

**Checklists for SOKENDAI Doctoral Program 2025**  
**Special Admissions for Applicants Residing Abroad**  
**The Graduate Institute for Advanced Studies [Informatics Program]**

Before submitting your application documents, please check your documents against this checklist and prepare your documents according to the list.

If any of the application documents are incomplete, your application will not be accepted.

- 1) The Graduate University for Advanced Studies, SOKENDAI Application Form for Admissions in April / October 2025
  - No columns are left blank or unfilled. You signed the application form.
  
- 2) Official Transcripts
  - The official transcripts show all the grades for all the academic years you have attended.
  - The transcripts explain grading scales adopted by the university.
  
- 3) Certificate of Graduation or Expected Graduation
  - The certificate shows the year, month of your (expected) graduation, date of conferral, and academic degree you have received or will receive.
  
- 4) Certified copy of degree diploma
  
- 5) Recommendation letter from a person who knows the applicant's research / academic activities well (e.g., the applicant's academic supervisor at the university in which the applicant is currently enrolled or the university which the applicant previously attended), addressed to the President of SOKENDAI (original, free format).
  - Recommendation letter should be written on letterhead of the affiliation.
  - The recommender should know your research / academic activities and be in a superior position to you.
  - Make sure that the recommendation letter is addressed to the President of SOKENDAI. It is preferred that the recommendation letter start with "Dear President of SOKENDAI" or "Dear Dr. Takashi Nagata", instead of Dear Sir/Madam" or "To whom it may concern".
  
- 6) Past research work and activities (if applicable)
  
- 7) Summary of graduation thesis
  - If you have no thesis or publications, submit a summary of your current research project.
  
- 8) Field of Study and Research Plan

9) Photocopy of applicant's passport pages showing applicant's name, date of birth, nationality, gender, photograph, and passport number.

10) Proof of English Skill

If you have any questions or concerns, please contact the Student Affairs Section, SOKENDAI at [gakusei@ml.soken.ac.jp](mailto:gakusei@ml.soken.ac.jp) .