Master's 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.

■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 envelop with a black ballpoint pen.	
			Affix postage stamps totaling 480 yen 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 envelop with a black ballpoint pen.	
			No need to attach stamps.	
5	Transcript of Bachelor's course *Not required for those who graduate from the School of Engineering, Hokkaido University. *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> –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.	
			<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.	
6	Certificate of (expected) Graduation *Not required for those who graduate from the School of Engineering, Hokkaido University. *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> –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. ◇Applicants who are expected to graduate: ・ Prepare an expected graduation certificate. Expected month Year of graduation. ・ If your university does not issue an expected graduation certificate, obtain a certificate of enrollment which shows the month and year of the enrollment and graduation.	
			<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 undergraduate school/faculty ◇Applicants who are expected to graduate: (a) Online Verification Report of Student Record (b) Certificate of Expected Graduation prepared by the dean of your undergraduate school/faculty	
7	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.	
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 *Check the application guidelines, as the acceptable score reports vary depending on the division. *Mark the appropriate box.		【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. ・Score Submission Method ((① or ②) : _____	
			【TOEFL iBT】①or② ①Request ETS to send a paper-based Institutional Score Report to the Graduate School of Engineering as follows. ②Submit a color-printed copy of the Test Taker Score Report and also request ETS to electronically send the score to the Graduate School of Engineering as follows. ・Score Submission Method ((① or ②) : _____ ・Date of request to ETS : _____ / _____ / _____ ・Confirmation of arrival notification from the Graduate School Office(Yes / No): _____	
			【IELTS (Academic module)】①or② ①Request the test center to send a paper-based score report to the Graduate School of Engineering as follows. ②Submit a color-printed copy of the Test Report Form and also request the test center to electronically send the score to the Graduate School of Engineering as follows. ・Score Submission Method ((① or ②) : _____ ・Date of request to the test center : _____ / _____ / _____ ・Confirmation of arrival notification from the Graduate School Office(Yes / No): _____	
			【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	