



## INTERNATIONAL GRADUATE PROGRAM ON CIVIL AND ENVIRONMENTAL ENGINEERING

### Information on Application Forms Submission

#### APPLICATION CHECKLIST

Name of Applicant:

Nationality:

Submission of ensuing application forms involves two interlinked aspects, check-lists of which are provided here. Please be advised to check the contents of this page carefully as it is applicants' responsibility to ensure that all the required fields are addressed properly prior to the submission. For filling the forms, use the latest version of freely available Adobe Reader.

#### **[A] Application forms**

Application forms are required to be filled digitally, except for Form B. Before the submission, applicant is required to check against the following check-list to ensure completeness. Do not remove this page as the current page is required to be sent together with the application forms.

- Both pages of the application forms (Form A) are duly filled and signed.
- Photo taken in the last 6 months is affixed on the first page of Form A.
- Both the summary and the detailed form of essays under Form C have been included.
- Concise resume under Form D is duly filled and signed.

Submission of application forms can be done either through email (*link at top-right corner of the Form A | 1 of 2*) or through regular postal mail. For the latter, simply print the filled-in forms and send by post. To be noted, however, is that even in the case of the email submission, applicant is required to submit supporting documents (as below) through post.

#### **[B] Supporting documents**

Official copies of supporting documents for the application forms are required to be posted via mail. Digital scans of the document(s) sent through email will not be accepted.

- Academic transcripts stating the grades of applicant's previous undergraduate and/or graduate programs
- Two sealed letters of recommendation (Form B)
- Certificate of English proficiency (TOEFL / IELTS / Equivalent)
- Certificate of annual salary and/or latest income tax return (if applying for ADB-JSP)
- Certificate of family income (*parent's income if single or spouse's income if married*) (if applying for ADB-JSP)
- ADB-JSP information sheet (if applying for ADB-JSP)

The postal mail should be addressed to

Foreign Student Office (FSO)  
Department of Civil and Environmental Engineering  
Saitama University  
255 Shimo-Okubo, Sakura-ku, Saitama-shi  
Saitama, Japan 338-8570