

Application Document Checklist

For all applicants, #1 to #9 below:

✓		Application Forms
	1	- Please download and print out the application form from “My Page” after completing the payment of the application fee. - Photograph (taken within the last 3 months, 4 cm (H) x 3 cm (W), frontal upper body, hatless, no background) Please register on My Page on the Online application site.
	2	Original college or university graduation certificate(s) *<u>Copies cannot be accepted</u> - A graduation letter or diploma is also acceptable if an original certificate has not been issued by the end of the application period. - If the certificate is not written in Japanese or English, please submit a translated copy (Japanese or English) as well.
	3	Original academic transcript(s) from college or university *<u>Copies cannot be accepted</u> If the transcript is not written in Japanese or English, please submit a translated copy (Japanese or English) as well.
	4	<u>Copy</u> of Certificate of English Proficiency Test (The applicant's latest test score must be within two years prior to the application date.) Either one of the following: - TOEIC Listening & Reading 730 or higher - TOEFL iBT 80 / PBT 550 or higher - IELTS (Academic) 6.5 or higher - Equivalent test scores
	5	Two Original Letters of Recommendation *<u>Copies cannot be accepted</u> Please use the designated form for graduate school applicants available at https://www.jiu.ac.jp/yoko/examination02 One letter of recommendation must be from the applicant's university supervisor. The other can be from a university professor, a language school teacher, or an employer. - Applicants should submit letters written, signed, and sealed by the referees, and mail along with other application documents. - The recommendation letters must be translated into Japanese or English if the language used is not Japanese or English.
	6	Statement of Application Purpose (Write in English) Please use the designated form for graduate school applicants available at https://www.jiu.ac.jp/yoko/examination02
	7	Essay Assignment (Write in English) - Please use the designated form for graduate school applicants available at https://www.jiu.ac.jp/yoko/examination02 - About the essay assignment, see page 6 of this admission guideline.
	8	Employment verification letter (If applicable)

		<u>Copy</u> of Graduation thesis
	9	● If you cannot submit it due to unavoidable circumstances, submit a "statement of reason" instead. (The format is open.)

In addition to #1 to #9, for “All international applicants” #10 and 11 below:

		Statement of Financial Support and Guarantor’s Contact
	10	● Please use the designated form for graduate school applicants available at https://www.jiu.ac.jp/yoko/examination02
		<u>Copy</u> of Passport
	11	● Pages with photo and your personal information on

In addition to #1 to #11, for “International applicants residing in Japan Only” #12 to #14 below:

		Transcript(s) and attendance rate certificate(s) in Japan
	12	● Transcript(s) and attendance rate certificate(s) issued by all the Japanese language and technical school(s) you are currently attending and you have attended in Japan.
		<u>Original</u> Certificate of Residency (住民票)
	13	● Please visit the Citizens Affairs Division of the City Hall in the city you currently reside in to have one printed for you.
	14	<u>Copy</u> of Residence Card (both sides of the front and back)

推薦書

Letter of Recommendation

受験番号

Examination number

(大学記入)

城西国際大学大学院研究科長 殿

To the Director of Josai International University Graduate School

志願者氏名

Applicant's Name

志願研究科・専攻名

Program in the Graduate School

志願者との関係

Relationship with applicant

私は上記の者を下記の通り推薦致します。

I recommend the above applicant for the following reasons.

志願者人物についての所見、能力、実績、将来性などについて記入してください。

Please describe your observations of the applicant's character, abilities, achievements, and future potential.

推薦機関名

(Name of Recommending Organization)

推薦者氏名

(Name)

◎または署名
Signature

職名等

(Job title)

電 話

(TEL)

E-mail

年

Year

月

Month

日

Day

志望理由書
Statement of Purpose

受験番号

Examination number

(大学記入)

フリガナ Katakana			(大学記入)
氏名 Name			
出身大学名 Name of the Last School Attended			
大学 Bachelor		大学院 Master	年 Year
学部 Faculty		学科 Department	卒業・修了・見込 Graduated / to graduate
研究科 Graduate School		専攻 Master's Program	

I. 卒業論文の概要（学術論文、卒業研究等を含む）

Summary of Graduation Thesis (If you do not have a graduation thesis, please describe the research you have conducted.)

[illegible]

(備考) ※パソコンを活用し同じ書式で作成しても結構です

受験番号
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II. 本研究科、専攻、分野を志望する理由
Reasons for Applying to This Graduate School, Major, and Field of Study

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Reasons for Applying to This Graduate School, Major, and Field of Study

Ⅲ. 本研究科、専攻・分野修了後の希望・計画 Plans after Graduation (e.g., further study in Japan, employment in Japan, or other plans)
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[illegible]

IV. 入学後の研究計画（研究の中心テーマ、課題、研究背景、研究成果の検証方法を具体的に記述してください）
Please describe your proposed research in detail, including its central theme, research objectives, background, and the methods you will use to evaluate the research outcomes.

Examination number

Day

Katakana		Graduate School
Name		Major

Assignment No:

[illegible]

Essay Assignment (English)

Examination number

Josai International University

Katakana	
Name	

	10
	20
	30

(外国人用)

(大学記入)

To the President of Josai International University

(Name of applicant

I agree to bear all costs (maximum amount: see attachment) for _____
during the period of his/her study at Josai International University.

Please indicate below your relationship to the applicant and the method by which you will cover his/her expenses while in Japan (e.g. bank transfer, money order, etc.).

※氏名および印(または署名)の両方をご記入ください。

勤務先住所 ※番地まで記入してください。
Address of workplace

※黒のボールペンでご記入ください。