

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

SUBMISSION CHECKLIST:**2020 Autumn Enrolment**

Course: Graduate Program for International Students in Urban and Environmental 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.iapply.t.u.-tokyo.ac.jp/guidance_information/?id=document**(□ : 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	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.	()		
2	Personal Identification (eg. Passport)	/	/	<input type="checkbox"/>	One copy	<input type="checkbox"/>		
3	Letter of Declaration	/	<input type="checkbox"/>	/	One original (with signature)	<input type="checkbox"/>		
4	AF1_Application Form (Automatically generated)	(Automatically generated)			One original (with signature)	<input type="checkbox"/>		
5	AF2_Statement of Study Plans	/	<input type="checkbox"/>	/	One original	<input type="checkbox"/>		
6	AF3_Summary of Graduation Thesis	/	<input type="checkbox"/>	/	One original	<input type="checkbox"/>		
7	AF4_T-cens Enquiries on Educational and Occupational Background (AFEB)	<input type="checkbox"/>	/	/	One original	<input type="checkbox"/>		
8	AF5_Curriculum Vitae 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"/>		
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): Required for doctoral degree 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	Grade Scales (Explanation of Grading System)	/	/	()	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	()		
12	Certificate of Graduation (Bachelor's degree)	/	/	()	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	()		
13	Certificate of Degree/Diploma (Bachelor's degree)	/	/	()	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	()		
14	Certificate of Graduation (Master's degree): Required for doctoral degree applicants	/	/	()	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	()		
15	Certificate of Degree/Diploma (Master's degree)	/	/	()	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	()		
16	Letter or Certificate of Expected Graduation (Bachelor's/Master's degree, if applicable)	/	/	()	One original	()		
17	Explanatory Letter of Certified Documents (English Translation)	/	/	()	One original	()		
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	Letter of Recommendation 1	/	/	/	Online submission directly from your referee1.	/		
21	Letter of Recommendation 2	/	/	/	Online submission directly from your referee2.	/		

B. Requirements from the course you are applying for					
22	ADB_UBE_Form	()	One original It should be included if you are applying for ADB scholarship.	()	
C. Submission Checklist					
23	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/guidance_information/?id=documents				<input type="checkbox"/>	
How to Submit Standardized Test Scores					

Information about English language requirements

Standardized Test Scores	Test score requirement	How to Submit	Comments	Office use only
TOEFL	Required (one of these documents must be submitted)	(a)+(b)	TOEFL or IELTS score is strongly recommended.	
IELTS				
TOEIC		(C)	Submission Deadline: 2019/12/5	
The Certificate of English as the Medium of Instruction				
GRE (General Test)	Recommended, but not mandatory	(a)+(b)	Submission Deadline: 2019/12/5	

How to Submit the Official Test Scores

- (a) A copy of the official score report should be included in the application package
- (b) Directly send the official score report via External Testing Center IF AVAILABLE (Deadline for the direct submission only: December 25, 2019)
- (c) Send a document attested and signed by the University Registrar included in the application package

<Score Validity>

TOEFL: 2 years, IELTS: 2 years, GRE: 5years

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

https://t-cens.iapply.t.u-tokyo.ac.jp/guidance_information/?id=language_requirements

<Caution>

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)