# Saitama University INTERNATIONAL GRADUATE PROGRAM

**GREEN AND SUSTAINABLE CHEMICAL TECHNOLOGIES**

**APPLICATION CHECKLIST 2024**

Name of Applicant: Nationality:

**All documents listed below must be submitted via email by 21 November 2023. This checklist list must be submitted along with the application.**

* ***Two recommendation letters in PDF format must be emailed directly from each recommender to the Foreign Student Office.***
* *Application forms are required to be filled digitally*.

# Required Documents

* 1. Completed application form (Form A)
* Photo taken in the last 6 months is affixed on the first page.
* Both pages of the application formsare duly filled and signed.
* 2. 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 the applicant will be able to study and research in graduate programs at GSC.
* 3. Official certificate of grades from the academic institution attended (**Both Undergraduate and Graduate degree programs**)
* 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 clearly explains all possible levels used in grade evaluation (i.e. A, B, C, D, Fall, etc.)
* 4. **(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)
* 5. 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.**

* 6. 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.
* 7. **Two letters of recommendation**

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. **One letter must be prepared by the Dean of the currently enrolled university, or the last university attended.**
3. Recommendation letter with a digital signature or a signed, scanned copy in PDF format should be Emailed directly to the GSC program from the Official Email address of the recommender.

* 8. A copy of the passport page containing the applicant’s name and date of birth or a government-issued family registry or citizenship registry copy showing the applicant’s legal name and birthdate.
* 9. 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.

or

1. Has completed an educational program whose primary language of instruction is English.