

Graduate School of Business Administration Master's Program

Application document check sheet

✓	number	Documents
	①	Application form and photo form (with photo attached)
	②	Official copy of diploma (or expected graduation) from undergraduate (and graduate programs)
	③	Official academic transcripts for all undergraduate (and graduate) programs attended
	④	Research plan
	⑤	Applicants who are currently employed must also submit the following : Letter of approval from department head (For applicants who are currently working for a government agency or company)
	⑥	International student personal record (Format prescribed by KUAS)
	⑦	Copy of passport page with photo ID on it
	⑧	Copy of residence card (both sides, with newest address included) *
	⑨	Copy of Certificate of Residence or Certificate of Items Stated in Resident Register * Note: Must have been acquired within the last 3 months and have the date of expiration of status of residence, period of stay, etc.
	⑩	Application document check sheet

*Required if current resident of Japan

※After you have confirmed that all documents are complete. Please sign below and enclose this checklist with the rest of your documents and submit them to the KUAS Admission Center.

Name of applicant