



Preparation of documents for applying to a graduate program

using a ballpoint pen only.

Do not type or sign using software or an iPad.

Uploaded documents must not be photographs taken with a camera or mobile phone. Applicants are required to scan their documents using a document scanner or any device capable of producing scanned documents, such as Microsoft Lens, PDF Scanner, NoteBloc, Genius Scan, or other equivalent applications.

All applicants must upload the following documents

- ✓ Copy of Passport
- ✓ Photo
(A 1-inch photo (300 × 400 pixels))
- ✓ Proof of Education

Additional Required Documents

- ✓ Letter of Recommendation
- ✓ Research Interest or Concept Paper

All applicants must upload the following documents

Copy of Passport

Step 1 : Make a photocopy of your national ID card.

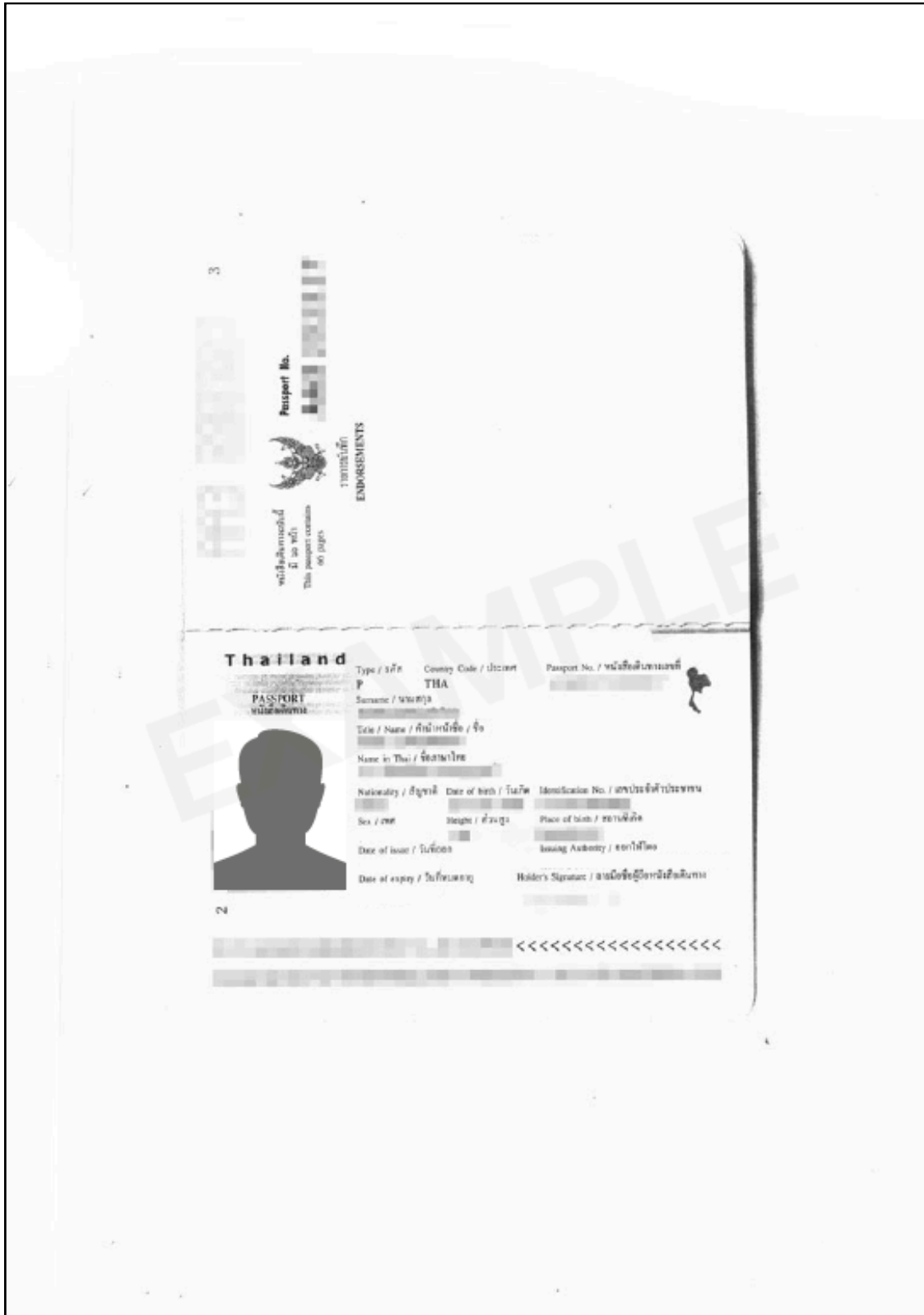
Step 2 : Sign to certify that it is a true copy (by hand).

Step 3 : Scan it into a PDF file of (A4 size). The file size must not exceed 2 MB before uploading it to the application system.





Example of a Certified Copy of **Passport**





Photo

A 1-inch photo (300 × 400 pixels), formal attire, no hat or dark glasses, taken within the last 6 months. (Graduation gown photos are not allowed.) Use a photo from a professional photo shop. Save as a JPG file (max. 2 MB), then upload it to the system.

Correct Example

Example
Man



Blue Background

- Not smile showing teeth
- Not wearing a hat
- Not wearing dark glasses

Example
Woman



Blue Background

- Not smile showing teeth
- Not wearing a hat
- Not wearing dark glasses
- Hair must be pulled back to clearly show the full face

Incorrect Example

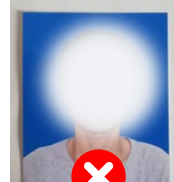
Example
Man



Not take a photo from an unclear

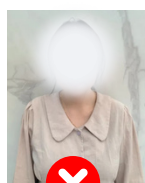


Take the photo yourself

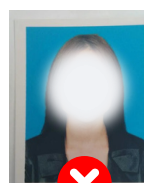


Wear a T-shirt

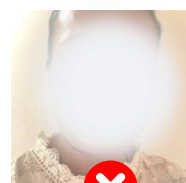
Example
Woman



Take the photo yourself



Not take a photo from an unclear



Take a selfie





Proof of Education

Doctoral Program

1. Copy of the master's degree transcript
(except for Plans 1.2 and 2.2).
2. Copy of the bachelor's degree transcript.

Master's Degree Program

1. Copy of the bachelor's degree transcript.
2. Copy of the diploma-level transcript or equivalent
(except for graduates of a 4-year bachelor's degree program).

Procedures for Certifying Copies of Documents

- Step 1:** Make a photocopy of the academic transcript.
- Step 2:** Sign the copy to certify its authenticity (by hand)
**using a ballpoint pen only. Do not type or sign
using software or an iPad.**
- Step 3:** Scan the document as a PDF (A4 size). The file size must not exceed 2 MB before uploading it to the system.

