

Application for Doctoral Degree Checklist

Graduate Section, Academic Administration Office

Type of document, etc.	No.	Items to check	Check
Application for Degree	1	Does the application conform to the applicable regulations? <ul style="list-style-type: none"> • Enrolled students: Article 6, Paragraph 1, of the Degree Regulations • Within 1 year of withdrawing after obtaining credits: Article 6, Paragraph 2, of the Degree Regulations • Within 2 years of withdrawing after obtaining credits: Article 6, Paragraph 2, of the Degree Regulations • Dissertation-based doctorate: Article 6, Paragraph 2, of the Degree Regulations (applicants who are without completing doctoral course) 	
	2	Is the applicant's name filled in correctly?	
	3	Have you specified all of the supervisors included?	
Dissertation	4	Has an appropriate style been used? * See the guidelines of "Graduate Programs and Procedures (学修要覽)" for more details about the format.	
	5	Does the title match the dissertation title written on the Application for Degree?	
Bibliography	6	For papers specified as "relevant papers," have you included letter(s) of consent for all co-authors?	
	7	For "relevant papers" with co-authors, is the title of the paper written on the letter(s) of consent the same as the title written in the list of publications?	
	8	If there is a "relevant paper" that has not been published, have you attached (a copy of) the notice of acceptance for that paper.	
	9	If you have specified "research papers for reference," have you included offprints of these?	
Curriculum vitae	10	Can you definitely be contacted on the email address given?	
Letter(s) of consent	11	Have you attached the original version(s)? (* Copies not permitted)	
	12	Is the date before (or on the same day as) the day of your application for degree?	
General	13	Is the dissertation title the same for all documents submitted?	
	14	Have you included the date on all required documents?	