

Master's Program Application Document Checklist (International Student)

Filing date: / /

Name _____ Desired major / test category _____

※Please check the classification of international students after enrollment.

Self-supported students Supported by Foreign Government Japanese Government Scholarship Students

Check the presence of the following documents and the notes in the remarks column, and put "✓" in the check column.

■ Required documents for all

	Documents to be submitted	Check	Remarks	Office field
1	Check List		This check list	
2	Application form, Resume		A PDF file that can be generated after completing the online application must be printed in color on A4 size paper.	
			Enter an e-mail address that will be available	
			Enter names of the University/institution you graduated correctly.	
			Dated and signed at the bottom of the resume.	
			Corrections shall be made in a red pen.	
3	Envelope for the Admission Ticket		Download the "Label for admission ticket" from our website and print it in color and paste it to an envelope(120mm × 235mm) .	
			Write your postal code, address, your name and division you apply on the envelop with a black ballpoint pen.	
			Seal 354 yen stamp on the envelope.	
4	Envelope for the Results Notification		Download the "Label for results notification" from our website and print it in color and paste it to an envelope(240mm × 332mm) .	
			Write your postal code, address, your name and division you apply on the envelop with a black pen.	
			No need to attach stamps.	
5	Transcript of Bachelor's course		<Applicants who graduated/ are expected to graduate from a university in any country/region other than China > -Not required for those who graduate from School of Engineering, Hokkaido University. - If the transcript is issued in a language other than English, please submit the original transcript in your native language and the original English translation certified by an issuing institution or public notary.	
			<Those who have graduated from or plan to graduate from Chinese University> • Go to the website CHSI and apply for verification report of transcript in English. • Request CHSI to send the transcript directly to the Graduate School of Engineering (k-gakuin@eng.hokudai.ac.jp) via e-mail by the application deadline.	
6	Certificate of (expected) Graduation		<Applicants who graduated/ are expected to graduate from a university in any country/region other than China > -Not required for those who graduate from School of Engineering, Hokkaido University. -If the certificate of (expected) graduation is issued in a language other than English, please submit the original certificate in your native language and the original English translation certified by an issuing institution or public notary. ◇ Scheduled graduates: • Please prepare an expected graduation certificate. Expected month Year of graduation. • If your university does not issue an expected graduation certificate, please obtain a certificate of enrollment which shows the month and year of the enrollment and graduation.	
			<Those who have graduated from or plan to graduate from Chinese University> • Go to the website CHSI and apply for the verification report. • Request CHSI to send the verification report directly to the Graduate School of Engineering (k-gakuin@eng.hokudai.ac.jp) via e-mail by the application deadline.	
7	Recommendation letter		The letter shall be provided by your supervisor in the most recently graduated / expected to graduate program. Not required for those who graduate from School of Engineering, Hokkaido University.	
8	Photocopy of Residence card/Passport		Please submit photocopy of your passport. If you are currently living in Japan, please submit Residence Card instead.	
9	Reason for Application		Download a format from our school website.	
10	Documents to Prove English Proficiency		【TOEIC Listening & Reading Test】 Submit the score sheet (official score certificate) from ETS in an unopened envelope.	
			【TOEFL iBT】 request the Institutional Score Report to be mailed to the Examination Office (ETS) as follows. • Request date for mailing to ETS (Date / /) • Notification of arrival from the academic affairs office of Engineering, (arrived or not arrived)	
			【IELTS (Academic module)】 Request the Examination Secretariat to mail additional transcripts as follows. • Date of request to mail to Examination Office (Date / /) • Notification of arrival from the academic affairs office of Engineering, (arrived or not arrived)	
			【Medium of Instruction Certificate】 Submission of English score report is exempt.	
11	Choice of Laboratory		Download a format from our school website.	