

Application Documents Checklist for Doctoral Program [Form EC7]

Applicant Name:

Date:

Admission Method: ☐ International ☐ In-Univ.

No.	Required Documents	Upload Destination (Ritsui-Mate)	Confirmation	Check
1	Application Photo	Application Photo	Taken within three months before the application.	☐
			Color photo, above the chest level, facing front, without a hat or cap, and with no background.	☐
			Not digitally altered.	☐
			File format: .jpg, .jpeg, .gif, or .png	☐
2	Certificate of Completion/ Expected Completion	Certificate of (Expected) Graduation/Completion	If you graduated from (or expect to graduate from) a university outside mainland China (including Hong Kong, Macau and Taiwan), the Certificate of Graduation / Expected Graduation is prepared.	☐
			If you graduated from (or expect to graduate from) a university in mainland China (excluding Hong Kong, Macau and Taiwan), the required documents specified in the Application Guidelines are prepared instead of the Certificate of Graduation / Expected Graduation.	☐
3	Academic Transcript	Academic Transcript	Scanned from the original document.	☐
4	Statement for Reason for Application [Form EC3]	Statement of Purpose	Converted to a PDF file.	☐
5	Research Field and Research Plan [Form EC4]	Research Proposal	Approval from the prospective academic supervisor has been obtained by email or in writing.	☐
			Converted to a PDF file.	☐
			The PDF is clearly legible and can be recognized by text recognition software.	☐
6	Master's Thesis or Equivalent Academic Work (with Abstract)	Academic Thesis	The abstract is approximately 800 words.	☐
			The applicant's name and the title appear in both the thesis or equivalent academic work and the abstract.	☐
			The thesis or equivalent academic work and the abstract are combined into a single PDF file.	☐
			The PDF is clearly legible and can be recognized by text recognition software.	☐
7	Letter of Recommendation (Optional, No Prescribed Format)	-	Directly sent by the recommender via email (Submission is optional).	☐
8	Official English Language Test Score Report	Certificate of Language Ability	The test was taken within two years before the opening date of the application period.	☐
			If a test score cannot be submitted, a proof of English proficiency or graduation from an EMI program is provided instead.	☐
9	Application Sheet for Non-Japanese Applicants [Form GS1]	Application Sheet for Non-Japanese Applicants	Required only for applicants who do not have Japanese nationality.	☐
10	Copy of Passport (Passport Data Page)	Copy of Passport (Passport Data Page)	Required for non-Japanese applicants only.	☐
			The passport data page includes the name and date of birth.	☐
			The PDF file was scanned from the original passport.	☐
11	Copy of Residence Card (Both Sides)	Copy of Japanese Residence Card (Both Sides)	Required only for applicants to whom the designated residence-status conditions apply.	☐
			Both sides of the residence card are included.	☐
			The PDF file was scanned from the original document.	☐
12	Statement of Source of Funds [Form EC5]	Other Documents (1)	If a private-foundation or other scholarship has been awarded, the scholarship award notification is included.	☐
			Where applicable, Form EC5 and the scholarship award notification are combined into a single PDF file.	☐
13	Application Documents Checklist for Doctoral Program [Form EC7]	Other Documents (2)	Each document has been uploaded to the correct destination in Ritsui-Mate.	☐
			All documents are completed in English and free of deficiencies.	☐
			The date and applicant name have been entered on this checklist.	☐
			All uploaded files are in PDF (.pdf or .PDF) format, unless otherwise specified in the Application Guidelines	☐