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

SUBMISSION CHECKLIST:

2024 Spring/ Autumn Enrolment

Course　IME Graduate Program(International Multidisciplinary Engineering Graduate Program) (S) & (A) & (B)

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/

Guidance Information

(□ :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 (Shortlisted candidates will be asked to submit documents via post upon request.)		Office use only		
A. General Requirements					**Tick Off**			
1 AF0_Declaration	/	□	/	One original (with handwritten signature)	□			
2 Photo	/	/	□ (.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 Personal Identification (eg. Passport)	/	/	□	One copy	□			
4 AF1_Application Form (Automatically generated)	(Automatically generated)			One original (with handwritten signature)	□			
5 AF2_Statement of Study Plans	/	□	/	One original	□			
6 AF3_Summary of Graduation Thesis	/	□	/	One original	□			
7 AF4_T-cens Enquiries on Educational and Occupational Background (AFEB)	□	/	/	One original	□			
8 AF5_CV_for_Tcens_award_and_publication								
AF5-1_List of scholarships, prizes, honors, awards and other recognitions, if any.	/	□	/	One original	□			
AF5-2_List of membership in honor societies and professional organizations	/	□	/	One original	□			
AF5-3_List of titles and details of journals and conference papers	/	□	/	One original	□			
9 AF6_History of your visits to Japan.pdf	/	□	/	One original	□			
10 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.	□			
11 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.	( )			
12 Grade Scales (grade and grading system)	/	/	( )	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted.	( )			
13 Explanatory letter on Certified documents	/	( )	( )	One original	( )			
14 Certificate of Graduation / Diploma (Bachelor's degree)	/	/	( )	**All applicants need to submit either (#14+15) or (#16).** If both #14 and #15 were issued by your institution, submit both. If only one of the two was issued, please submit a certificate stating the name of the degree and the date of conferral.	( )			
15 Certificate of Degree（Bachelor's degree）	/	/	( )		( )			
16 Letter or Certificate of Expected Graduation (Bachelor's degree, if applicable) -->> If you are an on-going student and do not hold a relevant degree at the time of application to the Graduate School of Engineering, please submit Letter or Certificate of Expected Graduation.	/	/	( )	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted. Please refer to the Guidance Information for detail. https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=documents	( )			
17 Certificate of Graduation / Diploma (Master's degree)	/	/	( )	**Applicants for "doctoral degree program" need to submit either (#17+18) or (#19).** If both #17 and #18 were issued by your institution, submit both. If only one of the two was issued, please submit a certificate stating the name of the degree and the date of conferral.	( )			
18 Certificate of Degree (Master's degree)	/	/	( )		( )			
19 Letter or Certificate of Expected Graduation (Master's degree, if applicable) -->> If you are an on-going student and do not hold a relevant degree at the time of application to the Graduate School of Engineering, please submit Letter or Certificate of Expected Graduation.	/	/	( )	One original or one certified copy. Photocopies without attested stamps from your university will not be accepted. Please refer to the Guidance Information for detail. https://t-cens.t.u-tokyo.ac.jp/guidance_information/?id=documents	( )			
20 English Language Proficiency	/	/	□	Please refer to the IME home page for details.	□			

No	Item			Submission	Notes	Office			
21	GRE Score Record	/	/	☐	http://www.ime.t.u-tokyo.ac.jp/prospectus-2024.html#English Language Proficiency	☐			
22	Letter of Recommendation 1	/	/	/	Online submission directly from your referee1.	/			
23	Letter of Recommendation 2	/	/	/	Online submission directly from your referee2.	/			

B. Requirements from the course you are applying for

No	Item			Submission	Notes	Office			
1	A copy of Examination Fee payment receipt (10,000 Japanese Yen is required for the examination fee.)	/	/	☐	One photocopy	☐			
2	Master Thesis (Only for doctoral degree course applicants, if applicable)	/	/	( ) up to 10MB	Online submission only	/			
3	Acceptance Letter from your prospective supervising professor	/	/	/	Please refer to the IME home page for details. http://www.ime.t.u-tokyo.ac.jp/prospectus-2024.html	☐			

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

We recommend that you confirm the requirements of your chosen course from the chart below.

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.	The date of submission all application documents except external testing center scores		2023/9/13 (S: July Application), 2023 /11/15 (A: September Application), 2024/3/13 (B: January Application)
	TOEFL and ILETS	2 years	Please refer to the IME home page for details.
	GRE	5 years	http://www.ime.t.u-tokyo.ac.jp/prospectus-2024.html#English Language Proficiency

Standardized Test Scores' Requirements for Spring/Autumn 2024 enrollment	Test score requirement	How to Submit	Official Test Scores' Submission Deadline	Office use only		
TOEFL	One of the test scores / certificate must be submitted, however TOEFL or IELTS score must be submitted.	Please refer to the IME home page for details. http://www.ime.t.u-tokyo.ac.jp/prospectus-2024.html#English Language Proficiency	2023/8/23 (S: July Application), 2023/10/25 (A: September Application) 2024/02/21 (B:January Application)			
IELTS						
Other English language tests						
The Certificate of English as the Medium of Instruction						
GRE-General	Mandatory to submit					

Postal Address (ICT Admissions Desk)

All application documents and enquiries are to be addressed to：

IME Graduate Program Office
Room No.131A, 1st Floor, Engineering Building No.8
School of Engineering The University of Tokyo
7-3-1 Hongo, Bunkyo-ku,
Tokyo113-8656 Japan
Phone: +81-3-5841-8805
 E-mail: admin@ime.t.u-tokyo.ac.jp