

International Graduate Program on
Stable Socio-Economic Development through sustainable resource management
(SSED)

Application Document Checklist

Applicant's Name: _____

Nationality: _____

All of the documents listed below must be submitted through the designated online forms by the specified deadline (by January 8th, 2026). This checklist must also be submitted along with your application documents.

Notes

- Two letters of recommendation (in PDF format) must be sent directly from each recommender to SSED program office via email.
- All application documents must be filled out digitally (typed).

Required Documents

☐ 1. Application Form

- Attach a photo taken within the last six months on the first page.
- Complete all sections and sign the form.

☐ 2. Form A

- Attach a photo taken within the last six months on the first page.
- Complete all sections and sign the form.

☐ 3. Form B: Field of Study and Research Plan

- The applicant should select a field related to their previous major.
- The research field must be one that can be supervised within the SSED Program.

☐ 4. Official Academic Transcript(s) from universities and graduate schools attended

- Must include course titles, credits, and academic years/terms.
- Attach a grading scale explanation that defines all grades used (e.g., A, B, C, D, Fail).

☐ 5. (Optional) Record of Excellent Academic Performance

- May include GPA, grading standard, or class ranking from your current or most recent institution.

☐ 6. Certificate of Graduation or Expected Graduation

- If already completed a graduate program, submit a certificate of completion.
- If still enrolled, submit a certificate of expected graduation.

☐ 7. Abstract of Graduation Thesis and List of Publications

- Provide a concise abstract (within one page) of your thesis or latest academic paper.
- Include the title and a brief summary of the content.

☐ 8. Two Letters of Recommendation

- Use the designated format available on the program website.

- Address the letters to "The President of Saitama University, Japan."

- One letter must be written by the Dean or equivalent of the university the applicant currently attends or last attended.

- Each letter must be signed (digitally or by hand) and sent as a PDF directly from the recommender's official email address to ssed@gr.saitama-u.ac.jp.

☐ 9. Copy of Passport (page showing name and date of birth)

- Alternatively, submit a copy of an official government-issued certificate (such as family register or citizenship certificate) showing your full name and date of birth.

☐ 10. Copy of Certificate of English Proficiency (TOEFL, IELTS, or equivalent)

- Applicants must have a score equivalent to CEFR B2 or higher (e.g., TOEFL iBT 72+, IELTS 5.5+; valid within two years from the test date),

or

- Provide a certificate proving completion of a degree program taught in English (Medium of Instruction Certificate).