**Notes and Checklist when Submitting Documents**

To Doctoral Degree Special Candidate

Do you have all the documents listed below? Please double-check the details to be included in each document before submitting.

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|  (1) Front cover (Attachment 1) [All candidates] | ☑ |
| (a) | Have you written the title of your degree thesis (with Japanese translation, if in English)? |  |
| (b) | Have you written the date as the “Date of Submission”? |  |
| (c) | Have you written your “Department / ID No. / Name / Supervisor” correctly? |  |

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|  (2) Degree Application Form (Attachment 2) [All candidates] | ☑ |
| (a) | Have you written the “Date / Department / ID No. / Name / Name in hiragana” correctly? |  |
| (b) | Have you written your own “Name (handwritten, PC input not accepted)” and added your “Seal (shachihata seals not accepted)”? |  |
| (c) | Have you written the name of your prospective degree correctly? |  |
| (d) | Have you written the title of your degree thesis (with Japanese translation, if in English)? |  |
| (e) | Has your supervisor affixed a name seal? |  |

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|  (3) Abstract (Attachment 3) [All candidates] | ☑ |
| (a) | Have you written the current academic year as the year in the title? |  |
| (b) | Have you written the title of your degree thesis (with Japanese translation, if in English)? |  |
| (c) | Have you written the name of your prospective degree correctly? |  |
| (d) | Have you written your “Department / Student ID No. / Name / Supervisor” correctly? |  |
| (e) | Is the abstract sufficiently long at around 1-2 pages? |  |

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|  (4) Permission to Submit (Attachment 4) [co-authored papers only] | ☑ |
| (a) | Is the submitted thesis (including subtheses as reference theses) a co-authored paper? (If Yes, check (b) and (c) below)  | Yes / No |
| (b) | Have you written the “Date / Thesis Title / Department / Student ID No. / Name” correctly? |  |
| (c) | Have all the co-authors provided their “Names (handwritten) and Seals”? |  |

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|  (5) List of Research Achievements (Attachment 5) [All candidates] | ☑ |
| (a) | Have you written the “Date / Address / Name / Name in hiragana” correctly? |  |
| (b) | Have you remembered to affix your name seal (shachihata seals not accepted)? |  |

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|  (6) Résumé (Attachment 6) [All candidates] | ☑ |
| (a) | Have you completed all sections correctly? |  |
| (b) | Have you remembered to affix your name seal (shachihata seals not accepted)? |  |

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|  (7) Application related to online publication of doctoral thesis (listing in university repository) (Attachment 7) [All candidates] | ☑ |
| (a) | Have you written the “Date / Degree category / Type of degree / Name / Name in hiragana / Degree conferral date / Title of thesis / Contact details after receiving degree” correctly? |  |
| (b) | Have you described how to deal your doctoral thesis copy for visitor at NDL(Japan) and TMU Library? ; you will permit ( 100% or 50% or 0% .) |  |
| (c) | Have you set the degree conferral date (expected) as “September 30” for those expecting conferral in September, or “March 25th” for those expecting conferral in March? |  |
| (d) | [If publishing the whole text] Have you made arrangements for the copyright? |  |
| (e) | [If publishing a summary] Have you included the requisite number of copies of the summary? |  |
| (f) | [If publishing a summary] Have you checked the reverse side? |  |

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|  (8) Subthesis (as a reference thesis) [Optional: PT (main thesis in book format – 3, main thesis in manuscript form – 2) / OT (1)] | ☑ |
| (a) | [Physical Therapy / OT only] Have you included the requisite number? |  |
| (b) | Is it or are they already published? (If not, can you submit as a Notice of Decision to Publish?) |  |
| (c) | Have you included the “Abstract (Attachment 3)” and “Application related to online publication of doctoral thesis (listing in university repository) (Attachment 7)”? |  |
| (d) | Is the submitted thesis a co-authored paper? (If Yes, check (e) below)  | Yes / No |
| (e) | Have you gathered all of the “Permission to Submit (Attachment 4)”? |  |

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|  (9) Theses submitted as prerequisites (i.e. not subject to degree examination) [NS (at least 1) / RS (3) / FHS (2) / HPS (2)] | ☑ |
| (a) | Have you included the requisite number? |  |
| (b) | Is it or are they already published? (If not, can you submit as a Notice of Decision to Publish?) |  |

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|  (10) Research Ethical Review Assessment Notices (copies) [only if applicable] | ☑ |
| (a) | Have you included all notices relevant to the submitted thesis? |  |

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|  (11) Certification of Resident Card Details (stating permanent domicile)[All candidates] | ☑ |
| (a) | Is there a description of your family register? |  |

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|  (12) Credential Review Acceptance Letter (copy) [All candidates] | ☑ |
| (a) | Is that issued within 2 years? |  |

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|  (13) Overall number of sets [All candidates] | ☑ |
| (a) | Have you included the required number of sets, including originals and copies? NS: 11, PT: 12, OT: 11, RS: 7 (Abstracts only – 17), FHS: 8, HPS: 3 (1 of each form)  |  |
| (b) | [Radiological Sciences only] Is the content of the CDR in PDF format? |  |
| (c) | [Radiological Sciences only] Have you attached a label stating “Student ID No. / Name / Thesis title” to the CDR? |  |

I hereby declare that I have checked all of the above.

Name: Date: