



## INTERNATIONAL GRADUATE PROGRAM ON CIVIL AND ENVIRONMENTAL ENGINEERING

### Information on Application Form 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 Acrobat Reader (will work with acrobat version 7.0 and later).

#### **[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 application checklist page as this 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 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 sent via postal mail (the postal address is listed at the bottom of this page). Digital scan of document(s) and/or a simple photocopy will not be accepted.

Original or certified copies of academic transcripts of applicant's previous undergraduate and/or graduate programs

Certified copy of the certificate of graduation (undergraduate and/or graduate programs)

Two sealed letters of recommendation (Form B)

Certificate of English proficiency (an official score of TOEFL / IELTS / Equivalent)

Certificate of employment (must state the start and the end date of employment) and compensation (monthly or annual income) issued by the company with company's letter head/logo and contact details (ADB-JSP only)

Certificate of family income issued by the company with company's letter head/logo and contact details (*parent's annual/monthly income if applicant is single or spouse's annual/monthly income if applicant is married or if status is unemployed, retired or deceased, an authenticated supporting document must be submitted*) (ADB-JSP only)

ADB-JSP information sheet (ADB-JSP only)

Evidence such as copy of bank account activity statements or salary payment statements showing that the applicant is financially able to bear the expenses while pursuing his/her degree (applicants seeking for admission only)

#### **Additional information**

Please check from the list below on how you heard about this program:

Web search      Program's website      Poster      Friend/former student      Teacher      Facebook      Other

Other (please specify):

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

Application for Admission to  
The INTERNATIONAL GRADUATE PROGRAM  
on **CIVIL AND ENVIRONMENTAL ENGINEERING**

*attach your  
photo taken  
within  
the past six  
months*

1. Name: \_\_\_\_\_  
*family name* *given name* *middle name*

2. Nationality: \_\_\_\_\_ 3. Sex: ☐ male ☐ female

4. Age: \_\_\_\_\_ 5. Date of Birth: \_\_\_\_\_ 6. Marital Status: ☐ single ☐ married

7. Present Affiliation and Position: \_\_\_\_\_

*employer or university*

*position or status*

8. Permanent Address: \_\_\_\_\_

9. Present Mailing Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

10. Major Fields of Interest in Civil and Environmental Engineering:

(a) \_\_\_\_\_ (b) \_\_\_\_\_

11. Degree Program applying for: ☐ Master of Engineering ☐ Doctor of Engineering / Ph.D.

12. Application for Admission and Scholarship:

☐ Applying for Admission with Scholarships administered by the Department

☐ Applying for Admission only, and have already obtained scholarship or financial support

(Please specify scholarship obtained: \_\_\_\_\_ )

Monbukagakusho Scholarship through Japanese Embassy in home country: ☐ have applied

13. Professional Experience: (list starting with the most recent employment )

Current Annual Income (in US\$) \_\_\_\_\_

<i>Employer</i>	<i>Position/Title</i>	<i>Period from to</i>	<i>Full Time (year)</i>	<i>Nature of Work</i>
		<i>Total years of full time job</i>	<i>years</i>	

## 14. Educational Background:

(a) Bachelor's Degree \_\_\_\_\_ Major \_\_\_\_\_  
 University \_\_\_\_\_  
 Location \_\_\_\_\_ Period: from \_\_\_\_\_ to \_\_\_\_\_  
 Class Rank: \_\_\_\_\_ Total Number of Students: \_\_\_\_\_ Grade or G. P. A. \_\_\_\_\_  
 Awards, Honor, Scholarships received \_\_\_\_\_

(b) Master's Degree \_\_\_\_\_ Major \_\_\_\_\_  
 Institution \_\_\_\_\_  
 Location \_\_\_\_\_ Period: from \_\_\_\_\_ to \_\_\_\_\_  
 Class Rank: \_\_\_\_\_ Total Number of Students: \_\_\_\_\_ Grade or G. P. A. \_\_\_\_\_  
 Awards, Honor, Scholarships received \_\_\_\_\_

(c) Other Academic Training: Specialization \_\_\_\_\_  
 Institution \_\_\_\_\_  
 Location \_\_\_\_\_ Period: from \_\_\_\_\_ to \_\_\_\_\_  
 Class Rank: \_\_\_\_\_ Total Number of Students: \_\_\_\_\_ Grade or G. P. A. \_\_\_\_\_  
 Awards, Honor, Scholarships received \_\_\_\_\_

## 15. Rate your proficiency in the English Language:

Reading	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Writing	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Speaking	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Listening	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent

Certificate of English Proficiency (TOEFL, IELTS or equivalent):

☐ TOEFL score \_\_\_\_\_ date taken \_\_\_\_\_ ☐ IELTS score \_\_\_\_\_ date taken \_\_\_\_\_  
☐ others name of test: \_\_\_\_\_ score: \_\_\_\_\_ date taken: \_\_\_\_\_

## 16. Other comments (interests, achievements, skills, publications) which might be important to your application

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## 17. List other universities or graduate schools (in Japan or other countries) that you are also applying to:

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## 18. Name two persons who can give us critical evaluation of your qualifications:

(a) \_\_\_\_\_ (b) \_\_\_\_\_

*I \_\_\_\_\_, the undersigned, herewith certify that all of the above information is true and correct at the time of completion.*

Signature:

Date:

Foreign Student Office, Dept. of Civil and Environmental Engineering  
SAITAMA UNIVERSITY, Saitama, Japan 338-8570

## LETTER OF RECOMMENDATION

Note to the applicant: Application for admission requires recommendations from two persons well acquainted with your intellectual ability and personality. Fill in your name and give this form to the recommender.

Name of Applicant: ..... Nationality: .....

