

IGPAS 2014 Application Checklist

Major Name _____

Do not staple any application documents!

	Item	Submitting Style	Tick	Remarks
1	Form 1: Application for Admission		<input type="checkbox"/>	
2	Form 2: Statement of Reason for Applying for the Program		<input type="checkbox"/>	
3	Form 3: Research Proposal		<input type="checkbox"/>	
4	Form 4: Summary of Past Research		<input type="checkbox"/>	
5	Form 5-(1): Recommendation Letter		<input type="checkbox"/>	Each of the two letters should be sealed in envelopes.
	Form 5-(2): Recommendation Letter		<input type="checkbox"/>	
6	Form 6: Official Recommendation Letter		<input type="checkbox"/>	Official seal of the institution required.
7	Official academic transcript(s)			Make sure each transcripts has a definition of their grading scale. If not, attach any material regarding it. (URL, letter, etc...)
	Transcripts of Undergraduate Program		<input type="checkbox"/>	
	Transcripts of Graduate Program if applicable		<input type="checkbox"/>	
	Others ()		<input type="checkbox"/>	
8	Scanned Diploma(s) or Certificate(s) of (expected) Graduation			
	Undergraduate (ONE of the followings)			
	┌ • Scanned Bachelor Diploma		<input type="checkbox"/>	
	└ • Certificate of Graduation	Original	<input type="checkbox"/>	
	└ • Certificate of Expected Graduation	Original	<input type="checkbox"/>	
	└ • Certificate of Enrollment	Original	<input type="checkbox"/>	Enrollment and the due graduation date must be covered.
	Graduate Program(s) (if applicable, ONE of the followings)			
	┌ • Scanned Master's/Doctoral Diploma		<input type="checkbox"/>	
	└ • Certificate of Graduation	Original	<input type="checkbox"/>	
	└ • Certificate of Expected Graduation	Original	<input type="checkbox"/>	
	└ • Certificate of Enrollment	Original	<input type="checkbox"/>	Enrollment and the due graduation date must be covered.
9	Document(s) to prove academic ability (much as possible from below)			
	┌ • Bachelor thesis (full text)	pdf	<input type="checkbox"/>	Electronic file attached to email acceptable.[IGPAS Admissions Office] direct@mail.sci.hokoku.ac.jp
	└ • Master thesis (full text) if applicable	pdf	<input type="checkbox"/>	
	└ • Published research paper(s)	pdf	<input type="checkbox"/>	
	└ • Papers submitted in coursework related to the field of research	pdf	<input type="checkbox"/>	
	└ • GRE score report	Original	<input type="checkbox"/>	
	└ • Others ()		<input type="checkbox"/>	Scanned acceptable, if other items from 9 submitted together.
10	Document(s) to prove English ability (ONE of the followings)			
	┌ • TOEFL score report (iBT or PBT)	Original	<input type="checkbox"/>	
	└ • IELTS score report	Original	<input type="checkbox"/>	
	└ • Certificate of College English Test (CET) in China	Scanned	<input type="checkbox"/>	Scanned acceptable, if other items from 10 submitted together.
	└ • Result of an English proficiency examination other than the listed	Scanned	<input type="checkbox"/>	Scanned acceptable, if other items from 10 submitted together.
	→ Supporting Material(s)			
	└ • Letter of English proficiency by English Instructor	Original	<input type="checkbox"/>	
	└ • Medium of Instruction Certificate from your school	Original	<input type="checkbox"/>	
	└ • Others ()		<input type="checkbox"/>	
11	Curriculum Vitae (CV)		<input type="checkbox"/>	
12	Photocopy of passport		<input type="checkbox"/>	
13	Proof of citizenship (ONE of the followings)			
	┌ • Census register	Scanned	<input type="checkbox"/>	
	└ • Citizenship card	Scanned	<input type="checkbox"/>	
	└ • Birth certificate	Scanned	<input type="checkbox"/>	
	└ • Others ()		<input type="checkbox"/>	
14	Supporting Materials (if any)	Scanned/Original	<input type="checkbox"/>	
15	Email Correspondence with your Prospective Supervisor	print out	<input type="checkbox"/>	A latest correspondence indicating to have you study under him/ her.

- More details regarding the Items can be found on page 6 of IGPAS Application Booklet.
- Keep your application documents unstapled, and enclose in the listed order.
- If your application lacks any of the necessary items, your application will not be completed.