

IELP 2020 Application Checklist

M / D

Do not staple any application documents!

Name _____

	Item	Submitting Style	Tick	Remarks
1	Application for admission (Form A)		<input type="checkbox"/>	
2	Two recommendation letters from different references (e.g. advisor of the last university attended) (Form B)		<input type="checkbox"/> <input type="checkbox"/>	Each of the two letters should be sealed in envelopes.
3	Official academic transcript(s)			Make sure each transcripts has a definition of their grading scale. If not, attach any material regarding it. (URL, letter, etc...)
	For a candidate for Doctoral course			For those who apply for the doctoral course, please submit transcript of both undergraduate and graduate program.
	• Transcripts of Undergraduate Course	Original	<input type="checkbox"/>	
	• Transcripts of Graduate Course	Original	<input type="checkbox"/>	
	For a candidate for Master's course			
	• Transcripts of Undergraduate Course	Original	<input type="checkbox"/>	
4	Certificate of graduation			
	For a candidate for Doctoral course			
	• Scanned Master's/Doctoral Diploma	Scanned	<input type="checkbox"/>	
	• Certificate of Graduation	Original	<input type="checkbox"/>	
	• Certificate of Expected Graduation	Original	<input type="checkbox"/>	
	• Certificate of Enrollment	Original	<input type="checkbox"/>	Complete date of the course should be described.
	For a candidate for Master's course			
	• Scanned Bachelor Diploma	Scanned	<input type="checkbox"/>	
	• Certificate of Graduation	Original	<input type="checkbox"/>	
	• Certificate of Expected Graduation	Original	<input type="checkbox"/>	
	• Certificate of Enrollment	Original	<input type="checkbox"/>	Complete date of the course should be described
5	Score report of valid official English test (dated 2017 or later) (ONE of the followings)			
	• TOEFL iBT®	Original	<input type="checkbox"/>	We only accept TOEFL iBT® scores from a single test date, not MyBest™ scores. TOEFL, TOEFL iBT, TOEFL ITP, and TOEIC are registered trademarks of Educational Testing Service (ETS).
	• TOEIC® Test (L&R and S&W)	Original	<input type="checkbox"/>	
	• IELTS	Original	<input type="checkbox"/>	
6	Photocopy of passport (if available)	Scanned	<input type="checkbox"/>	
7	Proof of citizenship (ONE of the followings)			
	• Census register	Scanned	<input type="checkbox"/>	
	• Citizenship card	Scanned	<input type="checkbox"/>	
	• Birth certificate	Scanned	<input type="checkbox"/>	
8	Abstracts of theses of undergraduate course and master's course (if applicable)	pdf	<input type="checkbox"/>	
9	Other supporting materials (much as possible from below)			
	• Bachelor thesis (full text)	pdf	<input type="checkbox"/>	Electronic file attached to email acceptable.
	• Master thesis (full text) if applicable	pdf	<input type="checkbox"/>	
	• GRE score report	Original	<input type="checkbox"/>	
	• Others ()		<input type="checkbox"/>	
10	Checklist of the required documents for application (this form)		<input type="checkbox"/>	

- Keep your application documents unstapled, enclose in the listed order, and index the documents.
- If your application lacks any of the necessary items, your application will not be completed.
- Forms should be typed in English. Attach an English translation of the documents written in a language other than English.