

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., 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.

ドキュメント Document	フォルダー Folder	ファイル形式 File Type	ファイル名 File name
Notification of result of Preliminary Screening (Only successful applicants for preliminary screening)	A	pdf	A-Preliminary.pdf
Documents Checklist	F	pdf, jpg	F-Checklist.pdf
Certificate of Remittance (for application fee)	A	pdf, jpg	A-Remittance.jpg
Masters Program Statement of Purpose (SoP)	C	pdf	C-MSSoP.pdf
Masters Program Questions (Method A/Method B)	C	pdf	C-MSQA.pdf
Doctors Program Research Plan	C	pdf	C-PhDPropoal.pdf
Certificate of Graduation or Expected Graduation from Undergraduate Program	A	pdf, jpg	A-UGCertificate.jpg
Certificate of Degree or Expected Degree from Undergraduate Program	A	pdf, jpg	A-UGDegree.pdf
Official Academic Transcript from Undergraduate Program	A	pdf, jpg	A-UGTranscript.pdf
Certificate of Completion or Expected Completion of master's degree Program	A	pdf, jpg	A-MSCertificate.pdf
Certificate of Degree or Expected Degree of master's degree Program	A	pdf, jpg	A-MSDegree.jpg
Official Academic Transcript from a master's degree Program	A	pdf, jpg	A-MSTranscript.jpg
Resume of Employment History	A	pdf	A-Employment.pdf

Proof of Language Proficiency	A	pdf, jpg	A-Language.jpg
Letter of Recommendation			推薦者より e-mail にて送付 e-mail'ed BY RECOMMENDER
(GID) Score of TOEFL iBT or IELTS	B	pdf, jpg	B-GIDLlanguage.jpg
(GID) Portfolio	D	pdf	D-GIDPortfolio.pdf
(GID) Statement of Purpose	D	pdf	D-GIDSoP.pdf
(CEMS) CV	B	pdf	B-CEMSCV.pdf
(CEMS) Statement of Purpose	D	pdf	D-CEMSSoP.pdf
(CEMS) Language Proficiency Certificate	B	pdf, jpg	B-CEMSLanguage.jpg
(CEMS) Transcript	B	pdf, jpg	B-CEMSTranscript.jpg
(CEMS) Mother Tongue Declaration Form	B	pdf, jpg	B-CEMSMotherTongue.jpg
(CEMS) Grade Point Calculation Sheet	B	pdf, jpg	B-CEMSGrade.pdf
(CEMS) Additional Documents	E	pdf, jpg	E- <DOCUMENTNAME>.pdf
Other Document(s)	E	pdf, jpg, mp4...	E- <DOCUMENTNAME>.pdf
Other Document(s)	E	pdf, jpg, mp4...	E- <DOCUMENTNAME>.jpg
Other Document(s)	E	pdf, jpg, mp4...	E- <DOCUMENTNAME>.mp3
Other Document(s)	E	pdf, jpg, mp4...	E- <DOCUMENTNAME>.mp4
Other Document(s)	E	pdf, jpg, mp4...	E- <DOCUMENTNAME>.mov
Other Document(s)	E	pdf, jpg, mp4...	E- <DOCUMENTNAME>.avi
Other Document(s)	E	pdf, jpg, mp4...	E- <DOCUMENTNAME>.wmv
Other Document(s)	E	pdf, jpg, mp4...	E- <DOCUMENTNAME>.png
Other Document(s)	E	pdf, jpg, mp4...	E- <DOCUMENTNAME>.tga
Other Document(s)	E	pdf, jpg, mp4...	E-<DOCUMENTNAME>.ai

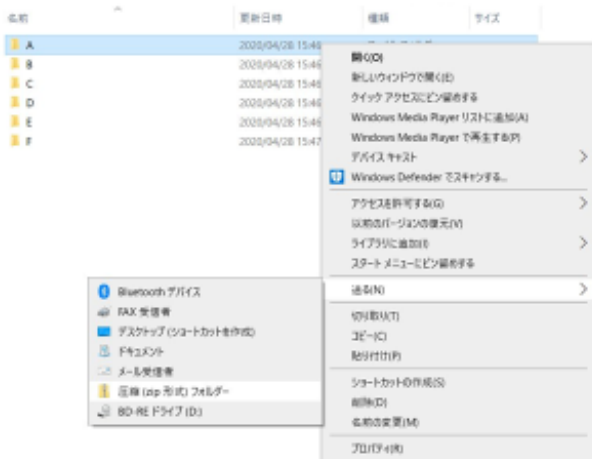
3. Create 6 folders from A to F, move files to appropriate folders:

Create 6 folder shown in table rule below, move all the files to according folders.

