number.
- 11) Proof of English Skill
- If you submit TOEFL or TOEIC scores, it is only acceptable that taken within the past five years.
 - If you submit IELTS score, it is only acceptable that taken within the past two years.

If you have any questions or concerns, please contact the Student Affairs Section, SOKENDAI at gakusei@ml.soken.ac.jp . When you make inquiries, please make sure to Cc the emails to your prospective academic advisor.