

Checklist (Graduate School of Economics, General Admissions)

1. Make sure to check the application guidebook when applying.
 2. Mark to confirm that the following materials including this Checklist are enclosed in your application.
 3. Arrange all the required materials according to the order below, including this sheet as a cover page.
- ※ You may not revise any documents once submitted

Application Number		Name:
--------------------	--	-------

I		II		Application Documents	Notes
Master	Doctoral	Master	Doctoral		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	① Checklist (This Sheet)	• Send this Checklist with the other application documents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	② Application Form (Prescribed Form)	• Check the Application Form via the Online Registration website. Download and print out the Application Form in A4 or letter-size paper sized and one-side printed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	③ Research Plan (Prescribed Form)	• 4 copies for Master's applicants; 6 copies for Doctoral applicants are required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	④ Official Academic Transcript (Undergraduate)	• Only originals or copies of the originals certified by the institution are accepted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	⑤ Official Academic Transcript (Master's Degree)	• Those who have been enrolled in, and have earned credits at, more than one university due to reasons such as transferring must submit separate transcripts of indicating credits earned at each institution.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	⑥ Certificate of (Expected) Graduation ⑧ Certificate of Bachelor's Degree	• Certificate of Graduation must show the degree awarded by the applicant. If not, the applicants also have to submit Certificate of Bachelor's Degree.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	⑦ Certificate of (Expected) Master's Degree ⑧ Certificate of Master's Degree	• If these documents are written in languages other than Japanese or English, a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original document.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	⑨ Confidential Reports on the Applicant (Prescribed Form)	• Those who have changed their name after graduation and have a different name from the one written in these certificates must submit official certification which identifies these names, such as their family register.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	⑩ Paper for Admission Screening *3 copies	• The envelope must be sealed and signed across the seal of the envelope by the person who writes the report.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	⑪ Summary of Paper	• This paper must be bound and show the applicant's name on the front cover.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	⑫ Language Test Score (Check one of the following test)	• Summarize the "Paper for Admission Screening". • Write your name on the front page and staple it together. • 3 copies for Master's applicants; 5 copies for Doctoral applicants are required.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. TOEFL iBT	• Submit one test score result from the list.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. IELTS	• Make sure to ask the test conducting institution to send the result directly to Keio University.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. GRE GENERAL TEST	• If you choose TOEFL iBT, enclose "Order summary".
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	D. Japanese Language Proficiency Test (N1)	• Submit an original Score Report of N1 「認定結果及び成績に関する証明書」
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E. Examination for Japanese University	• Submit a photocopy of the Score Report or Examination Voucher