

### Application Materials Checklist

(Please submit this checklist when sending your application via email.)

Applicant's name: \_\_\_\_\_

Check the items you (or your institution / referee) submitted.

- Application forms
- Essay(s)
- <M.A. applicant> Statement of Purpose
- <Ph.D. applicant> (1) Statement of Academic Background and Professional Plan  
(2) Research Statement
- Official University/College transcripts from (school names):
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_ (if you have been to multiple schools)
  - 3. \_\_\_\_\_ (if you have been to multiple schools)
- Proof of Graduation
- Recommendation Letters from (teacher names):
  - 1. \_\_\_\_\_  Sent directly to Sophia
  - 2. \_\_\_\_\_  Sent directly to Sophia
  - 3. \_\_\_\_\_  Sent directly to Sophia
- A copy of graduation thesis, master's thesis etc.
- Certificate of Health (only for non-degree applicants)
- Photocopy of passport (for foreign passport holders)

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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 #: \_\_\_\_\_
- Message, if any