

Required Documents (Expected Graduation)

■ For applications with a <received> Dissertation *After your dissertation is accepted by the journal, another procedure is necessary

	Materials to submit	Remarks	Number	
①	Letter of Commitment (Form 3)	* Dates fill in the document filing date	1	
②	Letter of receipt		1	
③	Request for Extending Enrollment Period or Withdrawal		1	

■ For applications with an <accepted> Dissertation or a <published> Dissertation

	Materials to submit	Remarks	Number	
①	Application for Degree Dissertation Examination (Attachment 1)	* Dates fill in the document filing date * Write the name of department as it was when you entered	1	
②	Dissertation Index (Attachment 5)	* See the sample. Two-sided copy * Dates fill in the document filing date	1	Word file
③	Confirmation Form for PhD degree recorded items		1	Word file
④	Candidate Review Committee Sheet (Attachment 7)		1	
⑤	Dissertation for Examination Index(Attachment A)	* Two-sided copy	1	Word file
⑥	Dissertation (Offprints)			
	(a) For applications with a published dissertation	Offprints or copies of published dissertation * <u>including supplemental data</u>	1	PDF file
	(b) For applications with an accepted dissertation (1 offprint will be required later)	(a) accepted dissertation * <u>including supplemental data</u> (b) letter of acceptance	1	Word file or PDF file
⑦	Dissertation Summary (Japanese, 4000 characters)	* English summary should be 1000~1500 words, and also needs to be translated into Japanese (about 600 characters).	1	Word file
⑧	Offprints of other articles (if available; otherwise include the letter of acceptance and the article)	* If there are several articles, number them with a pencil.	1	Word file or PDF file
⑨	Conference Presentation Materials (The main conference presentation)	* Attach a copy of the relevant program with the conference name, date, place, name of presenter(s) and subject. * Highlight your name in yellow.	1	
⑩	Curriculum Vitae (CV) (Attachment 3)	* Graduate School: 修了; * Daigakuinkenkyusei, Senkosei (Research Student): 退学 or 終了; (See the sample.)	1	Word file
⑪	Certificate (Attachment 9)	*Supervisor's signature and seal is required.	1	
⑫	Author Consent (in case of joint work) (Attachment 10)	*All co-author's signature and seal is required. Make inquiries of co-authors who reside abroad as early as possible.	1	
⑬	Confirmation	* If you received the approval from the ethic committees other than TMDU's, please attach the copy of the approval certificate.	1	
⑭	Graduate Destination Survey		1	

■ For applications with <Thesis> : Please submit ①-④, ⑦-⑩, ⑬ and ⑮.

⑮	• Thesis (combined several original papers)		1	Word file or PDF file
	• Main paper (offprints or accepted paper and letter of acceptance)		1	
	• Sub-paper (can submit received paper and letter of receipt)		1	
⑮	• Dissertation for Examination Index (Attachment A)	*[Thesis format] Attachment A and Attachment 10 can be downloaded from our website.	1	Word file
	• Author Consent (in case of joint work) (Attachment 10) ···for Main paper and Sub-paper	*All co-author's signature and seal is required.	1	
	• Certificate (Attachment 9)···for Main paper only	*Supervisor's signature and seal is required.	1	

■ In case of Equal Contribution

⑯	Multiple Lead Authors Explanatory Form (Attachment C)	*Supervisor's signature and seal is required.	1	
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■ If you are unable to submit offprints after defense:

If you apply in case of ⑥(b)(c), you cannot obtain an approved final judgment without submitting ⑰.

⑰	Letter of Commitment (Attachment 11)	*Supervisor's signature and seal is required.	1	
⑱	Copy of galley proof , accepted manuscript			PDF file

* Can submit copies of published dissertation instead of offprints

* Please write your family name in capital letters and your first name in title case, in "FAMILY NAME Given name Middle name" order.

* Do not use correcting fluid on any of the above documents.

* Consult the samples when you fill in the application documents.

* With regard to word file or PDF file, submit the file saved onto a CD-R etc. or send by e-mail along with the printed documents.

(Windows or Mac Microsoft Word file)

* All application forms can be downloaded from our website.

http://www.tmd.ac.jp/for-students/16_4e0135b7e86ee/index.html

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