

**Application for International Graduate Program
Graduate School of Engineering, the University of Tokyo**

2012/9/11

CHECK LIST 2013 OCT

Application ID number: G30UDA 13 _____

G30-UDA

Name : _____

Program you are applying for : Architecture and Urban Design Program---Special English-Language Urban Design Architecture Course

Please enclose this check list whenever you send materials.(:Essential materials for application. () :Please submit the required materials "if applicable".)

	Remarks	(A) Web application + print out	(B) download + upload	(C) PDF + upload	(D) download	(E) Materials to be Submitted via post	
A. General Requirements							
1	AF1_Application Form for International Graduate Program Academic Year 2013	<input type="checkbox"/>	/	/	/	Original 1(with signatu <input type="checkbox"/>	
2	AF2_Statement of Study Plans	Please fill in "Statement of Purpose_UDA" instead of "AF2_Statement of Study Plans".				Original 1	/
3	AF3_Graduation Thesis	/	<input type="checkbox"/>	/	/	Original 1 <input type="checkbox"/>	
4	AF4_Curriculum Vitae for T-cens		<input type="checkbox"/>	/	/	Original 1 <input type="checkbox"/>	
	AF4-1_Detailed Educational Background	/	<input type="checkbox"/>	/	/	Original 1 <input type="checkbox"/>	
	AF4-2_Educational Reasoning Letter on the shorter academic records	/	/	/	/	Original 1 ()	
	AF4-3_List of scholarships, prizes, honors, awards and other recognitions, if any.	/	<input type="checkbox"/>	/	/	Original 1 <input type="checkbox"/>	
	AF4-4_Language Proficiency (other than English)	/	<input type="checkbox"/>	/	/	Original 1 <input type="checkbox"/>	
	AF4-5_Employment Record	/	<input type="checkbox"/>	/	/	Original 1 <input type="checkbox"/>	
	AF4-6_List of membership in honor societies and professional organizations	/	<input type="checkbox"/>	/	/	Original 1 <input type="checkbox"/>	
AF4-7_List of titles and details of conference papers	/	<input type="checkbox"/>	/	/	Original 1 <input type="checkbox"/>		

5	Letter of Recommendation 1	Recommendations in the enclosed specified form, completed by two evaluators well acquainted with the applicant's ability in his or her design field and with the applicant's personality.				<input type="checkbox"/>	Original 1 (enclosed in a sealed envelop)	<input type="checkbox"/>
6	Letter of Recommendation 2					<input type="checkbox"/>	Original 1 (enclosed in a sealed envelop)	<input type="checkbox"/>
7	Academic Transcript (Bachelor's degree)	1) Certified academic transcript of all universities attended (to be issued by the University Authorities) 2) Must show the grades given to applicant by department, including general education. All grades must be shown numerically (0 - 100). If given in alphabetical or 1 to 5 order, please provide a conversion chart. 3) Transferring students must also submit their transcripts from their previous colleges, etc.				<input type="checkbox"/>	Original 1 or Certified Copy (Size A4) 1	<input type="checkbox"/>
8	Academic Transcript (Master's degree, if applicable)	Same as above				()	Original 1 or Certified Copy (Size A4) 1	()
9	Certificate of Degree/Diploma (Bachelor's degree)	Certified photocopy of diploma or Certificate of all degrees conferred, or other proof of graduation				<input type="checkbox"/>	Original 1 or Certified Copy (Size A4) 1	<input type="checkbox"/>
10	Certificate of Degree/Diploma (Master's degree, if applicable)	Same as above				()	Original 1 or Certified Copy (Size A4) 1	()
11	Letter or Certificate of Expected Graduation (if applicable)	If you are currently a student, please include an official letter or a certificate of expected graduation. On this document, the date of your expected graduation should be clearly mentioned.				()	Original 1	()
12	English Language Proficiency	TOEFL (PBT, CBT or iBT), TOEIC or other certification documents of the formal organization of the applicant's country. Please refer to the GUIDANCE INFORMATION for the detailed.					Original 1(from the test center) or Copy (Size A4) 1	<input type="checkbox"/>
13	Personal Identification	Photocopy of your census register, passport, or other proof of citizenship. Please do not send the original.					Copy (Size A4) 1	<input type="checkbox"/>

Department you are applying for

14	Statement of Purpose_UDA	Please include the following three key points in your statement with no more than 1000 words. 1. Why are you applying this program? 2. Provide a candid assessment of your strengths and weaknesses in your academic performance. 3. Describe your future use of your graduate study.				<input type="checkbox"/>	Original 1	<input type="checkbox"/>
15	Portfolio of past works	Your portfolio must contain the followings: 1) Your full CV 2) Your own design work produced during your previous academic program(s) and your professional work if available. In the case of team work, your role in the project(s) must be indicated. Only printed format is accepted and size of the prints should not be larger than A4.					Original 1	<input type="checkbox"/>
16	JAPANESE GPA					<input type="checkbox"/>	Original 1	<input type="checkbox"/>
17	Skype Name	Skype Name is required for online interview of the 2nd phase selection. To get this account for free charge, please visit www.skype.com				<input type="checkbox"/>	Original 1	<input type="checkbox"/>