

Checklist of Application Documents

Doctoral Programs at the Keio University Graduate School of Medicine

*For students from universities and graduate schools outside of Japan

Name in Full: _____

1. Please be sure to review the list of application documents and important notes in the “Application Guide” of Entrance Examination.
2. Please tick the boxes next to each item to be submitted and enclose this document with your application.
Before submitting your application, please check the notes section by marking each box (□) with a check mark (✓) to ensure there are no errors or incomplete fields in the documents.
3. When mailing your application, include this checklist as a cover letter with all other items enclosed in the following order.
*The contents of your application cannot be changed or altered after submission. Documentation will not be returned to applicants once submitted under any circumstances.

	Submission Documents	Notes
<input type="checkbox"/>	1. Checklist of Application Documents (This Document)	
<input type="checkbox"/>	2. Application Form	
<input type="checkbox"/>	3. Application Form B (prescribed format, 4 pages)	<input type="checkbox"/> The field for the graduate school committee member has been signed by a committee member from the graduate school <input type="checkbox"/> The name of the graduate school committee member matches that on the application form
<input type="checkbox"/>	4. Research Plan (prescribed format)	<input type="checkbox"/> I have signed the signature field
<input type="checkbox"/>	5. Reference Letter (prescribed format)	<input type="checkbox"/> The signature field has been signed by the person who filled in the form <input type="checkbox"/> The rank field has been filled in
<input type="checkbox"/>	6. Transcript of Academic Record (faculty you belong to or graduated) (Original)	
<input type="checkbox"/>	7. Certificate of (Expected) Graduation (certificate of graduation from last academic institution attended) (original)	<input type="checkbox"/> Document should list the (expected) date of graduation <input type="checkbox"/> The degree received is listed (if not listed, submit a Certificate of [Expected] Degree Award) <input type="checkbox"/> (For graduates from universities in mainland China) An

		Online Verification Report of Higher Education Qualification Certificate (in English) has been submitted (including valid web authentication with at least six months remaining)
<input type="checkbox"/> *	8. Academic Degree Certificate or Certificate of (Expected) Degree Award	<input type="checkbox"/> The degree received is listed
<input type="checkbox"/> *	11. Document verifying your TOEFL iBT or IELTS Academic score (photocopies accepted)	<input type="checkbox"/> The certificate has been sent from the organization conducting the examination <input type="checkbox"/> The score is from the period specified in the application guidebook <input type="checkbox"/> The score matches that on record
<input type="checkbox"/> *	12. Other	()

- * only if necessary All certificates are original documents or officially certified copies
- All certificates are written in Japanese or English
- If you have been simultaneously enrolled at multiple universities due to reasons such as transfer or withdrawal: I've included transcripts of academic record and certificates of graduation (or proof of withdrawal) from each university
- The name on the certificates matches those on the records and resume (if they do not match, submit a copy of your family register)

Notes