6種類のフォルダーを作成し出願書類を分類します
Create 6 folders and move files to according folders

A	B	D
<ul style="list-style-type: none"> A-Application A-Employment A-Language A-MSCertificate A-MSDegree A-Preliminary A-Remittance A-UGCertificate A-UGDegree-1 A-UGTranscript 	<ul style="list-style-type: none"> B-CEMSCV B-CEMSGrade B-CEMSLanguage B-CEMSMotherTongue B-CEMSTranscript B-GIDLlanguage 	<ul style="list-style-type: none"> D-CEMSSoP D-GIDPortpolio D-GIDSoP
	C	E
	<ul style="list-style-type: none"> C-MSQA C-MSSoP C-PhDProposal 	<ul style="list-style-type: none"> E-MS-Additional-1 E-MS-Additional-2 E-MSPortfolio-1 E-MSPortfolio-2 E-PhD-Additional-1 E-PhD-Additional-2
		F
		<ul style="list-style-type: none"> F-Checklist

4. Compress and archive each folder



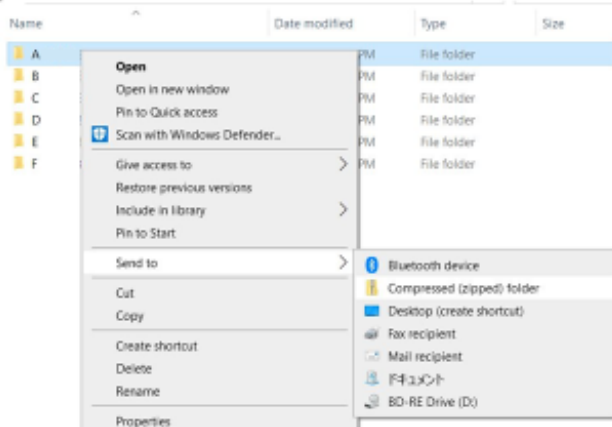
Windows 日本語版

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

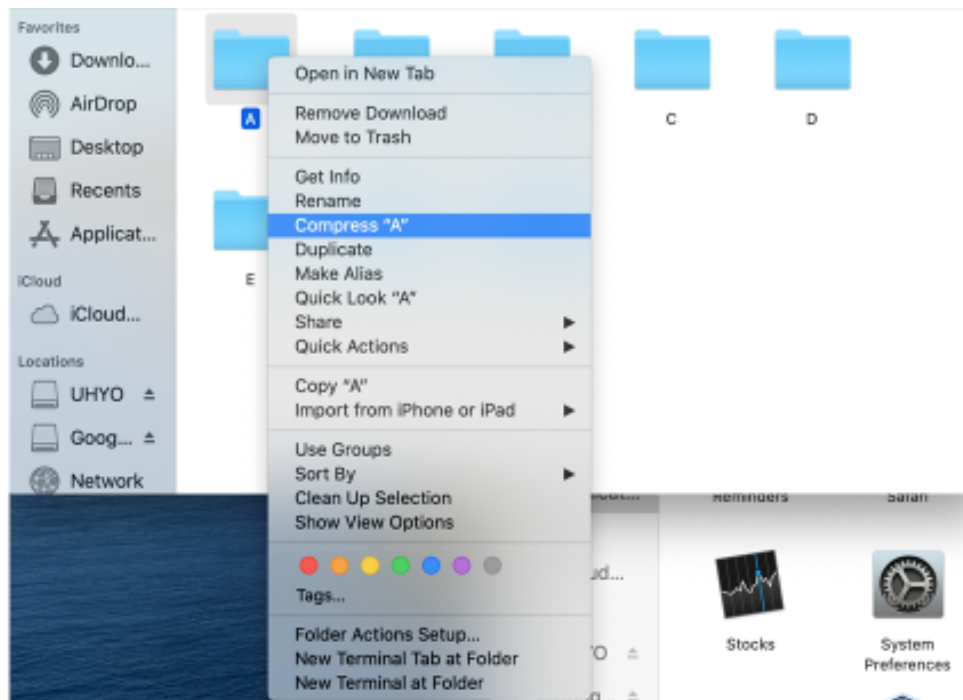
「送る」 → 「圧縮(zip形式)フォルダー」

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