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

SUBMISSION CHECKLIST: **2025 Autumn Enrolment**

Course G30-UDA Architecture and Urban Design Course

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				Refer to the G30 Program Study Plan (B-2) on page 2 of this checklist.			
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. Photocopies without attested stamps from your university will not be accepted.	☐		
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/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. If only one of the two was issued, please submit a certificate stating the name of the degree and the date of conferral.	( )		
15	Certificate of Degree （Bachelor's degree)			( )		( )		
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. https://t-cens.t.u-	( )		
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. If only one of the two was issued, please submit a certificate stating the name of the degree and the date of conferral.	( )		
18	Certificate of Degree (Master's degree)			( )		( )		
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. https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=documents	( )		

No	Item				Notes		
20	English Language Proficiency			☐	TOEFL/IELTS; Required	☐	
21	GRE Score Record			☐	GRE-General; Requreid	☐	
22	Letter of Recommendation 1				Online submission directly from your referee1.		
23	Letter of Recommendation 2				Online submission directly from your referee2.		

B. Requirements from the course you are applying for

No	Item				Notes		
1	A copy of Examination Fee payment receipt (10,000 Japanese Yen is required for the examination fee.)			☐	Original	☐	
2	Statement of Study Plan for G30 Program (G30-UDA)		☐		Original. (Upload this file to the location AF2_Statement of Study Plans.)	☐	
3	Architectural Design Portfolio			☐	Digital submission only. It should be within 10MB		

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 except external testing center scores		12 December 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 2024 enrollment	Test score requirement	How to Submit	Official Test Scores' Submission Deadline	Office use only
TOEFL	TOEFL or IELTS score is required.	The official score for TOEFL should be submitted online through ETS Data Manager.	12 December 2024	
IELTS		The official score for IELTS MUST be submitted directly from the external testing center either online or via post.		
GRE-General	Requird	The official score for GRE should be submitted online through ETS Data Manager.		

Postal Address (ICT Admissions Desk)

All application documents and enquiries are to be addressed to

The Global 30 Program Office
Graduate School of Engineering,
The University of Tokyo,
Engineering Bldg. No. 8, Room 161,
7-3-1 Hongo, Bunkyo-ku,
Tokyo 113-8656, Japan

E-mail: t-cens.t[at]gs.mail.u-tokyo.ac.jp
Office hour:.Weekday. (9:00-17:00)