

SUBMISSION CHECKLIST:

中国国家高水平(CSC)Special Research Student Non-degree

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/



: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 (both Chinese and English translations)	All CSC 共同養成博士 applicants need to submit		<input type="checkbox"/>		<input type="checkbox"/>		
11	Academic Transcript (Master's degree):required for all doctoral degree applicants (both Chinese and English translations)			<input type="checkbox"/>		<input type="checkbox"/>		
12	Grade Scales (grade and grading system)	/	/	()	Color photocopied versions will not be accepted. The original must be stamped with the university seal in 红墨水印油. 毕业学位证书 成绩证明书 在读证明书 must have the university seal with 红墨水印油.	()		
13	Certificate of Graduation/Diploma (Bachelor's degree) (both Chinese and English translations)	All CSC 共同養成博士 applicants need to submit		<input type="checkbox"/>		<input type="checkbox"/>		
14	Certificate of Degree (Bachelor's degree) (both Chinese and English translations)			<input type="checkbox"/>	In case of the certificate including QR code, if we could confirm your personal information here, we would admit them.	<input type="checkbox"/>		
15	Certificate of Graduation/Diploma (Master's degree) (both Chinese and English translations)			<input type="checkbox"/>	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)			<input type="checkbox"/>		()		
17	Doctoral Course Student Registration Certificate (both Chinese and English translations)	/	/	<input type="checkbox"/>		<input type="checkbox"/>		
18	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"/>		
19	GRE Score Record	/	/	()	Refer to "How to Submit Standardized Test Scores " located at the bottom of this submission checklist for more details.	()		
20	Letter of Recommendation 1	/	/	/	Online submission directly from your referee1.	/		
21	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	Additional_documents_required_by_the_department			()	To Architecture or Precision Engineering applicants; Confirm additional documents required by the departments from the file. Special research program applicant CheckSRS	()			

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	One of the test scores / certificate must be submitted, however standardized test scores by the RCSC applicants are welcomed.	Upload and send photocopies of the tests. They do not need to be attested. No original test score is necessary.(原本不要)	
IELTS			
TOEIC			
CAMB RIDG E			
CET-6			
The Certificate of English as the Medium of Instruction			
GRE-General	If applicable		

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)