Note to the recommender: Please complete this form, **seal in an envelope and sign across the seal**, and return to the applicant. This letter will be held in the strictest confidence, and we would value very much your critical evaluation of the intellectual ability and personality of the applicant with regard to pursuing advanced study and research. Thank you very much.

Name of recommender: .....

Position / Title: .....

Organization: .....

Address: .....

Email: ..... Telephone No.: ..... Facsimile No.: .....

How long (years, months) have you known the applicant? .....

Under what circumstances have you known the applicant? .....

How often have you observed him/her? ☐ Daily ☐ Weekly ☐ Monthly ☐ Rarely

In comparison with other students in the same field, how would you rate the applicant's overall scholastic ability?

☐ Truly exceptional --- One of the best you have known.

☐ Outstanding --- Top 5%

☐ Average --- Upper 50%

☐ Excellent --- Top 10%

☐ Below average --- Lower 50%, but recommended

☐ Good --- Strong ability, but not in the top 10%

☐ Not recommended

Some gifted individuals may get mediocre scholastic records. In your opinion, is the applicant's scholastic record an accurate index of his/her scholastic ability? ☐ yes ☐ no ☐ don't know

If you answer 'no', please explain briefly: .....

Evaluate the applicant's ability to work with others ☐ Outstanding ☐ Good ☐ Average ☐ Poor

Evaluate the applicant's English proficiency (Writing) ☐ Outstanding ☐ Good ☐ Average ☐ Poor

English proficiency (Speaking) ☐ Outstanding ☐ Good ☐ Average ☐ Poor

Your overall evaluation of the applicant: ☐ Strongly recommended ☐ Recommended  
☐ Recommended with reservation ☐ Not recommended

Additional comments, if any: ..... (Please use the back of this sheet)

Signature:

Date:

Foreign Student Office, Dept. of Civil and Environmental Engineering  
SAITAMA UNIVERSITY, Saitama, Japan 338-8570

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Organization: .....

Address: .....

Email: ..... Telephone No.: ..... Facsimile No.: .....

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Under what circumstances have you known the applicant? .....

How often have you observed him/her? ☐ Daily ☐ Weekly ☐ Monthly ☐ Rarely

In comparison with other students in the same field, how would you rate the applicant's overall scholastic ability?

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If you answer 'no', please explain briefly: .....

Evaluate the applicant's ability to work with others ☐ Outstanding ☐ Good ☐ Average ☐ Poor

Evaluate the applicant's English proficiency (Writing) ☐ Outstanding ☐ Good ☐ Average ☐ Poor

English proficiency (Speaking) ☐ Outstanding ☐ Good ☐ Average ☐ Poor

Your overall evaluation of the applicant: ☐ Strongly recommended ☐ Recommended  
☐ Recommended with reservation ☐ Not recommended

Additional comments, if any: ..... (Please use the back of this sheet)

Signature:

Date:

Name of Applicant: ..... Nationality: .....

Essay 1. Your Field of Study in the past :

- (a) summarize (in less than 150 words) within the block space below
- (b) write in detail (at least 600 words) under 'Form C | 2 of 4'

*Total words:*

Essay 2. Your Proposed Plan of Study :

- (a) summarize (in less than 150 words) within the block space below
- (b) write in detail (at least 600 words) under 'Form C | 3 of 4'

*Total words:*

Essay 3. In your opinion, what is the most important engineering (infrastructure or environmental related) issue that should be addressed in your local community. Justify your choice and envision a role for yourself.

- (a) summarize (in less than 150 words) within the block space below
- (b) write in detail (at least 600 words) under 'Form C | 4 of 4'

*Total words:*

Name of Applicant: ..... Nationality: .....

Essay 1. Your Field of Study in the past (*at least 600 words*)  
(*you will be disqualified if signs of plagiarism are detected*)

*Total words:*

Name of Applicant: ..... Nationality: .....

Essay 2. Your Proposed Plan of Study (*at least 600 words*)

*(you will be disqualified if signs of plagiarism are detected)*

*Total words:*



Name of Applicant: ..... Nationality: .....

Essay 3. In your opinion, what is the most important engineering (infrastructure or environmental related) issue that should be addressed in your local community. Justify your choice and envision a role for yourself.  
(at least 600 words) (you will be disqualified if signs of plagiarism are detected)      Total words:

# RESUME

1. Name: ..... Nationality: .....

2. Date of Birth: ..... Year ..... Month ..... Day ..... Place of Birth: .....

3. Address: .....

4. Marital Status: ☐ Married ☐ Single Spouse's Name: .....

5. Educational Background:

	Name and Address of School	Number of Years	Year/Month of Entrance and Completion	Major Subjects	Diploma or Degree Awarded
Elementary School		years	From: To:		
Junior High School		years	From: To:		
Senior High School		years	From: To:		
College (if any)		years	From: To:		
Undergraduate		years	From: To:		
Graduate		years	From: To:		
Total years of schooling mentioned above		years			

6. Experience of your study in Japanese Language:

*Name of School*

*Address*

*Date of Entrance*

*Date of Graduation*

.....

7. Work Experience:

*Name of Organization*

*Address*

*From*

*To*

1. ....

2. ....

3. ....

4. ....

5. ....

## 8. Past Entry into/Stay in Japan:

	<i>Date of Arrival</i>	<i>Date of Departure</i>	<i>Status</i>	<i>Purpose of Entry</i>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....

## 9. Reason for study in Japan:

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.....

## 10. Plan after you return to your home country:

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.....

.....

.....

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I ....., the undersigned, herewith certify that all of the above information is true and correct at the time of completion.

..... Year ..... Month ..... Day

Signature: .....