

Graduate School of Science and Technology  
July and February Entrance Examinations for Ph.D. Programs

**Application Documents Checklist**

Examinee Number:

Applicant  
name:

Please fill out this checklist and submit together with the application documents.

**Please be sure to confirm the Application Guidebook for the documents to be submitted.**

<input type="checkbox"/>	Application Documents Checklist (this form)	All applicants	Print out the form from the website.
<input type="checkbox"/>	A Application Form	All applicants	Print out the form via the Web Entry System. Attach the certificate of remittance in the space provided. After you complete the entry, click "Print to send" button. Then your examinee number will automatically be printed on the form. <b>Submit the form with your examinee number.</b>
<input type="checkbox"/>	B CV	All applicants	Please complete your entry online and <b>print out a color copy.</b> After you complete the entry, click "Print to send" button. Then your examinee number will automatically be printed on the form. <b>Submit the form with your examinee number.</b>
<input type="checkbox"/>	C Personal Information	All applicants	Print out the form via the Web Entry System. Staple B and C together. After you complete the entry, click "Print to send" button. Then your examinee number will automatically be printed on the form. <b>Submit the form with your examinee number.</b>
<input type="checkbox"/>	Official Academic Transcripts	All applicants	Academic transcripts for Undergraduate and Master's Programs
<input type="checkbox"/>	Certificate of (Expected) Completion of Master's Program	if applicable	Applicants except those who have completed or expect to complete the Master's Program of the Graduate School of Science and Technology at Keio University must submit this document.
<input type="checkbox"/>	Master's Thesis or Equivalent Work	if applicable	
<input type="checkbox"/>	List of Accomplishments	if applicable	
<input type="checkbox"/>	Letter of Authorization for Enrollment	if applicable	If you wish to complete a working doctorate · Persons who are in employment at the time of application: Submit a written consent form (affiliated organization) from the head of the organization to which you belong. (Statement indicating that applicant is authorized to join a doctoral program while remaining in employment. Seals of approval maybe those of direct superiors at the organization. A4; free format.) · Persons who are not in employment at the time of application: In principle, please have the organization where you plan to take up employment issue a form equivalent to the above-written consent form and submit this.

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