

Required document checklist (出願書類チェックリスト)

Required Documents (必要書類)		Checklist (確認事項)
☐	Form 1: Application Form for Admission with attached photograph (both sides) 入学願書(両面)	☐ Please confirm if all items are filled out. (すべて記入済みか) ☐ Please confirm if the e-mail address is readable. (メールアドレスが解読できるか) ☐ Please confirm if Educational Background, Work Experience, and License are filled out. The total years in education should be at least 16. (大学or大学院が履歴事項に含まれているか (せめて16年間)) ☐ Please make sure you have put down your guarantor in Japan. ※A friend or your supervisor living in Japan can be your guarantor. (日本における身元保証人が記入されているか。 ※友人や指導教員等でも構わないので、日本にいる人を必ず記入する) ☐ Please make sure the application has been signed by your supervisor. (指導教員署名欄が記入されているか) ☐ Please paste payment receipt of the examination fee onto the application. (検定料納付証明書が貼ってあるか) ※If you pay the examination fee by international remittance, please submit the remittance certificate in stead of payment receipt. (海外送金にて検定料を支払う場合は、検定料納付証明書ではなく、送金証明書を添付すること。)
☐	Form 2: Study / Research Plan 研究計画書	☐ Either handwritten or typed is fine. (手書き・タイプどちらでもOK)
☐	Form 3: Financial Plan Questionnaire 外国人留学生生活状況調査票	☐ Please make sure this page is filled out. (書いてあればOK)
☐	Certificate of Graduation (or expected graduation) from Undergraduate School 大学 (学部) の卒業証明書 もしくは卒業見込み証明書	☐ Only English or Japanese version is accepted. (英語or日本語で書かれているか) ☐ Certificate of Graduation (or expected graduation) must be signed or stamped with an official seal of the institution. (大学の公印が押されているか) ☐ Only original copy is accepted. (コピーでなく原本か)
☐	Official Academic Transcript from Undergraduate School 大学 (学部) の成績証明書	☐ Only English or Japanese version is accepted. (英語or日本語で書かれているか) ☐ Official academic transcript must be signed or stamped with an official seal of the institution. (大学の公印が押されているか) ☐ Only original copy is accepted. (コピーでなく原本か)
☐	Certificate of Graduation (or expected graduation) from Graduate School (if applicable) 大学院の修了証明書 もしくは終了見込み証明書 ※大学院修了者のみ	☐ Only English or Japanese version is accepted. (英語or日本語で書かれているか) ☐ Certificate of Graduation (or expected graduation) must be signed or stamped with an official seal of the institution. (大学の公印が押されているか) ☐ Only original copy is accepted. (コピーでなく原本か)
☐	Official Academic Transcript from Graduate School (if applicable) 大学院の成績証明書 ※大学院修了者のみ	☐ Only English or Japanese version is accepted. (英語or日本語で書かれているか) ☐ Official academic transcript must be signed or stamped with an official seal of the institution. (大学の公印が押されているか) ☐ Only original copy is accepted. (コピーでなく原本か)
☐	Copy of Passport / Certificate of Family Register / Certificate of Citizenship from your home country パスポート、または戸籍、市民権等の写し	☐ Please submit a clear copy. (ちゃんと写っていればOK)
☐	Copy of Residence Card 在留カード (外国人登録証明書) の写し	☐ The Period of Stay should remain valid until after the entrance date for Period B applicant. (期間が入学後までカバーされているか)
☐	How to Obtain a Student Visa★	☐ Please confirm if you have sent it to Foreign Student Support Unit (fssu@ml.tmd.ac.jp).
		留学支援グループ関係の書類。原本があれば受け取っておく。 留学支援グループにデータ提出しているか確認。

*本学学部卒業の方につきましては、卒業証明書および成績証明書のご提出は不要となります。

※Graduates of TMDU are waived to submit Certificate of Graduation and Official academic transcript.