

## Check List of Application Documents

2024.04.01 Ver.

Please check all the necessary documents and format in accordance with this checklist.  
 Example of the contents of this checklist can be seen in the application example. Please ensure you have written everything correctly.  
 Graduate Office will check your application documents anytime prior to the application. If you would like us to check the documents, please come to the office early enough for the correction.  
 Moreover, same color cells contain the same checklist contents.

Documents	Check List (Same colored cells have the same checking contents )	Check	
		Yes	No
Main Research Paper	There are 4 copies.		
	Applicant is the first author. (You may need to carry out another procedure before applying for doctoral degree)		
	Use high quality paper when printing pictures (image must be clear)		
Other Research Papers for Reference	There are 4 copies of "Other Research Papers for Reference" for each volume.		
Form 1  (Applications for "Doctoral Dissertation")	Leave blank: year, month, and date.		
	Tick the box of your division.		
	Write your student number correctly.		
	Complete the form in print. Your name must be spelt the way it appears on your passport.		
	Make a circle on top of the degree you are applying for.		
	Your professor has affixed his/her seal before submitting the applications.		
Form 2  (Abstract of the Doctoral Dissertation)	The titles on the dissertation paper must correspond to the way they are written in the Main Research Paper. (Capitals, lower case, italics, and punctuations)		
	Japanese translation of the title is included. The identical translation is in all documents.		
	Applicant is the first author. (You may need another procedure before application for doctoral degree)		
	Japanese authors' names are written in Japanese.		
	If names of the authors have three Kanji, add a space between family name and first name.		
	For those who do not have kanji names, write name using the alphabet.		
	Your professor's (or associate professor's) name is included.		
Write keywords in Japanese. (If it is difficult to express them in Japanese, write in English)			
Form 3  (List of Publications)	The titles on the dissertation paper must correspond to the way they are written in the Main Research Paper. (Capitals, lower case, italics, and punctuations)		
	Write whole journal name. (unabbreviated)		
	The papers has been accepted but not yet published, tick the box (Scheduled to be published)		
	Attach the letter that states your paper has been accepted for publication. (include copy of e-mail)		
	If the paper has already been published, write :Volume, Issue, Pages, Date of publication (It is possible that there is no issue number)		
	Write DOI number.		
	Tick the applicable box and provide necessary information.		
	Please enter the name of the first author and the name of the co-author.		
(About co-authors)	Write the number of coauthors excluding the applicant.		
Form 4  (Curriculum Vitae)	Education background starts from "High School"		
	Write faculty and department of the university you graduated from.		
	Write expected completion date for degree dissertation.		
	If you have leave of absence, tick "yes" and state the accurate priod.		
	If you have studied abroad, tick "yes" and state accurate period and organization you have attended. (The necessary documents must have been submitted before your departure; otherwise, it does not qualify)		
	Has your employment history been completed accurately and without omissions throughout all periods?		

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Documents	Check List (Same colored cells have the same checking contents )	Check	
		Yes	No
Form 5  (Letter of Consent)	The titles on the dissertation paper must correspond to the way they are written in the Main Research Paper. (Capitals, lower case, italics, and punctuations)		
	Applicant is the first author. (You may need another procedure before application for doctoral degree)		
	Japanese authors' names are written in Japanese.		
	If names of the authors have three Kanji, add a space between family name and first name.		
	For those who do not have kanji names, write name using the alphabet.		
	There are signatures from all co-authors.		
	* Is the name of the Chinese character area carefully "self-signed" in the regular script? * Is the name of the foreigner written in the alphabet along with the signature?		
	Write date of when co-authors signed.		
	Your professor has affixed his/her seal before submitting the applications.		
Form 6 (Information of the applicant)  (Contact Info)  (Regarding completion requirements)	Write name of your department. (Not your division)		
	Please enter the student number and applicant's name correctly.		
	Write your phone number or reachable contact information during weekdays/daytime.		
	Tick the box whether or not for inconvenient defense schedule. (If you mark "yes", write dates and reasons.)		
	Confirm the requirements for the degree.  Tick the applicable box and provide necessary information.		
Others	Have attached a statement letter which explains why the thesis was written by more than 11 co-authors.		
★ We will check your application documents once more after your submission. Please understand we may request you to correct the contents even after the application has been submitted. ★			
● Please carry out one of the following procedures when you would like to verify the contents of the dissertation application.			
1. Applicant comes in person to the Graduate Office with student ID card. 2. Verify the contents yourself (or a representative can verify them) before submission. 3. Ask your representative to verify the document.			
• Graduate Office will check your application documents anytime prior to application period. If you would like us to check the documents, please come to the office allowing sufficient time for correction. (We will not accept and check documents received via mail or email)			
• By applicant : Bring your student ID card or passport. • By representative person : Attach copy of your ID card and "Letter of Attorney" When a representative receives the certificate, he/she needs to show his/her ID.			
* Example * I, (applicant name), authorize (representative person) to confirm the necessary contents regarding the application of my dissertation.			
		Date:	Name in print: Signature
● Time and Date: Monday - Friday 8:30-17:00 (Excluding National holidays, weekends, and New Year 's holiday (12/29-1/3))			
● Place: Graduate Office, Academic Affairs Section (1F, Administration Building, Shikata Campus)			