

SUBMISSION CHECKLIST:

2023 Autumn Enrolment

Course China Scholarship Council Program Special Research Student (Non-degree course)

T-cens Application ID number: _____

Name : _____

Please read the Documents to Prepare and Submit page on the Guidance Information for details and understand the important points for submission.

https://t-cens.t.u-tokyo.ac.jp/guidance_information/



(□ :Required () :Please submit "if applicable to you".)

		(A) online application + print out	(B) download + upload + print out	(C) PDF + upload	(D) Materials to be Submitted via post (Shortlisted candidates will be asked to submit documents via post upon request.)	Office use only			
A. General Requirements						Tick Off			
1	AF0_Declaration	/	<input type="checkbox"/>	/	One original (with handwritten signature)	<input type="checkbox"/>			
2	Photo	/	/	<input type="checkbox"/> (.jpg+upload)	One photo: If your photograph is not printed on your ACADEMIC APPLICATION form (AF1), please glue your photograph directly onto your AF1 form.	()			
3	Personal Identification (eg. Passport)	/	/	<input type="checkbox"/>	One copy	<input type="checkbox"/>			
4	AF1_Application Form (Automatically generated)	(Automatically generated)		/	One original (with handwritten signature)	<input type="checkbox"/>			
5	AF2_Statement of Study Plans	/	<input type="checkbox"/>	/	One original	<input type="checkbox"/>			
6	AF3_Summary of Graduation Thesis	/	<input type="checkbox"/>	/	One original	<input type="checkbox"/>			
7	AF4_T-cens Enquiries on Educational and Occupational Background (AFEB)	<input type="checkbox"/>	/	/	One original	<input type="checkbox"/>			
8	AF5_CV_for_Tcens_award_and_publication								
	AF5-1_List of scholarships, prizes, honors, awards and other recognitions, if any.	/	<input type="checkbox"/>	/	One original	<input type="checkbox"/>			
	AF5-2_List of membership in honor societies and professional organizations	/	<input type="checkbox"/>	/	One original	<input type="checkbox"/>			
	AF5-3_List of titles and details of journals and conference papers	/	<input type="checkbox"/>	/	One original	<input type="checkbox"/>			
9	AF6_History of your visits to Japan.pdf	/	<input type="checkbox"/>	/	One original	<input type="checkbox"/>			
10	Academic Transcript (Bachelor's degree): required for all applicants	/	/	<input type="checkbox"/>	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	<input type="checkbox"/>			
11	Academic Transcript (Master's degree):required for all doctoral degree applicants	/	/	()	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	()			
12	Grade Scales (grade and grading system)	/	/	()	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	()			
13	Explanatory letter on Certified documents	/	()	()	One original	()			
14	Certificate of Graduation (Bachelor's degree)	/	/	()	All applicants need to submit either (#14+15) or (#16) .	()			
15	Certificate of Degree/Diploma (Bachelor's degree)	/	/	()	If both #14 and #15 were issued by your institution, submit both. If only one of the two was issued, please submit a certificate stating the name of the degree and the date of conferral.	()			
16	Letter or Certificate of Expected Graduation (Bachelor's degree, if applicable) -->> If you are an on-going student and do not hold a relevant degree at the time of application to the Graduate School of Engineering, please submit Letter or Certificate of Expected Graduation.	/	/	()	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted. Please refer to the Guidance Information for detailed requirements. https://t-cens.t.u-	()			
17	Certificate of Graduation (Master's degree)	/	/	()	Applicants for "doctoral degree program" need to submit either (#17+18) or (#19).	()			
18	Certificate of Degree/Diploma (Master's degree)	/	/	()	If both #17 and #18 were issued by your institution, submit both. If only one of the two was issued, please submit a certificate stating the name of the degree and the date of conferral.	()			
19	Letter or Certificate of Expected Graduation (Master's degree, if applicable) -->> If you are an on-going student and do not hold a relevant degree at the time of application to the Graduate School of Engineering, please submit Letter or Certificate of Expected Graduation.	/	/	()	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted. Please refer to the Guidance Information for detailed requirements. https://t-cens.t.u-	()			

20	English Language Proficiency			<input type="checkbox"/>	Refer to "How to Submit Standardized Test Scores " located at the bottom of this submission checklist for more details.	<input type="checkbox"/>			
21	GRE Score Record			()	Refer to "How to Submit Standardized Test Scores " located at the bottom of this submission checklist for more details.	()			
22	Letter of Recommendation 1				Online submission directly from your referee1.				
23	Letter of Recommendation 2				Online submission directly from your referee2.				

