

## Application Document Checklist

### **Documents you need to submit online as well as via postal mail service**

- Application Form
- Financial Statement
- (Applicants for master's program) Statement of Purpose
- (Applicants for Ph.D. program) Research Plan
- Copy of e-mail communications between you and your prospective supervisor
- ADB scholarship application form (if applicable)

### **Documents submitted online or via postal mail service**

- Letter of recommendation

### **Documents submitted by the applicants' home institution(s) via postal mail service**

- Transcript Request Form
- Academic transcripts of undergraduate program
- (Applicants for master's program) Certificate of (Expected) completion for undergraduate program
- (Applicants for Ph.D. program) Academic transcripts for master's program
- (Applicants for Ph.D. program) Certificate of (Expected) completion for master's program

### **(Applicants for master's program)**

### **Official test scores provided by the testing agency via postal mail service**

- GRE official score report
- TOEFL official score report

**All the application documents must be sent to the address given below to be received by the deadline.**

**Admissions Office  
Graduate School of Science and Technology, Keio University  
3-14-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa, 223-8522, Japan  
Phone: +81-45-566-1468**