

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

SUBMISSION CHECKLIST:**2023 Autumn Enrolment**

Course MEXT EMBASSY Indian Railways 2023 Autumn master's degree

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/

() :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 on T-cens	Office use only
A. General Requirements						Tick Off
1	AF0_Declaration		<input type="checkbox"/>		One copy (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)				<input type="checkbox"/>
5	AF2_Statement of Study Plans		<input type="checkbox"/>		If you have submitted "3_MEXT_Field_of_Study_and_Study_Program" to the diplomatic mission, upload its copy with stamp(s) by the Japanese diplomatic mission as AF2_Statement of Study Plans	<input type="checkbox"/>
6	AF3_Summary of Graduation Thesis		<input type="checkbox"/>		If you have submitted "8_MEXT_Abstracts_of_Theses" to the diplomatic mission, upload its copy with stamp(s) by the Japanese diplomatic mission as AF3_Summary of Graduation Thesis. If you have NOT yet submitted "8_MEXT_Abstracts_of_Theses" to the diplomatic mission, download this specific format (AF3_Summary of Graduation Thesis) fill it in, and upload it here.	<input type="checkbox"/>
7	AF4_T-cens Enquiries on Educational and Occupational Background (AFEB)	<input type="checkbox"/>			One copy	<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 copy	<input type="checkbox"/>
	AF5-2_List of membership in honor societies and professional organizations		<input type="checkbox"/>		One copy	<input type="checkbox"/>
	AF5-3_List of titles and details of journals and conference papers		<input type="checkbox"/>		One copy (with handwritten signature)	<input type="checkbox"/>
9	AF6_History of your visits to Japan.pdf		<input type="checkbox"/>		One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	<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			()		()
12	Grade Scales (grade and grading system)			()		()
13	Explanatory letter on Certified documents		()	()	*To those who have submitted these documents to the Japanese diplomatic mission; Upload a copy of the document with stamp(s) by the Japanese diplomatic mission.	()
14	Certificate of Graduation (Bachelor's degree)			()	For detailed requirements on each document, please refer to "9. APPLICATION PROCEDURES" ((P.6) of APPLICATION GUIDELINES JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP FOR 2023 (RESEARCH STUDENTS) and "the Documents to Prepare and Submit page" on the T-cens Guidance Information.	()
15	Certificate of Degree/Diploma (Bachelor's degree)			()		()
16	Letter or Certificate of Expected Graduation (Bachelor's degree, if applicable)			()	***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.	()
17	Certificate of Graduation (Master's degree)			()		()
18	Certificate of Degree/Diploma (Master's degree)			()		()
19	Letter or Certificate of Expected Graduation (Master's degree, if applicable)			()		()

20	English Language Proficiency Submit either "#27_9_MEXT_English_Language_Proficiency.pdf" or a standardized test scores / a certificate "(related to "9_MEXT_English_Language_Proficiency.pdf")"			<input type="checkbox"/>	Only if applicant has already submitted "9_MEXT_English_Language_Proficiency" to the Japanese Embassy, please upload its copy with stamp(s) by the Japanese diplomatic mission, as English Language Proficiency.pdf. If you have NOT submitted "9_MEXT_English_Language_Proficiency" to the Japanese Embassy, please upload a copy of your standardized test score or The Certificate of English as the Medium of Instruction (MOI) by referring to "How to Submit Standardized Test Scores" located at the bottom of this submission checklist.	<input type="checkbox"/>			
21	GRE Score Record			()	If you have a copy of this score record, please upload it. Refer to "How to Submit Standardized Test Scores" located at the bottom of this submission checklist.	()			
22	Letter of Recommendation 1	Not required (T-cens online recommendation)							
23	Letter of Recommendation 2	Not required (T-cens online recommendation)							
B. Requirements from the course you are applying for									
24	MEXT_passing_certificate_of_the_primary_selection			<input type="checkbox"/>	a copy of the document with stamp(s) by the Japanese diplomatic mission.	<input type="checkbox"/>			
25	1_MEXT_Application_for_Japanese_Government_Scholarship_Research_Students			<input type="checkbox"/>		<input type="checkbox"/>			
26	3_MEXT_Field_of_Study_and_Study_Program				(Refer to AF2_Statement of Study Plans)				
27	6_MEXT_Scholarship_Recommendation_Form			<input type="checkbox"/>	Upload a copy of "Recommendation letter from the president/dean or the academic advisor at the current or last university attended" with stamp(s) by the Japanese diplomatic mission.	<input type="checkbox"/>			
28	8_MEXT_Abstracts_of_Theses				(Refer to AF3_Summary of Graduation Thesis)				
29	9_MEXT_English_Language_Proficiency				(Refer to English Language Proficiency)				
30	10_MEXT_recommendation_from_the_present_employer			()	Only if applicant is currently employed and have submitted this recommendation, please upload it. (free format) Upload a copy of the document with stamp(s) by the Japanese diplomatic mission.	()			
31	embassy_coordinator			()	If you have information (name and email) about the embassy coordinator of your home country, please fill in the form.	()			
C. Submission Checklist									
Enclose this Submission Checklist whenever you send materials to the ICT Admissions Desk via post.						<input type="checkbox"/>			
Before you submit your application documents by post:									
I have reconfirmed the Important Notes for Submission at the "Documents to Prepare and Submit" page on the Guidance Information. https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=documents						<input type="checkbox"/>			
How to Submit Standardized Test Scores									
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		31 August 2022					
		TOEFL and IELTS	2 years	https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=language_requirements					
		GRE	5 years	https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=test_scores					
Standardized Test Scores' Requirements for Autumn 2023 enrollment		Test score requirement		How to Submit		Official Test Scores' Submission	Office use only		
TOEFL		One of the test scores / certificate must be submitted, however TOEFL or IELTS score is strongly recommended.		A photocopy of official score should be uploaded on T-cens, if you have. Please refer to "English Language Proficiency" and "GRE Score Record".		31 August 2022			
IELTS									
Other English language tests									
The Certificate of English as the Medium of Instruction		Recommended		Only if you have GRE-General test score, upload its copy onto T-cens. You do not need to send the original via post.					
GRE-General									
Postal Address (ICT Admissions Desk)									
All application documents and enquiries are to be addressed to Office of International Students, Graduate School of Engineering, the University of Tokyo email: tcens_embassy.t@gs.mail.u-tokyo.ac.jp									