提出前のセルフチェックリスト

Self-check list before submitting

|  |  |
| --- | --- |
| 提出書類Submissions | * 様式１：学位申請書　　　　Form1：Application for Examination of Master's Thesis
 |
| * 様式２：履歴書　　　　　　Form2：Curriculum Vitae
 |
| * 様式３：論文目録　　　　　Form3：Thesis Title and Papers List
 |
| * 様式４：論文内容要旨　　　Form4：Summary of Master’s degree thesis
 |
| * 学位記に記載する確認事項　Confirmation Form for Diploma writing
 |
| 共通項目Common items | * 書類は片面印刷していますか

Did you print the documents on one side? |
| * 書類は一部ずつ印刷していますか

Did you print the documents one at a time? |
| * 氏名の表記は，すべての書類で一致していますか

Is your name the same format (Spelling, capital, lower case, italic, etc.) in all documents? |
| * 署名欄は自署しましたか

Did you sign the signature line yourself? |
| * 論文題目は，すべての書類で一致していますか

Is the degree thesis title the same in all documents? |
| * 論文題目が英語の場合，括弧書きで日本語訳を記載しましたか

If the degree thesis title is in English, did you include the Japanese translation in　parentheses? |
| 様式1学位申請書Form1 | * 指導教員に署名，押印を依頼しましたか

Did you ask your supervisor to sign and seal? |
| 様式2履歴書Form2 | * 氏名欄に「ひらがな」でふりがなを振っていますか

Did you write "your name" and "furigana in Hiragana characters" in name field? |
| * 学歴欄に高校卒業から大学院修士課程の入学まで記載しましたか

Did you list everything from high school graduation to enrollment in master course of graduate school in Educational Background? |
| * 研究歴，職歴，賞罰欄に該当がない場合，「なし」と記載していますか

Did you write “none” if you do not have any Research Career, Work Experience, or Award and Punishment? |
| 様式4論文内容要旨Form4 | * 内容要旨は，和文800字（英文400語）程度で記載しましたか

Did you write the summary about 800 Japanese characters (400 words in English)? |
| * 別紙を貼り付けた場合，四隅に割印ができていますか

If you paste the other sheet, did you seal on the edges of adjacent sheets? |

**最後に、記入漏れがないか再度確認し，書類を提出してください。**

Finally, please double-check that you have filled out the form correctly and submit the documents.