（様式3－2）

2025/6/4

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

SUBMISSION CHECKLIST:

Course: **2027 Autumn Enrolment**
CIVIL 2027 Autumn Entry **with External Scholarships** 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/

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 uploaded. Only for applicants who pass initial screening need to send the uploaded materials via post to the Foreign Student Office.**	Tick Off	Office use only
A. General Requirements							
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. 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. 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	( )	
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.			( )		( )	
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. 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	( )	
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.			( )		( )	

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 referee1.				
23	Letter of Recommendation 2				Online submission directly from your referee2.				

B. Requirements from the course you are applying for

1	A copy of Examination Fee payment receipt (10,000 Japanese Yen is required for the examination fee.)			☐		☐			
2	Summery of Master thesis or other papers, or books （only for doctoral degree program applicants）			☐	One original	☐			
3	external_scholarship_information_sheet		☐		One original	☐			
4	Details of the scholarship you have/are going to apply			☐	One original	☐			

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 uploading all application documents		19 March 2027
	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 Autumn enrollment	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.	Upload a photocopy of official score of either TOEFL or IELTS.No need to be attested. Your official score report forwarded directly from test center (ETS / IELTS) IF AVAILABLE. Please let us know if you request it.	19 March 2027			
IELTS						
The Certificate of English as the Medium of Instruction		Upload a document signed by the University Registrar.	19 March 2027			
GRE-General	Not mandatory, but strongly recommended	Upload a photocopy of the official score. The official score for GRE can be submitted directly from the Educational Testing Service if you wish.	19 March 2027			

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)