

Application for International Graduate Program, Graduate School of Engineering, the University of Tokyo

SUBMISSION CHECKLIST:**Autumn 2019 Enrolment**Course **Graduate Programs for International Students in Urban and Environmental Studies (UBE-UPN/ENV)**

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.iapply.t.u-tokyo.ac.jp/u-tokyo/guidance_information/?id=documents

(: 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	Office use only			
A. General Requirements						Tick Off			
1	AF1_Academic Application Form for International Graduate Program	<input type="checkbox"/>	/	/	One original (with signature)	<input type="checkbox"/>			
2	Photo	/	/	<input type="checkbox"/> (.jpeg+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	AF2_Statement of Study Plans	/	<input type="checkbox"/>	/	One original	<input type="checkbox"/>			
4	AF3_Summary of Graduation Thesis	/	<input type="checkbox"/>	/	One original	<input type="checkbox"/>			
5	AF4_T-cens Enquiries on Educational and Occupational Background (AFEB)	<input type="checkbox"/>	/	/	One original	<input type="checkbox"/>			
6	AF5_award_and_publication_for_T-cens								
	AF5-1_List of scholarships, prizes, honors, awards and other recognitions, if any.	/	<input type="checkbox"/>	/	One original	<input type="checkbox"/>			
	AF5-2_List of membership in honor societies and professional organizations	/	<input type="checkbox"/>	/	One original	<input type="checkbox"/>			
	AF5-3_List of titles and details of conference papers	/	<input type="checkbox"/>	/	One original	<input type="checkbox"/>			
7	Letter of Recommendation 1	/	/	/	Online submission directly from your referee1.	/			
8	Letter of Recommendation 2	/	/	/	Online submission directly from your referee2.	/			
9	Academic Transcript (Bachelor's degree)	/	/	<input type="checkbox"/>	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	<input type="checkbox"/>			
10	Academic Transcript (Master's degree) * Only for doctoral course applicants	/	/	()	Please refer to the detailed information about submission rules on Academic Transcripts, Certificates of Graduation, Certificate of Degree, and Diploma through the Guidance Information; Documents to Prepare and Submit.	()			
11	Grade_and_grading_system (if it is not explained on your academic transcripts)	/	/	/	https://t-cens.iapply.t.u-tokyo.ac.jp/guidance_information/?id=documents	<input type="checkbox"/>			
12	Certificate of Degree/Diploma (Bachelor's degree)	/	/	<input type="checkbox"/>	One original	()			
13	Certificate of Degree/Diploma (Master's degree) * Only for doctoral course applicants	/	/	<input type="checkbox"/>	One original	()			
14	Letter or Certificate of Expected Graduation (Bachelor's/Master's degree, if applicable)	/	/	()	One original	()			
15	Explanatory_letter_on_certified_documents_English_translation	/	()	/	One original	()			
16	Personal Identification	/	/	<input type="checkbox"/>	One copy	<input type="checkbox"/>			
17	Letter of Declaration	/	<input type="checkbox"/>	/	One original	<input type="checkbox"/>			
B. Requirements from the course you are applying for									
18	English Language Proficiency	/	/	<input type="checkbox"/>	Refer to "How to Submit Standardized Test Scores" located at the bottom of this submission checklist for more details.	<input type="checkbox"/>			
19	GRE Score Record	/	/	()	Refer to "How to Submit Standardized Test Scores" located at the bottom of this submission checklist for more details.	()			
20	ADB_UBE_Form	/	()	/	One original Please enclose if you're applying for ADB-JSP scholarship.	()			
C. Submission Checklist									
21	Enclose this Submission Checklist whenever you send materials to the ICT Admissions Desk via post.					<input type="checkbox"/>			
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.iapply.t.u-tokyo.ac.jp/u-tokyo/guidance_information/?id=documents						<input type="checkbox"/>			

How to Submit Standardized Test Scores

Please also confirm the [Language Requirements page](#) on the Guidance Information for more detailed instructions.

How to Submit the Official Test Scores.

- (a) Directly send the official score via External Testing Center if available
- (b) Send a copy of the official score included in the application package
- (c) Send a document attested and signed by the University Registrar included in the application package

Standardized Test Scores	Test score requirement	How to Submit	Comments	Office use only		
TOEFL	Required (one of the documents must be submitted)	(a)+(b)	One of the test scores / certificate must be submitted, however TOEFL or IELTS score is strongly recommended. The official score for TOEFL or IELTS can be submitted directly from the Educational Testing Service IF AVAILABLE, and a copy of the score MUST be included in the application package.			
IELTS						
TOEIC						
The Certificate of English as the Medium of Instruction		(c)				
GRE (General Test)	Strongly recommended, but not mandatory	(a)+(b)	GRE is not required at the time of application. However you may submit it, if you have it. The official score for GRE can be submitted directly from the Educational Testing Service IF AVAILABLE, and a copy of the score MUST be included in the application package.			

Scores arriving from external testing centers after December 25th will not be accepted. Please plan carefully to take examinations well in advance for the deadline. No inquiries regarding arrival of test scores will be accepted.

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
 Office hour: Mon., Tues., Thurs., and Fri. (9:00-17:00)**