# Saitama University INTERNATIONAL GRADUATE PROGRAM ON

**GREEN AND SUSTAINABLE CHEMICAL TECHNOLOGIES**

**APPLICATION CHECKLIST 2023**

Name of Applicant: Nationality:

Submission of ensuing application forms involves two interlinked aspects, checklists of which are provided here. Please be advised to check the contents of this page carefully as it is the applicants' responsibility to ensure that all the required fields are correctly addressed prior to the submission.

# Application forms

Application forms are required to be filled digitally. Before the submission, the applicant is required to check against the following checklist. **This checklist is mandatory to be sent together with the application forms**.

* + Both pages of the application forms **(Form A)** are duly filled and signed.
  + Photo taken in the last 6 months is affixed on the first page of Form A.
  + Field of study and research plan **(Form B)**: Applicants should apply for the field of study they majored in at university or a related field. The field of study must be a subject which applicant will be able to study and research in graduate programs at GSC.

**Dually filled application forms should be madethrough email together with scanned copies of all the supporting documents.**

**Upon the confirmation from the GSC office, the applicant should send the originals of the application together with the supporting documents by International Mail Courier or Express Mail Service (EMS) to meet the designated deadline.**

1. **Supporting Documents**

* Official certificate of grades from the academic institution attended (**Both Undergraduate and Graduate degree program**)
  + Certificate of grades must state the number of credits and the year/period of credit acquisition for each course undertaken.
  + Certificate of grades must include or be accompanied by a document that shows a clear explanation of all possible levels used in grade evaluation (i.e. A, B, C, D, Fall, etc.)

**If you are currently enrolled in a university (at graduate level),** please submit academic transcripts from both undergraduate and graduate schools.

* (OPTIONAL)Records from the most recent University or institute indicating superior academic achievement with a clear indicator or outstanding performance (e.g. GPA, grades and criteria or individual rank over)
* Official certificate of graduation or expected graduation or of program completion or expected program completion from most Recent academic institution attended (Undergraduate or Graduate degree program)

**If you have already graduated from a graduate school by the time of application, submit your certificate of graduation or certificate of expected graduation.**

* Abstract of graduation thesis and publications
  + The abstract must be a concise summary (within 1 page) of your most recently written thesis or of your graduation

project or a term paper, etc., if you did not write a thesis.

* + The thesis summary must include your thesis title and be a concise summary of your thesis.
* Two letters of recommendation were requested

**Please use the designated recommendation letter format.**

1. The name of the addressee stated in the letter must be **“The President of Saitama University, Japan”**
2. The letter must be prepared by Dean of the currently enrolled university, or the last university attended.
3. **Recommendation letter with digital signature or a signed scanned copy should be Emailed directly to the GSC program from the Official Email address of the recommender.**

* Copy of the passport page containing the applicant’s name and date of birth or copy of a government-issued family registry or citizenship registry copy that shows the applicant’s legal name and birthdate.
* Copy of Certificate of English proficiency (an official score of TOEFL / IELTS /Equivalent)

\*English proficiency

1. Holds an English proficiency test score equivalent to B2 or above on the Common European Framework of Reference for languages (CEFR) scale (e.g. TOEFL IBT 72 or above IELTS 5.5 or above). Scores are valid for 2 years from the written test.
2. Has completed an educational program whose primary language of instruction is English that satisfies the entrance requirements to the Doctoral program at the Graduate School of Science and Engineering Saitama University.