

# Application Checklist

Please check all the following items before sending. Enclose this checklist with the application documents.

Applicant's Name	
Submission Date(MM/DD/YYYY)	

✓	Required Documents
	Application form including your ID photo
	Official graduation certificate
	Official transcript
	Two professional recommendation letters
	Two essays
	A copy of a page of an official identification card with your ID photo
	A copy of official TOEIC®/TOEFL ®/IELTS™ score certificate
	A copy of a page of completed payment by credit card with transaction number
	Request form of proxy application for Certificate of Eligibility (if applicable)
	Application checklist (this sheet)
	推薦指定校からの推薦届/Recommendation Form from your School (if applicable)

**Submission due date:**

**<1<sup>st</sup> Entry> Wednesday, February 8, 2023**

**<2<sup>nd</sup> Entry> Tuesday, May 9, 2023**

The documents must be delivered by registered delivery or courier service such as FedEx, DHL or similar (note that ordinary mail and/or post office Letter Pack Light will not be accepted). All the documents must be submitted together (and should arrive no later than the submission due date).

**Cut the label below and use for shipping**

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