

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=documents](https://t-cens.iapply.t.u-tokyo.ac.jp/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) <b>Materials to be Submitted via post</b>	Office use only		
<b>A. General Requirements</b>						<b>Tick Off</b>		
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.	( )
23	Double Degree Check Sheet		( )		One original It should be included if you are applying for Double Degree Program.	( )
C. Submission Checklist						
24	Enclose this <b>Submission Checklist</b> 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 <b>the Important Notes for Submission</b> at the "Documents to Prepare and Submit" page on the Guidance Information. <a href="https://t-cens.iapply.t.u-tokyo.ac.jp/guidance_information/?id=documents">https://t-cens.iapply.t.u-tokyo.ac.jp/guidance_information/?id=documents</a>					<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	<b>Required</b> (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](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](mailto:fso@ue.t.u-tokyo.ac.jp)  
TEL: // +81-3-5841-6215  
Office hour: Mon., Tues., Thurs., and Fri. (9:00-17:00)