

**[Appendix]****Calculate GPA Guidelines**

Applicants are required to calculate their Cumulative GPA on a 4.0 scale using the free online tool **Scholaro GPA Calculator** and enter the result into the online application system.

**1. Overview & Tool**

- **Tool:** Scholaro GPA Calculator
- **URL:** <https://www.scholaro.com/gpa-calculator/>
- **Target Courses:** All courses listed on your official academic transcript (Bachelor's or Master's level).

**2. Step-by-Step Instructions****Step 1: Access the Tool**

Go to the **Scholaro GPA Calculator** (<https://www.scholaro.com/gpa-calculator/>).

**Step 2: Select Country and Grading Scale**

1. **Country:** Select the country where your institution is located.
2. **Grading Scale:** Select the grading scale that matches your official academic transcript.

**Note:** If your institution's specific grading scale is not listed, select the scale that most closely matches the grading key/legend printed on your transcript.

**Step 3: Enter Course Details**

Enter all courses shown on your transcript line by line:

- **Course Name**
- **Credits**
- **Grade**

The screenshot shows the Scholaro GPA Calculator interface. It includes a header with 'Free' and 'Premium' options, a title 'GPA Calculator for U.S. and International Grading Systems', and a 'Country' dropdown menu. Below this is a section for creating a Scholaro account, followed by a 'Grading Scale' dropdown menu and a 'Convert Grades' dropdown menu. At the bottom is a table for entering course details with columns for Term, Course, Credits or hours, Grade, and a delete button (X). The table has 5 rows. Below the table are buttons for 'Calculate GPA' and 'Clear all'.

Callouts from the instructions point to the following elements in the interface:

- Country:** Select the country where your institution is located (points to the Country dropdown menu).
- Grading Scale:** Select the grading scale that matches your official academic transcript (points to the Grading Scale dropdown menu).
- Convert Grades:** Select the "to US" (points to the Convert Grades dropdown menu).
- Course Entry:** Input **ALL** graded courses listed on your official transcript, including failed courses (if applicable) (points to the course entry table).

**Step 4: Check Your Calculated GPA**

Once all courses are entered, **Scholaro** will automatically calculate your **Cumulative GPA (out of 4.0)** at the top of the page.

Country: Japan

To import and translate your transcript, create a Scholaro account  
Preview up to 50% of your courses instantly.  
[Sign up for free](#)  
Already have an account? [Log in](#)

Grading Scale: ☒ Common ☐ All  
Most Common View All

Convert Grades: to US

| Term | Course                               | Credits or hours | Grade | US Grade | Grade Points |
|------|--------------------------------------|------------------|-------|----------|--------------|
| 1    | English                              | 2                | A     | A        | 4.0          |
| 2    | English for Engineering              | 2                | B     | B        | 3.0          |
| 3    | Probability and Statistics           | 2                | A     | A        | 4.0          |
| 4    | Organic chemistry Exercise           | 2                | A     | A        | 4.0          |
| 5    | Seminar in Materials Chemistry       | 2                | A     | A        | 4.0          |
| 6    | Stereochemistry of Organic Compounds | 2                | B     | B        | 3.0          |
| 7    | Graduation Thesis                    | 10               | A     | A        | 4.0          |

Enter your GPA score rounded to two decimal places.

Cumulative GPA: 3.818

[Save this GPA report](#)

\*Don't lose your GPA. Get Premium report to save it as PDF, view GPA by term, and share it with schools and employers.

**3. How to Enter in the Online Application System**

- Format:** Enter your GPA score **rounded to two decimal places** (e.g., 3.45).
- Scale:** The max scale is fixed at **4.0**.

**4. Important Notes**

- Include All Courses:** You must input **ALL** graded courses listed on your official transcript, including failed courses (if applicable). Do not select only your best grades.
- Pass/Fail Courses:** Courses evaluated as "Pass / Fail" or "Credit Only" without numeric/letter grades should be excluded from the GPA calculation unless credits/grades are specified.
- Verification:** The Admissions Office will verify your submitted transcript against the entered GPA score. Material discrepancies or intentionally inaccurate information may affect the evaluation of your application and may result in disqualification.