

SUBMISSION CHECKLIST:

2025 Spring/Autumn Enrolment

Course **MEXT EMBASSY Civil Engineering 2025 Spring/ Autumn degree students**

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"/>		<input type="checkbox"/>
4	AF1_Application Form (Automatically generated)	(Automatically generated)			(Automatically generated) (signature is not required)	<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"/>	/	/		<input type="checkbox"/>
8	AF5_CV_for_Tcens_award_and_publication	/	<input type="checkbox"/>	/		<input type="checkbox"/>
	AF5-1_List of scholarships, prizes, honors, awards and other recognitions, if any.	/	<input type="checkbox"/>	/		<input type="checkbox"/>
	AF5-2_List of membership in honor societies and professional organizations	/	<input type="checkbox"/>	/		<input type="checkbox"/>
	AF5-3_List of titles and details of conference papers	/	<input type="checkbox"/>	/		<input type="checkbox"/>
9	AF6_History of your visits to Japan.pdf	/	<input type="checkbox"/>	/	One copy (with handwritten signature)	<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/Diploma (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 2024 (RESEARCH STUDENTS) and follow the instructions, and "the Documents to Prepare and Submit page" on the Guidance Information.	()
15	Certificate of Degree (Bachelor's degree)	/	/	()		()
16	Certificate of Graduation/Diploma (Master's degree)	/	/	()		()
17	Certificate of Degree (Master's degree)	/	/	()		()
18	Letter or Certificate of Expected Graduation (Bachelor's/Master's degree, if applicable)	/	/	()		()
19	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/ a certificate by referring to "How to Submit Standardized Test Scores" located at the bottom of this submission checklist.	<input type="checkbox"/>
20	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.	()
21	Letter of Recommendation 1	Not required				
22	Letter of Recommendation 2	Not required				
23	Explanatory letter on certified documents	/	()	()		()

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"/>	a copy of the document with stamp(s) by the Japanese diplomatic mission.	<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.	()			
32	summary_of_master_thesis		()	This file is required only for doctoral degree program applicants. The file size must be under 10MB, and any format is fine. – Academic Achievement – In this section, please appeal your research achievements through publications, and/or major papers of which you are author or coauthor (including your bachelor's and/or master's thesis). This should include details of your qualifications, any publications with necessary summary of the content, and any other experiences relevant to your application.	()			
33	Embassy_Pledge		<input type="checkbox"/>	One copy (with handwritten signature)	()			

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" page on the Guidance Information.
https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=documents

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		10 August 2024
	TOEFL and ILETS	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 Spring/Autumn enrollment	Test score requirement	How to Submit	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". The Certificate of English as the Medium of Instruction should be attested and signed by the university registrar			
IELTS					
The Certificate of English as the Medium of Instruction					
GRE-General	Not mandatory but strongly 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.			