

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

SUBMISSION CHECKLIST:

2021 Autumn Enrollment

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.t.u-tokyo.ac.jp/guidance information/>



():Required () :Please submit "if applicable to you".)

	(A) online applicatio n + print	(B) download + upload + print out	(C) PDF + upload	(D) Materials to be Submitted via post	Office use only		
					Tick Off		
A. General Requirements							
1		<input type="checkbox"/>		One original (with 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"/>	One copy	<input type="checkbox"/>		
4	(Automatically generated)			One original (with signature)	<input type="checkbox"/>		
5		<input type="checkbox"/>		One original	<input type="checkbox"/>		
6		<input type="checkbox"/>		One original	<input type="checkbox"/>		
7	<input type="checkbox"/>			One original	<input type="checkbox"/>		
8	AF5_CV_for_T-cens_visa_award_publication:						
		<input type="checkbox"/>		AF5-0_History of your visits to Japan One original (with signature)	<input type="checkbox"/>		
		<input type="checkbox"/>		AF5-1_List of scholarships, prizes, honors, awards and other recognitions, if any. One original	<input type="checkbox"/>		
		<input type="checkbox"/>		AF5-2_List of membership in honor societies and professional organizations One original	<input type="checkbox"/>		
		<input type="checkbox"/>		AF5-3_List of titles and details of conference papers One original	<input type="checkbox"/>		
9			<input type="checkbox"/>	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.	<input type="checkbox"/>		
10			()	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.	()		
11			()	Grade Scales (grade and 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 Graduation (Master's degree) One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	()		
14			()	Certificate of Degree/Diploma (Bachelor's degree) 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 on Certified documents One original	()		
18			<input type="checkbox"/>	English Language Proficiency 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					
1	A copy of Examination Fee payment receipt (10,000 Japanese Yen is required for the examination fee.)			<input type="checkbox"/>	<input type="checkbox"/>
2	Explanatory note for examination fee payment (Those who are not able to make a payment using credit cards must contact the office of each program no later than 2 weeks prior to the deadline for online application via T-cens.)			()	One original (with signature) ()
3	ADB_UBE_Form		()		One original It should be included if you are applying for ADB scholarship. ()
4	Double Degree Check Sheet		()		One original It should be included if you are applying for Double Degree Program. ()

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

Information about English language requirements

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.	TOEFL and IELTS	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 September 2021 enrollment (as of July 2, 2020)	Test score requirement	How to Submit	Submission Deadline	Office use only
TOEFL	Required (one of these documents must be submitted)	(a)+(b)	December 3, 2020	
IELTS				
Other English language tests				
The Certificate of English as the Medium of Instruction		(C)	December 3, 2020	
GRE (General Test)	Recommended, but not mandatory	(a)+(b)	December 3, 2020	

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 23, 2020)
- (c) Send a document attested and signed by the University Registrar included in the application package

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

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

<Caution>

Scores arriving from external testing centers after December 23rd 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)