

Application Materials Checklist
(Please enclose this checklist in your application)

Applicant's name: _____

Check the items you enclosed.

- 1) Application forms Enclosed
 - Application forms should be filled out through the online application website and printed out after the application fee payment.
 - Application forms cannot be revised once application fee is paid. To change information on the forms, please write correct information in red directly on the print-out forms.
- 2) Proof of Graduation Enclosed Sent directly to Sophia
- 3) Official University/College Transcript(s) from (school names):
 - 1. _____ Enclosed Sent directly to Sophia
 - 2. _____ Enclosed Sent directly to Sophia
 - 3. _____ Enclosed Sent directly to Sophia

* If you have been to multiple schools, please fill in 2 and 3.
- 4) Recommendation Letter from (teacher name) (if any)
_____ Enclosed Sent directly to Sophia
- 5) Research Proposal Enclosed
- 6) <M.A. applicant> Research Paper on Education or Bachelor's Thesis Enclosed
<Ph.D. applicant> Master's Thesis (English), Summary of Master's Thesis, etc. Enclosed
- 7) Certificate of English language proficiency (Not required for native speakers of English)
 Enclosed (TOEIC / Eiken) Sent directly to Sophia (TOEFL / IELTS)
- 8) Application Form for Special Provision for those with Working Experience (if applicable) Enclosed
- 9) Photocopy of Residence Card in Japan (Only for international students who apply to February Examination) Enclosed

Please double-check the following:

- I have paid the application fee of 35,000 yen
- I have requested that my official TOEFL or IELTS scores be sent directly to Sophia. (if applicable)
Date you requested: _____ IELTS Test Report Form #: _____
- (Only for applicants who wish to request the special provision for those with working experience) I would like to choose
Comparative and International Education, Education and International Development, Educational Theory and
Schooling if my request would be approved.
- Message, if any