



## Master's Program: Peace and Conflict Studies (PCS) Course 2019 Application Checklist

<b>Name</b>	
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✓ Check the boxes and submit this form with the other application documents.

	Items	Notes	Check ✓
1	Application Form (4 pages)		
	▶ Did you paste your photo?		
	▶ Did you pay the application fee?		
	▶ Did you sign by hand on page 4?		
2	Personal Statement	▶ Use TUFSS's format.	
3	Research Proposal	▶ Use TUFSS's format.	
4	Copy of One Academic or Professional Publication	▶ Optional	
5	Two Letters of Recommendation	▶ Attach a TUFSS's cover letter to each letter. ▶ Read pages 11-12 of the Admissions Information carefully.	
6	Academic Transcript(s)	▶ <b>1 set</b> ▶ Only an original or a true copy is accepted. Photocopies are not accepted.	
	▶ Do you have an official translation?	If the transcript(s) are written in a language other than English or Japanese, you are required to <b><u>attach an English (or a Japanese) translation</u></b> to the official transcript(s).	
7	Certificate of (Expected) Graduation	▶ <b>1 set</b> ▶ Only an original or a true copy is accepted. Photocopies are not accepted.	
	▶ Do you have an official translation?	If the certificate is written in a language other than English or Japanese, you are required to <b><u>attach an English (or a Japanese) translation</u></b> to the official certificate written in the original language.	
8	Verification Report of China Higher Education Qualification Certificate	▶ Applicable only for those who have graduated from a university in China ▶ Submit a <u>printout</u> of an English version.	
9	Evidence of English Proficiency (TOEFL, IELTS, or TOEIC)	▶ Have you ordered your score report to be sent to TUFSS? -- or -- ▶ Have you included the original official score report?	
10	Two Additional Photographs	▶ 4cm by 3cm, portrait-style	
11	Proof of Citizenship or Proof of Residence in Japan	[International Applicants Residing Outside Japan] ▶ A copy of your passport [Applicants Residing in Japan] ▶ A copy of your residence ( <i>Zairyu</i> ) card [Japanese Nationals] ▶ Not applicable	
12	Application Fee		
13	Confirmation of Financial Award(s)	▶ Applicable for those already on a MEXT, JISR or any other scholarship.	
14	Application Checklist	▶ Include this form in your application.	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_