

# 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<br><br>*Not required for those who graduate from the School of Engineering, Hokkaido University.<br>*Research students currently enrolled in the Faculty of Engineering are not required if submitted when applying for a research student.      |       | <Applicants who graduated/ are expected to graduate from a university in any country/region other than China ><br>-Not required for those who graduate from School of Engineering, Hokkaido University.<br>- 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><br>• Go to the website CHSI and apply for verification report of transcript in English.<br>• 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<br><br>*Not required for those who graduate from the School of Engineering, Hokkaido University.<br>*Research students currently enrolled in the Faculty of Engineering are not required if submitted when applying for a research student. |       | <Applicants who graduated/ are expected to graduate from a university in any country/region other than China ><br>-Not required for those who graduate from School of Engineering, Hokkaido University.<br>-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.<br>◇ Scheduled graduates:<br>• Please prepare an expected graduation certificate. Expected month Year of graduation.<br>• 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><br>• Go to the website CHSI and apply for the verification report.<br>• 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 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<br><br>*Check the application guidelines, as the acceptable score reports vary depending on the division.<br>*Mark the appropriate box.   |       | <b>【TOEIC Listening &amp; Reading Test】</b> ①or②<br>①Submit the score sheet (official score certificate) from ETS in an unopened envelope.<br>②Submit the color printed digital official certificate.<br>• Score Submission Method (① or ②) : _____  |              |
|    |  |       | <b>【TOEFL iBT】</b> ①or②<br>①Request ETS to send a paper-based Institutional Score Report to the Graduate School of Engineering as follows.<br>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.<br>• Score Submission Method (① or ②) : _____<br>• Date of request to ETS : _____ / _____<br>• Confirmation of arrival notification from the Graduate School Office( Yes / No ) : _____  |              |
|    |  |       | <b>【IELTS (Academic module)】</b> ①or②<br>①Request the test center to send a paper-based score report to the Graduate School of Engineering as follows.<br>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.<br>• Score Submission Method (① or ②) : _____<br>• Date of request to the test center : _____ / _____ / _____<br>• Confirmation of arrival notification from the Graduate School Office( Yes / No ) : _____   |              |
|    |  |       | <b>【Medium of Instruction Certificate】</b><br>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 |  |
|----|-----------------------|--|--|--|