

# Checklist for Doctoral Program

Graduate School of Environmental Science, Hokkaido University  
Special Entrance Examination for International Students Residing Abroad

This checklist must be completed, printed and enclosed with your application materials before submission via post.

**Name**

## Documents to be submitted via post

✓	No.	Materials	Notes
✓	1	Checklist for Doctoral program	
✓	2	Academic Transcript	
✓	3	Certificate of Completion <i>or</i> Certificate of Expected Completion	For those who have completed: Submit Certificate of Completion For those who are expected to complete: Submit Certificate of Expected Completion
✓	4	TOEFL, TOEIC, or IELTS Score Sheets	
✓	5	Copy of Passport	
✓	6	Personal Statement and Research Plan	
✓	7	Master's Thesis Abstract	
✓	8	Online Verification Report of Higher Education Qualification Certificate and Online Verification Report of Higher Education Degree <i>or</i> Online Verification Report of Student Record	Only necessary for those who graduates or are expected to graduate from the university in China (excluding Taiwan, Hong Kong, and Macau)
Arrange the above materials in the order of 1 to 8 and enclose them in an envelope.			

## Requirements

Materials	✓	Requirements
Academic Transcript	✓	Original or certified true copy of an official transcript
	✓	Issued by the president (or dean) of the graduate school from which you received (or expected to receive) your Master's degree.
	✓	Prepared in either Japanese or English.
Certificate of Completion <i>or</i> Certificate of Expected Completion	✓	Certified translation in Japanese or English is attached if the documents are in any other language.
	✓	Original or certified true copy of an official document
	✓	Issued by the president (or dean) of the graduate school from which you received (or expected to receive) your Master's degree.
TOEFL, TOEIC, or IELTS Score Sheets	✓	Certificate of degree attainment (or expected attainment) is attached if the certificate does not indicate the degree obtained (or expected).
	✓	Prepared in either Japanese or English.
	✓	Certified translation in Japanese or English is attached if the documents are in any other language.
Copy of Passport	✓	Either one of the following. <input type="checkbox"/> TOEFL-iBT(including TOEFL iBT Home Edition) <input type="checkbox"/> IELTS Academic Module <input type="checkbox"/> TOEIC Listening & Reading
	✓	Score of tests taken within two years from the date of the entrance examination.
	✓	[TOEFL] Requested for the Official Score Report to be sent directly from ETS to the University.
Personal Statement and Research Plan	✓	Your full name and picture clearly visible.
	✓	Within the valid period.
Master's Thesis Abstract	✓	Typewritten within the designated frame in 11-point font.
	✓	Not exceeding two pages.
	✓	Not exceeding three pages.
	✓	Printed on A4-sized paper.

## **Reference: What You Should Prepare Before You Start Online Registration**

You are required to enter the following information via the online application portal. Please prepare it in advance before accessing the portal and starting the registration.

\*Items marked with an asterisk(\*) are mandatory.

- Personal Information
  - \*Name
  - \*Gender
  - \*Date of Birth
  - \*Contact Address
  - \*Phone Number
  - \*E-mail Address
  - \*Contact Person (Name, Relationship, Address, Phone Number, E-mail Address)
- Educational Background
  - \*Elementary school (School Name, required years, Study Period)
  - \*Junior high school (School Name, required years, Study Period)
  - \*High School (School Name, required years, Study Period)
  - \*Bachelor Program (School Name, required years, Study Period)
  - \*Master's Program (School Name, required years, Study Period)
  - Doctoral Program (School Name, required years, Study Period)
  - Other (School Name, required years, Study Period)
- Study with Other Status (if any)
  - School Name and Study Period
- Japanese Language Study (if any)
  - School Name and Study Period
- Employment Record (if any)
  - Name and Period
- \*(Expected) Student Status: MEXT Scholarship, CSC Scholarship, JICA/JDS Scholarship or Self-supported
- \*Division and Course
- \*Expected supervisor
- \*Preferred Language for Instruction and Research: English or Japanese
- \*English Proficiency Test Scores