

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

**SUBMISSION CHECKLIST:****2023 Spring/Autumn Enrolment**

Course MEXT EMBASSY Civil Engineering 2023 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) <b>Materials to be Submitted on T-cens</b>	Office use only		
					Tick Off		
<b>A. General Requirements</b>							
1		<input type="checkbox"/>		One copy (with handwritten signature)	<input type="checkbox"/>		
2			<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			<input type="checkbox"/>	Personal Identification (eg. Passport)	<input type="checkbox"/>		
4		(Automatically generated )		(Automatically generated ) (signature is not required)	<input type="checkbox"/>		
5		<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		<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	<input type="checkbox"/>			AF4_T-cens Enquiries on Educational and Occupational Background (AFEB)	<input type="checkbox"/>		
8		<input type="checkbox"/>		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"/>		
9		<input type="checkbox"/>		AF6_History of your visits to Japan.pdf	<input type="checkbox"/>		
10			<input type="checkbox"/>	Academic Transcript (Bachelor's degree): required for all applicants	<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	( )		
14			( )	Certificate of Graduation (Bachelor's degree)	( )		
15			( )	Certificate of Degree/Diploma (Bachelor's degree)	( )		
16			( )	Certificate of Graduation (Master's degree)	( )		
17			( )	Certificate of Degree/Diploma (Master's degree)	( )		
18			( )	Letter or Certificate of Expected Graduation (Bachelor's/Master's degree, if applicable)	( )		
19			<input type="checkbox"/>	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"/>		
20			( )	GRE Score Record	( )		
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.	( )		
31	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.	( )		

### 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](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	31 August 2022	
	TOEFL and ILETS	2 years	<a href="https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=language_requirements">https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=language_requirements</a>
	GRE	5 years	<a href="https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=test_scores">https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=test_scores</a>

Standardized Test Scores' Requirements for Spring/Autumn 2023 enrollment (as of May 10, 2022)	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.	

#### 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,  
 E-mail: [fso\(at\)civil.t.u-tokyo.ac.jp](mailto:fso(at)civil.t.u-tokyo.ac.jp)  
 TEL: +81-3-5841-6141  
 Office hour: Monday to Friday (9:30-17:00)