

Online application submission instruction addendum

1. Converting required documents to digital files:

Convert all the required documents into the designated type of digital files. Digital files can be created by selecting “pdf” format in either printing or saving process. If you need to convert paper documents for example, academic transcript, certificate of graduation, or certificate of expected graduation, etc., which you cannot upload in PDF format, you may use your camera equipped smartphone, iPhone, or digital camera to take photo of these paper documents. Please save every photo document in jpg format.

Maximum size of each document to upload is 800 MB.

2. Renaming the file name:

Filename of all the digital documents or photo files will need to be renamed based on the file name format rule. Please check the table below for proper file name syntax and renaming rule.

Document	Folder	File Type	File name
Copy of notification of result of Preliminary Screening ※Only successful applicants for preliminary screening)	A	pdf	A-Preliminary.pdf
Documents Checklist	D	pdf, jpg	D-Checklist.pdf
Certificate of Remittance (for application fee)	A	pdf, jpg	A-Remittance.jpg
Certificate of Graduation or Expected Graduation from University (of your undergraduate program)	A	pdf, jpg	A-UGCertificate.jpg
Official Academic Transcript (of your undergraduate program)	A	pdf, jpg	A-UGTranscript.pdf
Certificate of Completion or Expected Completion (of your Master’s Program)	A	pdf, jpg	A-MSCertificate.pdf
Official Academic Transcript (of your Master’s Program)	A	pdf, jpg	A-MSTranscript.jpg
(Only applicants for Doctoral Program) Research Plan	B	pdf	B-PhDResearchPlan.pdf
(Only applicants for Doctoral Program) Master’s Thesis or equivalent	B	pdf	B-MSThesis.pdf
Resume of Employment History	B	pdf	B-Employment.pdf
List of Achievements	B	pdf	B-Achievements.pdf

Scores/Results of Language Proficiency Exam(s)	C	pdf, jpg	C-Language.jpg
Any other documents	C	pdf, jpg, mp4...	C-<DOCUMENTNAME>.pdf
Any other documents	C	pdf, jpg, mp4...	C-<DOCUMENTNAME>.jpg

3. Create 4 folders from A to D, move files to appropriate folders:

Create 4 folder shown in table rule below, move all the files to according folders.

A
A-Remittance.jpg
A-UGCertificate.jpg
A-UGTranscript.pdf
A-MSCertificate.pdf
A-MSTranscript.jpg
A-Preliminary.pdf

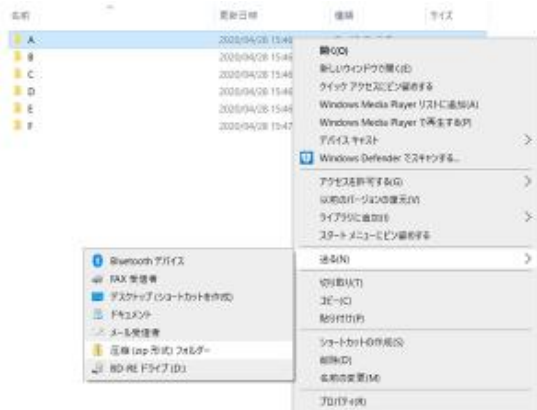
B
B-PhDResearchPlan.pdf
B-MSThesis.pdf
B-Employment.pdf
B-Achievements.pdf

C
C-Language-1.jpg
C-Language-2.jpg
C-Adittional-1.jpg
C-Adittional-2.jpg

D
D-Checklist.pdf

4. Compress and archive each folder:

Zip 形式でそれぞれのフォルダーを圧縮してください。



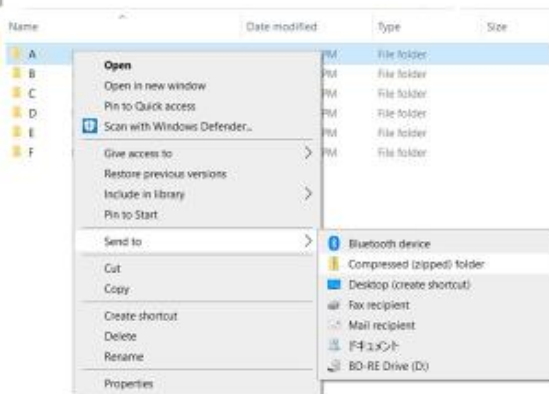
Windows 日本語版

フォルダーを選択し、マウスの右クリックでメニューを表示

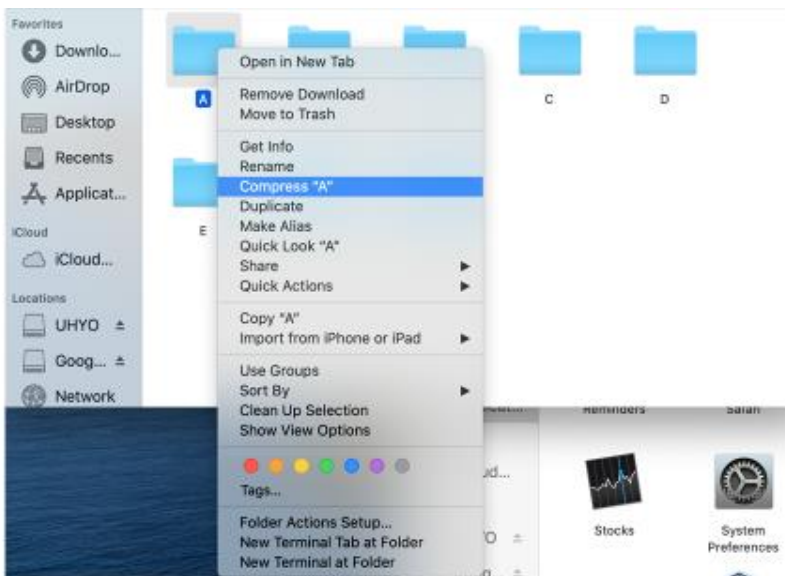
「送る」→「圧縮(zip形式)フォルダー」

を選択

Windows English



Choose the folder, click the right mouse button to show the menu, select “send to” → “Compressed(zipped) folder”



MacOS English

MacOS 日本語

Choose the folder, show the menu, select “Compress “A” ” to create zip archive.

フォルダを選択，メニューを表示し「“A”を圧縮」を選択し，zip圧縮ファイルを作成します。

5. Upload zip archive files:

Web エントリーフォームに従って、指定した zip ファイルを選択しアップロードしてください。