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

SUBMISSION CHECKLIST:

2024 Autumn Enrollment

Course: **Graduate Program for International Students in Urban and Environmental 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/

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 (Shortlisted candidates will be asked to submit documents via post upon request.)	Office use only		
A. General Requirements						**Tick Off**		
1	AF0_Declaration		□		One original (with handwritten signature)	□		
2	Photo			□ (.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)			□	One copy	□		
4	AF1_Application Form (Automatically generated)	(Automatically generated)			One original (with handwritten signature)	□		
5	AF2_Statement of Study Plans		□		One original	□		
6	AF3_Summary of Graduation Thesis		□		One original	□		
7	AF4_T-cens Enquiries on Educational and Occupational Background (AFEB)	□			One original	□		
8	AF5_CV_for_Tcens_award_and_publication							
	AF5-1_List of scholarships, prizes, honors, awards and other recognitions, if any.		□		One original	□		
	AF5-2_List of membership in honor societies and professional organizations		□		One original	□		
	AF5-3_List of titles and details of journals and conference papers		□		One original	□		
9	AF6_History of your visits to Japan.pdf		□		One original	□		
10	Academic Transcript （Bachelor's degree): required for all applicants			□	One original or one certified copy. Note that if you submit a copy, the copy must be attested by the university. A copy of the original document without this attestation will not be accepted.	□		
11	Academic Transcript (Master's degree):required for all doctoral degree applicants			( )	One original or one certified copy. Note that if you submit a copy, the copy must be attested by the university. A copy of the original document without this attestation will not be accepted.	( )		
12	Grade Scales (grade and grading system)			( )	One original or one certified copy. Note that if you submit a copy, the copy must be attested by the university. A copy of the original document without this attestation will not be accepted.	( )		
13	Explanatory letter on Certified documents		( )	( )	One original	( )		
14	Certificate of Graduation/Diploma (Bachelor's degree)			( )	All applicants need to submit either （#14+15） or （#16）. If both #14 and #15 were issued by your institution, submit both.	( )		
15	Certificate of Degree （Bachelor's degree)			( )	If only one of the two was issued, please submit a certificate stating the name of the degree and the date of conferral. Note that if you submit a copy, the copy must be attested by the university. A copy of the original document without this attestation will not be accepted.	( )		
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.			( )	Please refer to the Guidance Information for detailed requirements. https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=documents	( )		
17	Certificate of Graduation/Diploma (Master's degree)			( )	Applicants for "doctoral degree program" need to submit either (#17+18) or (#19). If both #17 and #18 were issued by your institution, submit both.	( )		
18	Certificate of Degree (Master's degree)			( )	If only one of the two was issued, please submit a certificate stating the name of the degree and the date of conferral. Note that if you submit a copy, the copy must be	( )		

No.	Document				Notes				
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.			( )	attested by the university. A copy of the original document without this attestation will not be accepted. Please refer to the Guidance Information for detailed requirements. https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=documents	( )			
20	English Language Proficiency			☐	Refer to "How to Submit Standardized Test Scores " located at the bottom of this submission checklist for more details.	☐			
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 first reference.				
23	Letter of Recommendation 2				Online submission directly from your second reference.				

B. Requirements from the course you are applying for

No.	Document				Notes				
1	A copy of the examination fee payment receipt (10,000 Japanese Yen is required for the examination fee.)			☐		☐			
3	ADB_UBE_Form		( )		One original It should be included if you are applying for the ADB scholarship.	( )			
4	Double Degree Check Sheet		( )		One original It should be included if you are applying for the Double Degree Program.	( )			

C. Submission Checklist

Enclose this **Submission Checklist** whenever you send materials to the ICT Admissions Desk via post. ☐

Before you submit your application documents by post:

I have reconfirmed **the Important Notes for Submission** at the "Documents to Prepare and Submit" section on the Guidance Information page.
https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=documents ☐

How to Submit Standardized Test Scores

Proof of English proficiency & standardized test scores

Proof of English proficiency (Must submit either one of the following documents)	For all applicants		For candidates shortlisted by the 1st screening only
	What to submit	How to submit	
TOEFL	Copy of official test score (No need to be attested) Test validity: 2 years	Upload to T-cens	Mail original version or hard copies of all documents uploaded to T-cens. Documents must reach Foreign Student Office, Department of Urban Engineering no later than January 25, 2024
Certificate of English as medium of Instruction	Original or copy attested by your university		
Other documents (Submission is not mandatory but strongly recommended)	What to submit	How to submit	
GRE (General Test)	Copy of official score (No need to be attested) Test validity: 5 years	Upload to T-cens	

1   Regarding TOEFL: One copy of your TOEFL score is required. You do not have to submit the original official score report. Please do not send it directly from ETS Center to the University of Tokyo. Please make sure to upload the documents before the online application deadline.

2   The certificate of English as the medium of instruction from your university. One original or one copy attested by your university is required. Note that if you submit a copy, the copy must be attested by the university. A copy of the original document without this attestation will not be accepted. If the language of instruction is stated in your transcript, you do not have to submit the certificate of English as medium of instruction. In that case, please highlight the part which states it.

Postal Address (ICT Admissions Desk)

All application documents and enquiries are to be addressed to:

Foreign Student Office (Urban FSO)
Department of Urban Engineering
Graduate School of Engineering,
The University of Tokyo,
Engineering Bldg. No. 14, Room 114,
7-3-1 Hongo, Bunkyo-ku,
Tokyo 113-8656, Japan

E-mail: fso@ue.t.u-tokyo.ac.jp
TEL: // +81-3-5841-6215