

Application for Special English Graduate Program, Graduate School of Engineering, the University of Tokyo

**SUBMISSION CHECKLIST:**

Course **2023 Autumn Enrolment**  
CIVIL 2023 Autumn Entry with University Recommendation International Graduate Program in the Field of Civil Engineering and Infrastructure Studies

T-cens Application ID number: \_\_\_\_\_

Name : \_\_\_\_\_

Please read the Documents to Prepare and Submit page on the Guidance Information for details and understand the important points for submission.

[https://t-cens.t.u-tokyo.ac.jp/guidance\\_information/](https://t-cens.t.u-tokyo.ac.jp/guidance_information/)



( ☐ :Required ( ☐ ):Please submit "if applicable to you". )

		(A) online application + print out	(B) download + upload + print out	(C) PDF + upload	(D)  Materials to be Submitted via post ( <del>Shortlisted candidates will be asked to submit documents via post upon request.</del> )	Office use only		
A. General Requirements					Tick Off			
1	AF0_Declaration		<input type="checkbox"/>		One original (with handwritten signature)	<input type="checkbox"/>		
2	Photo			<input type="checkbox"/> (.jpg+upload)	One photo: If your photograph is not printed on your ACADEMIC APPLICATION form (AF1), please glue your photograph directly onto your AF1 form.	( )		
3	Personal Identification (eg. Passport)			<input type="checkbox"/>	One copy	<input type="checkbox"/>		
4	AF1_Application Form (Automatically generated )	(Automatically generated )			One original (with handwritten signature)	<input type="checkbox"/>		
5	AF2_Statement of Study Plans		<input type="checkbox"/>		One original	<input type="checkbox"/>		
6	AF3_Summary of Graduation Thesis		<input type="checkbox"/>		One original	<input type="checkbox"/>		
7	AF4_T-cens Enquiries on Educational and Occupational Background (AFEB)	<input type="checkbox"/>			One original	<input type="checkbox"/>		
8	AF5_CV_for_Tcens_award_and_publication							
	AF5-1_List of scholarships, prizes, honors, awards and other recognitions, if any.		<input type="checkbox"/>		One original	<input type="checkbox"/>		
	AF5-2_List of membership in honor societies and professional organizations		<input type="checkbox"/>		One original	<input type="checkbox"/>		
	AF5-3_List of titles and details of <u>journals</u> and conference papers		<input type="checkbox"/>		One original	<input type="checkbox"/>		
9	AF6_History of your visits to Japan.pdf		<input type="checkbox"/>		One original	<input type="checkbox"/>		
10	Academic Transcript (Bachelor's degree): required for all applicants			<input type="checkbox"/>	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	<input type="checkbox"/>		
11	Academic Transcript (Master's degree):required for all doctoral degree applicants			( )	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	( )		
12	Grade Scales (grade and grading system)			( )	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	( )		
13	Explanatory letter on Certified documents		( )	( )	One original	( )		
14	Certificate of Graduation (Bachelor's degree)			( )	<b>All applicants need to submit either (#14+15) or (#16) .</b>	( )		
15	Certificate of Degree/Diploma (Bachelor's degree)			( )	If both #14 and #15 were issued by your institution, submit both. If only one of the two was issued, please submit a certificate stating the name of the degree and the date of conferral.	( )		
16	Letter or Certificate of Expected Graduation (Bachelor's degree, if applicable) --> If you are an on-going student and do not hold a relevant degree at the time of application to the Graduate School of Engineering, please submit Letter or Certificate of Expected Graduation.			( )	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.  Please refer to the Guidance Information for detailed requirements. <a href="https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=document">https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=document</a>	( )		
17	Certificate of Graduation (Master's degree)			( )	<b>Applicants for "doctoral degree program" need to submit either (#17+18) or (#19).</b>	( )		
18	Certificate of Degree/Diploma (Master's degree)			( )	If both #17 and #18 were issued by your institution, submit both. If only one of the two was issued, please submit a certificate stating the name of the degree and the date of conferral.	( )		
19	Letter or Certificate of Expected Graduation (Master's degree, if applicable) --> If you are an on-going student and do not hold a relevant degree at the time of application to the Graduate School of Engineering, please submit Letter or Certificate of Expected Graduation.			( )	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted. Please refer to the Guidance Information for detailed requirements. <a href="https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=document">https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=document</a>	( )		

20	English Language Proficiency			<input type="checkbox"/>	Refer to "How to Submit Standardized Test Scores " located at the bottom of this submission checklist for more details.	<input type="checkbox"/>			
21	GRE Score Record			(   )	Refer to "How to Submit Standardized Test Scores " located at the bottom of this submission checklist for more details.	(   )			
22	Letter of Recommendation 1				Online submission directly from your referee1.				
23	Letter of Recommendation 2				Online submission directly from your referee2.				
<b>B. Requirements from the course you are applying for</b>									
1	A copy of Examination Fee payment receipt (10,000 Japanese Yen is required for the examination fee.)			<input type="checkbox"/>		<input type="checkbox"/>			
2	Summery of Master thesis or other papers, or books (only for doctoral degree program applicants)			<input type="checkbox"/>	One original	<input type="checkbox"/>			
3	CVLDPT_Form		<input type="checkbox"/>		One original	<input type="checkbox"/>			
<b>C. Submission Checklist</b>									
Enclose this <b>Submission Checklist</b> whenever you send materials to the ICT Admissions Desk via post.						<input type="checkbox"/>			
<b>Before you submit your application documents by post:</b>									
I have reconfirmed <b>the Important Notes for Submission</b> at the "Documents to Prepare and Submit" page on the Guidance Information. <a href="https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=documents">https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=documents</a>						<input type="checkbox"/>			
<b>How to Submit Standardized Test Scores</b>									
We recommend that you confirm the requirements of your chosen course from the chart below.									
The validity period for scores from an external testing center are as follow. At the date for document submission, scores must be within the period of validity.		The date of submission all application documents except external testing center scores		07 December 2022					
		TOEFL and ILETS	2 years	<a href="https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=language_requirements">https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=language_requirements</a>					
		GRE	5 years	<a href="https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=test_scores">https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=test_scores</a>					

Standardized Test Scores' Requirements for Spring/Autumn 2023 enrollment (as of June 27, 2022)	Test score requirement	How to Submit	Official Test Scores' Submission Deadline	Office use only		
TOEFL	One of the test scores / certificate must be submitted, however TOEFL or IELTS score is strongly recommended.	Send a photocopy of official score of either TOEFL or IELTS. No need to be attested.	23 December 2022			
IELTS		Your official score report forwarded directly from test center (ETS / IELTS) IF AVAILABLE. Please let us know if you request it.				
The Certificate of English as the Medium of Instruction		Send a document signed by the University Registrar.	07 December 2022			
GRE-General	Not mandatory, but strongly recommended	The official score for GRE should be submitted online through ETS Data Manager.	23 December 2022			

Postal Address (ICT Admissions Desk)

All application documents and enquiries are to be addressed to

Foreign Student Office (Civil FSO)  
Room 229, Engineering Building No. 1,  
Department of Civil Engineering  
Graduate School of Engineering,  
The University of Tokyo,  
7-3-1 Hongo, Bunkyo-ku,  
Tokyo 113-8656, Japan

E-mail: fso(at)civil.t.u-tokyo.ac.jp  
TEL:+ 81-3-5841-6141  
Office hour: Monday to Friday (9:30-17:00)