

### 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) Research Plan  Enclosed

5) Certificate of English language proficiency (if applicable)

- Sent directly to Sophia (TOEFL / IELTS)  Enclosed (TOEIC)  Enclosed (UN Test of English)

6) Recommendation Letters from (teacher name)

- \_\_\_\_\_  Enclosed  Sent directly to Sophia
- \_\_\_\_\_  Enclosed  Sent directly to Sophia

7) Detailed curriculum vitae (if any)

8) Photocopy of Residence Card in Japan (Only for international students who apply to February Examination)  Enclosed

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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 #: \_\_\_\_\_
- I acknowledge that I must complete the Essay Writing task according to the Application Procedures.
- Message, if any