

☐ Document Submission 1 Checklist

Name	
Application No.	
Program	

✓	Name of Document	Detail
For all student		
	Original or Certified True Copy(ies) of Academic Transcripts	Submit the original of the documents which you / your school have uploaded to 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.
For student who has already graduated		
	Original or Certified True Copy(ies) of Certificate of High School / Senior Secondary Graduation	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.
For student who has submitted optional application documents		
	Original or Certified True Copy(ies) of Standardized Tests / National University Entrance Exams / Awards	Submit the original of the documents which you / your school have uploaded to 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.

* 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.