Form #1

CHECKLIST FOR THE GRADUATE PROGRAM ON
GLOBAL SOCIETY 2018

Name: _____ ☐ Mr. ☐ Ms.

       Family name   First name   Middle name

Program: ☐ M. A. ☐ Ph. D.

I am enclosing my application to the Graduate Program on Global Society for the 2018 academic year, complete with required documents.

	Documents		✓
A	**CHECKLIST** (this sheet)	1 original	
B	**APPLICATION FORM** (Form #2)	1 original	
C	**Certificate of degree** (Please do not send the original diploma.)		
	M.A. Certificate of Bachelor's Degree or attested document of anticipated graduation from university.	1 original	
	Ph.D. Certificate of Bachelor's Degree and Certificate of Master's Degree or attested document of anticipated completion.	1 original for each	
D	**Official transcripts** from each college, university, or other institution of higher learning attended.	1 original for each	
E	**Three recommendations** in sealed envelopes, signed across the seal by the recommender, each containing 1 original Form #3 and 1 original letter of recommendation. Envelopes may be sent by recommenders directly to the GPEAK Admissions Office.	enclosed	
		sent directly	
F	**TOEFL Official Score Report or IELTS Test Report Form** (**not** required for applicants with the degree from higher education where English is the primary language of instruction)		
	The Official Score Report (TOEFL) or Test Report Form (IELTS) should be sent directly to the GPEAK Admissions Office [TOEFL Institution Code = 6184] by the testing institution and must arrive at the office by February 22, 2018. Applicants must submit a copy of their Examinee's Score Record (TOEFL) or Test Report Form (IELTS) with all accompanying documents within the application period.	sent directly	
		1 copy	
	Please write the date of the request in the right-hand column. The application will not be reviewed without the report.	_____ mm/dd/yyyy	
G	**GRE General Test Official Score Report** (required for all applicants)		
	Applicants must submit a copy of their Examinee's Score Record with all accompanying documents within the application period. The Official Score Report should be sent directly to the GPEAK Admissions Office [Institution Code = 8326] by ETS and must arrive at the office by February 22, 2018.	sent directly	
		1 copy	
	Please write the date of the request in the right-hand column. The application will not be reviewed without the Official Score Report.	_____ mm/dd/yyyy	

H	**Personal Statement** (no set format; 500 words or less)		
	Applicants should describe their past field of study, the reasons for their interest in the GSP program, their future career plans, and any other information they deem relevant to the consideration of their application.	1 copy	
I	**Research Proposal** (no set format; M.A.: 900 to 1,000 words (excluding reference) / Ph.D.: 1,200 to 1,500 words (excluding reference))		
	Applicants should describe their detailed research plans, including the tentative title of their research topic, research design and methods, and relevant sources and data for research.	1 copy	
J	**Two photos** (size 4cm x 3cm) with name of applicant on the back. **Another photo** must be attached to the application form (Form #2).	3 photos	
K	**Certificate of Remittance or "result" page**		
	Applicants who remitted the application fee through the online payment system must enclose the printed "result" page. Those who have paid by bank transfer using a specified payment slip (Form #4) should attach the Certificate of Remittance to the designated section on Form #2 of the Application Form. For details, see the attachment, "How to Make a Payment of Examination Fee by Credit Card." * MEXT scholarship students should submit a certificate of proof of their scholarship status instead of a certificate of remittance.	1 original	
Additional notes:			

NOTE: Any applicant who is found to have provided false information during the application process will be denied admission, and if already admitted at the time of discovery, will be required to withdraw from the program.

I hereby certify that all of the information provided in my application is true and correct.

Signature:_____ Date:_____