B. Requirements from the course you are applying for

1	A list of publications and their abstracts			<input type="checkbox"/>	There is no specified format.	<input type="checkbox"/>			
2	Student registration certificate			<input type="checkbox"/>	Issued by applicant's university	<input type="checkbox"/>			

C. Submission Checklist

Enclose this Submission Checklist whenever you send materials to the ICT Admissions Desk via post.						<input type="checkbox"/>			
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Before you submit your application documents by post:

I have reconfirmed the Important Notes for Submission at the "Documents to Prepare and Submit" page on the Guidance Information. https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=documents						<input type="checkbox"/>			
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How to Submit Standardized Test Scores

We recommend that you confirm the requirements of your chosen course from the chart below.

The validity period for scores from an external testing center are as follow. At the date for document submission, scores must be within the period of validity.	The date of submission all application documents except external testing center scores		16 December 2022
	TOEFL and ILETS	2 years	https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=language_requirements
	GRE	5 years	https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=test_scores

Standardized Test Scores' Requirements for Spring/Autumn 2023 enrollment (as of June 28, 2022)	Test score requirement	How to Submit	Official Test Scores' Submission Deadline	Office use only
TOEFL	If you have one of the test scores, please submit it . But this requirement is not mandatory for A23RCSC applicants.	Upload and send a photocopy of official score of either TOEFL, TOEIC, IELTS, CAMBRIDGE, or CET-6, if you have one of them. No need to be attested. If you do not have any English test scores, please upload either 1) the Certificate of English as the Medium of Instructionan issued by your university or 2) an explanation note which explains that you do not have any test scores to	2022/12/9 (T-cens) and 2022/12/16 (POST)	
TOEIC				
IELTS				
CAMBRIDGE				
CET-6				
GRE-General	Strongly recommended	Upload and send a photocopy of official ETS score, if you have.	2022/12/9 (T-cens) and 2022/12/16 (POST)	

Postal Address (ICT Admissions Desk)

All application documents and enquiries are to be addressed to

Office of International Students,
Administrative Division,
School of Engineering,
The University of Tokyo

7-3-1 Hongo, Bunkyo-ku, Tokyo
113-8656
Email address : tcens_csc.t@gs.mail.u-tokyo.ac.jp
TEL:+ 81-3-5841-6071
Office hour: Monday to Friday (9:30-17:00)

	Departments	Requirements	File name	File Size	File extension
1	Architecture	<p>Digital Portfolio If your study area is within field accepted by either Prof. CHIBA Manabu, Prof. IMAI Kotaro, Prof. MITANI Toru, Assoc. Prof. KAWAZOE Yoshiyuki, or Assoc. Prof. YASUHARA Motoki, you must submit a digital portfolio. □ □ [Requirements on a digital portfolio] □ The file size of the digital portfolio should not be larger than 10MB. If the file size exceeds 10MB, upload it via: https://webfs.adm.u-tokyo.ac.jp/public/pHAKwAPIBAxAgG8Bx9B2kCEIcvk0hVn7SeF7jSmZvOh □ The portfolio must contain the followings: □ 1) the applicant's full CV □ 2) the applicant's own design work produced during his/her previous academic program(s) and his/her professional work if available. □ □ In the case of teamwork, his/her role in the project(s) must be clearly indicated. □</p>	Additional_documents_required_by_the_department	10MB	.pdf
2	Precision Engineering	<p>Please submit your master's thesis or equivalent (#1) ・The file size should be under 10MB. If the file size exceeds 10MB, upload it via https://webfs.adm.u-tokyo.ac.jp/public/ySLwgAIIcozAarUBZh12UyoCz8QimuLLspqER38hEtRE ・It should be 20 or more pages on A4-sized paper, written in either English or Japanese (#2)..</p> <p>#1. For the equivalent to a master's thesis, the applicant must submit a single-author thesis on research for which the applicant was the primary research conductor. Proceedings from academic conferences and published papers submitted as-is will not be accepted. #2. If the thesis is written in a language other than English or Japanese, a summary in English (1,200 words or more) or Japanese (2,000 characters or more) must be attached in addition to your master's thesis written in your original language.</p> <p>(学位取得博士、共同養成博士で共通) 「修士論文またはそれに相当するもの」(1部) 英語・日本語以外の場合は、英語(1200Word以上)もしくは日本語(2000字以上)の要約を添付(1部) * AF2 修士論文要約とは別に、提出を求めます。</p>	Additional_documents_required_by_the_department	10MB	.pdf