Doctoral Program Application Document Checklist（International Student ）

Filing date：　　/　　/

Name　　Division Name

※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

	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	Master's thesis or research reports during the master's program		・ Unspecified format, approximately one or two pages of A4-sized paper. ・ Applicants who expect to be awarded a master's degree or professional degree by March 2027 or applicants who have been passed a Qualifying Examination at a foreign university must submit a research progress overview (unspecified format, approximately two pages of A4-sized paper) instead of a master's thesis summary. ・Not required for those who do not have a master's or professional degree.	
4	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 envelop with a black ballpoint pen.	
			Affix postage stamps totaling 480 yen on the envelope.	
5	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 envelop with a black ballpoint pen.	
			No need to attach stamps.	
6	Transcript of Master's course *Not required for those who graduate from the Graduate School of Engineering or the Graduate School of Information Science and Technology, Hokkaido University. *No need to submit if you have no graduate school history. *Research students currently enrolled in the Faculty of Engineering are not required if submitted when applying for a research student.		<Applicants who have graduated/ are expected to graduate from a university in any country/region other than China> ・Submit the original certificate. ・If the original certificate is written in a language other than Japanese or English, the official Japanese or English translation is attached.	
			<Applicants who have graduated/ are expected to graduate from Chinese University> ・Print out the verification report of your transcript in English issued by CHSI (China Higher Education Student Information) and submit it with your application. ・Alternatively, submit the PDF version of the verification report by e-mail to the Graduate School of Engineering (k-gakuin@eng.hokudai.ac.jp). ・When submitting the verification report, provide the four-digit number hidden by asterisks (*) in the CHSI report ID. Ensure that online verification remains valid for at least 15 days after submission.	
7	Transcript of Bachelor's course *Not required for those who graduate from the School of Engineering, Hokkaido University *No need to submit if you have no graduate school history. *Research students currently enrolled in the Faculty of Engineering are not required if submitted when applying for a research student.		<Applicants who have graduated from a university in any country/region other than China> ・Submit the original certificate. ・If the original certificate is written in a language other than Japanese or English, the official Japanese or English translation is attached.	
			<Applicants who have graduated from Chinese University> ・Print out the verification report of your transcript in English issued by CHSI (China Higher Education Student Information) and submit it with your application. ・Alternatively, submit the PDF version of the verification report by e-mail to the Graduate School of Engineering (k-gakuin@eng.hokudai.ac.jp). ・When submitting the verification report, provide the four-digit number hidden by asterisks (*) in the CHSI report ID. Ensure that online verification remains valid for at least 15 days after submission.	
8	Certificate of (expected) Graduation *Not required for those who graduate from the Graduate School of Engineering or the Graduate School of Information Science and Technology, Hokkaido University. *No need to submit if you have no graduate school history. *Research students currently enrolled in the Faculty of Engineering are not required if submitted when applying for a research student.		<Applicants who have graduated/ are expected to graduate from a university in any country/region other than China> ・Submit the original certificate. ・If the original certificate is written in a language other than Japanese or English, the official Japanese or English translation is attached. ・Students who have graduated from a foreign university (except China) may submit a copy of diploma (certified original by the issuing institution).	
			<Applicants who have graduated/ are expected to graduate from Chinese University> – Submit all of the following documents. Document (a) can be obtained from the China Credentials Verification. Also make sure the web authentication should be valid for at least 15 days at the time of submission. ◇Applicants who have already graduated: (a) Online Verification Report of Higher Education Qualification Certificate (b) the Graduation Certificate and Degree Certificate (c) Certificate of Graduation prepared by the dean of your graduate school ◇Applicants who are expected to graduate: (a) Online Verification Report of Student Record (b) Certificate of Expected Graduation prepared by the dean of your graduate school	
9	【only if applicable】 Confirmation letter equivalent to Qualifying Examination		Required for applicants who have been passed a Qualifying Examination at a foreign university.	
10	Recommendation letter		The letter shall be provided by your supervisor in the most recently graduated /expected to graduate program with his/her original handwritten signature (no copies accepted). Not required for those who graduate from School of Engineering, Hokkaido University.	
11	Photocopy of Residence card/Passport		Please submit photocopy of your passport. If you are currently living in Japan, please submit Residence Card instead.	