

## Document Submission 1 Checklist

Name	
Application No.	
Program	

<input checked="" type="checkbox"/> Name of Document	Detail
<b>For all student</b>	
The Original or the Certified True Copy(ies) of Academic Transcripts	Submit the original of the documents which you have uploaded to Ritsu-Mate/Tao during application period.
Translation to English or Japanese of Academic Transcript (If necessary)	Must be prepared/certified by an embassy/consulate or an appropriate private office.
English Test Score / Score Waiver Proof	Submit the original of the document you submitted at time of application.
<b>For student who has already graduated</b>	
The Original or the Certified True Copy of documents proving University Entrance Eligibility	If you wish your documents to be returned please check the box**
Translation to English or Japanese of University Entrance Eligibility Document (If necessary)	Must be prepared/certified by an embassy/consulate or an appropriate private office.
<b>For student who has submitted optional application documents</b>	
The Original or the Certified True Copy of Standardized Tests / National University Entrance Exams / Awards	Submit the original of the documents which you have uploaded to Ritsu-Mate/Tao during application period. If you wish your documents to be returned please check the box**
Translation to English or Japanese of Standardized Tests / National University Entrance Exams / Awards (If necessary)	Must be prepared/certified by an embassy/consulate or an appropriate private office.
<b>For student who are applying for COE (Only if submission is required)</b>	
Certificate of Award of Scholarship	Submit the original of the documents which you have uploaded to Ritsu-Mate/Tao during application period. If you wish your documents to be returned please check the box**
Translation to English or Japanese (If necessary)	May be translated by the students themselves but must have a pledge at the end.

\* If this checklist is the only mailing document, then mailing of the list is not necessary.

\*\* The University returns submitted documents only in cases where the prospective student has only one copy of the original, the document cannot be reissued or the certified true copy cannot be issued, and it is problematic if the document is not returned to the applicant.