

# 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 have graduated from or are currently enrolled in 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(240mm × 332mm).	
			Write your postal code, address(Laboratory address is not available), your name and division you apply on the envelope with a black ballpoint pen.	
			Seal 480 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(Laboratory address is not available), your name and division you apply on the envelope with a black ballpoint 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 with his/her signature. 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】①or② ①Submit the score sheet (official score certificate) from ETS in an unopened envelope. ②Submit the color printed digital official certificate.	
			【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.	

## ■【Materials Science and Engineering only】

12	Research Project Plan		Approximately 1000 words in any format	
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