Application for Special English Graduate Program, Graduate School of Engineering, the University of Tokyo

SUBMISSION CHECKLIST: 中国国家高水平（CSC）PhD Course

Course ID: _____

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/

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		□		One original (with handwritten signature) □			
2	Photo			□ (.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)			□	One copy □			
4	AF1_Application Form (Automatically generated)	(Automatically generated)			One original (with handwritten signature) □			
5	AF2_Statement of Study Plans		□		One original □			
6	AF3_Summary of Graduation Thesis		□		One original □			
7	AF4_T-cens Enquiries on Educational and Occupational Background (AFEB)	□			One original □			
8	AF5_CV_for_Tcens_award_and_publication							
	AF5-1_List of scholarships, prizes, honors, awards and other recognitions, if any.		□		One original □			
	AF5-2_List of membership in honor societies and professional organizations		□		One original □			
	AF5-3_List of titles and details of journals and conference papers		□		One original □			
9	AF6_History of your visits to Japan.pdf		□		One original □			
10	Academic Transcript （Bachelor's degree): required for all applicants (both Chinese and English translations)	All CSC applicants need to submit (#10+11).		□	□			
11	Academic Transcript (Master's degree):required for all doctoral degree applicants (both Chinese and English translations)			□	□			
12	Grade Scales (grade and grading system)			( )	( )			
13	Certificate of Graduation/Diploma (Bachelor's degree) (both Chinese and English translations)	All CSC applicants need to submit (#13+14) or (15+16) or (#17).		□	Color photocopied versions will not be accepted. The original must be stamped with the university seal in 红墨水印油. 毕业学位证明书 成绩证明书 在续证明书 must have the university seal with 红墨水印油. □			
14	Certificate of Degree（Bachelor's degree) (both Chinese and English translations)			□	□			
15	Certificate of Graduation/Diploma (Master's degree) (both Chinese and English translations)			( )	In case of the certificate including QR code, if we could confirm your personal information here, we would admit them. Please refer to the Guidance Information for detailed requirements. https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=documents ( )			
16	Certificate of Degree (Master's degree) (both Chinese and English translations)			( )	( )			
17	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			( )	( )			
18	Doctoral Course Student Registration Certificate (both Chinese and English translations)	CSC spplicants who are currently enrolled in their first year of a doctoral course at any of the accredited universities must submit a student registration certificate.		( )	( )			
19	English Language Proficiency			□	Refer to "How to Submit Standardized Test Scores " located at the bottom of this submission checklist for more details. □			
20	GRE Score Record			( )	Refer to "How to Submit Standardized Test Scores " located at the bottom of this submission checklist for more details. ( )			
21	Letter of Recommendation 1				Online submission directly from your referee1.			
22	Letter of Recommendation 2				Online submission directly from your referee2.			

B. Requirements from the course you are applying for

#									
1	A copy of Examination Fee payment receipt (10,000 Japanese Yen is required for the examination fee.)	/	/	☐		☐			
2	Additional_documents_required_by_the_department			( )	Please confirm additional documents required by the departments from the file. Doctoral program applicant CheckPHD	( )			

C. Submission Checklist

Enclose this **Submission Checklist** whenever you send materials to the ICT Admissions Desk via post.	☐

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	☐

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.	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	Test score requirement	How to Submit	Office use only		
TOEFL					
IELTS	Required	Upload and send photocopies of the tests. They do not need to be attested. No original test score is necessary.(原本不要)			
TOEIC	One of the test scores / certificate must be submitted, however TOEFL or IELTS score is strongly recommended.				
CAMBRIDGE / CET-6 — To CAMBRIDGE and CET-6 takers of CSC program applicants Use TOELF PBT spaces to provide your test data in T-cens. Fill in; 1) your test date at Date Taken (Monthly/Year) 2) your test name (either CAMBRIDGE or CET-6) and test score at TOEFL PBT test Score space.(e.g. CET-6 500)					
GRE-General	Strongly recommended				

Postal Address

All application documents and enquiries are to be addressed to

Office of International Students(OIS),
School of Engineering, The University of Tokyo
Room 161, Building 8, 1F, 7-3-1 Hongo, Bunkyo-ku, Tokyo, Japan
(p/o 113-8656)
E-mail: tcens_csc.t@gs.mail.u-tokyo.ac.jp
TEL: +81-3-5841-6440