




Instructions to shortlisted candidates:

HOW TO PAY THE EXAMINATION FEE →



DOCUMENTS TO BE SUBMITTED BY SHORTLISTED CANDIDATES

- **Application form** →  
- **Proof of a Bachelor's degree (MSc application) or Master's degree (PhD application)**
Original document with the official seal of the institution such as Degree Certificate.
For applicants who have not been awarded the degree at the time of application, an official certificate from the academic institution stating the expected date of completion needs to be submitted.
- **Official transcripts.** Original transcripts from all universities and colleges the applicant has previously attended, with the official seal of the institution.
Transcripts must clearly demonstrate the marking system of the institution. In the case of applicants making an arrangement for an institution to directly forward the transcripts to the IPADS Office, indicate this on Application Checklist.
- **Proof of English proficiency.** Either a TOEFL Score Report or an IELTS Test Report Form. For TOEFL, applicants must arrange for the ETS (Educational Testing Service) to forward the report to Graduate School of Agricultural and Life Sciences, the University of Tokyo (DI Code 1113). For IELTS, applicants must arrange for their IELTS Test Centre to send the report to the IPADS Office. In both cases, a photocopy of the examinee's copy of the score report must also be submitted with other application materials. Only reports showing the same scores and test date as those declared at the prescreening will be accepted. Scores from TOEFL-ITP (Institutional Testing Program) are not accepted. This requirement may be waived for applicants who are able to demonstrate that the Bachelor's program they undertook was taught entirely in English.

- **Research work conducted by the applicant.** Please send the full copy (not abstract or excerpt) of a published article, Bachelor's thesis, Honor's thesis, Master's thesis or equivalent. *For MSc applications only*, graduates of Bachelor's programs with no research component can instead supply two examples (minimum 1,000 words each) of recent written work in English. These may be assignments undertaken for a university course, original essays on agricultural development or any other work of academic nature.
- **Proof of citizenship.** A document issued by an official authority such as a Citizenship Certificate or Certified Copy of Family Registration. If the document is in a language other than English or Japanese, an English translation must be attached.
- **Two letters of recommendation by university academics.** These should be written by university academics who are familiar with the applicant's academic achievement such as supervisors for the fourth-year thesis. Letters may be in either English or Japanese, and sent in a sealed envelope with the referee's signature across the seal. They can be mailed to the IPADS Office by the applicant with other application materials or by the referees separately. In case of the latter, indicate this on Application Checklist. No application materials will be reviewed without letters of recommendation.
- **Two passport-sized photographs of the applicant.** These must be taken within 6 months prior to the application deadline; 6cm x 4cm, upper body only, full face without hat. Write your name on the back of each photo.
- **Proof of Examination Fee payment.**
- **Application Checklist.** 

Please note that documents submitted will not be returned.

IPADS Office

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