

Application Guidelines

International Graduate Programme for East Asia
Sustainable Economic Development Studies
(EA Programme)

Graduate School of Economics, Kyoto University

For Doctoral Programme Enrolment
in 2019 Academic Year (Oct. 2019 – Sep. 2020)

ATTENTION:

For your application, please read the Application Guidelines and the Frequently Asked Questions and Answers carefully. We respond to inquiries only when answers cannot be found in the Application Guidelines or the FAQ.

Updated on 13th February 2019

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Doctoral Programme

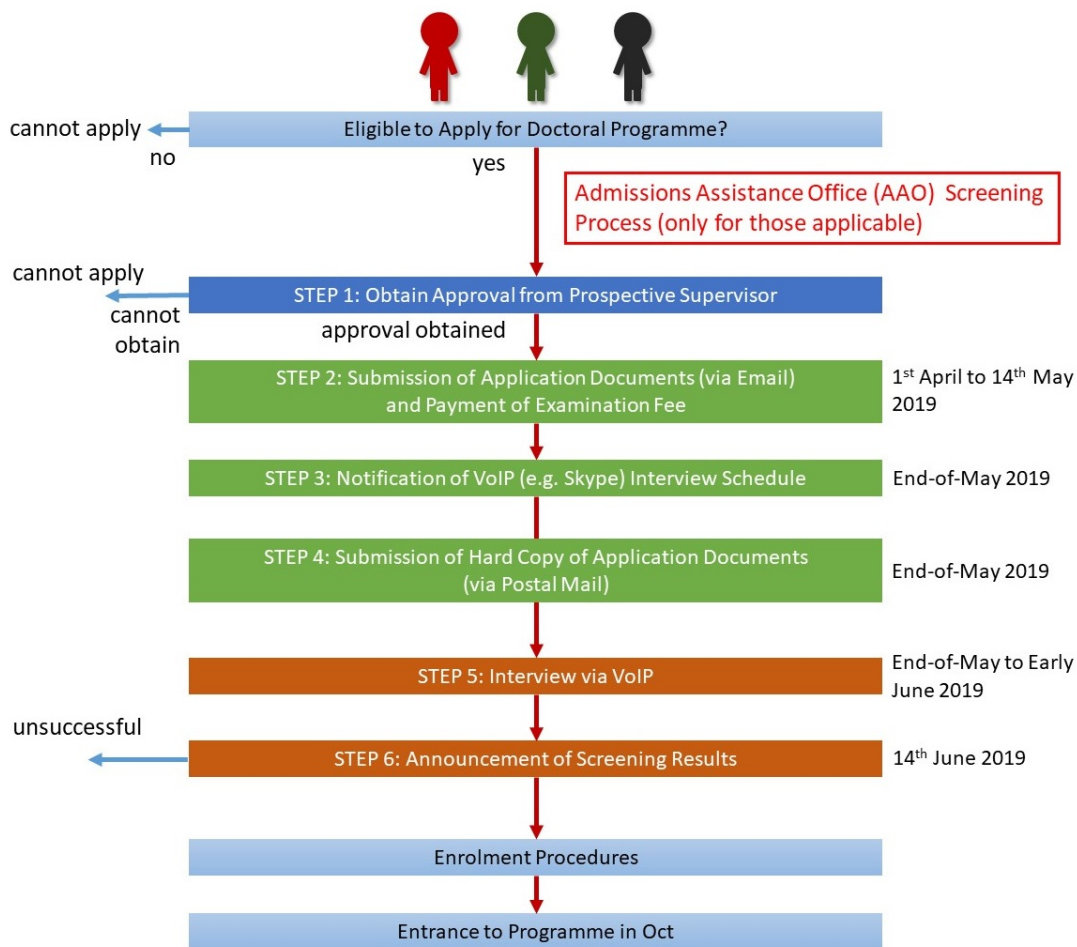
Application Schedule:

Doctoral Programme (3-year programme for Master's degree holders)

February 2019	Call for Applications Announcement
1st April to 14th May 2019	Submission of Application Documents (via E-mail) and Payment of Examination Fee
End-of-May 2019	Notification of VoIP (e.g. Skype) Interview Schedule and Skype Test
End-of-May 2019	Submission of Hard Copy of Application Documents (via Postal Mail)
End-of-May to Early June 2019	Interview via VoIP (e.g. Skype)
14th June 2019	Announcement of Screening Results
August 2019	Enrolment Procedures
October 2019	Commencement of Doctoral Programme

Doctoral Programme

Application Flow Chart



Number of Applicants to Be Admitted

- Approximately five (5) students are admitted to the programme each year.
 - The Graduate School of Economics offers a double degree doctoral programme in collaboration with the College of Social Sciences at the University of Glasgow which is open to students with research topics in socio-economic and/or business history. Students who enrol on the EA Programme are eligible to apply for this double degree doctoral program. Application for the double degree programme takes place around December, i.e. after October enrolment. Note that application itself is not a guarantee of participation in the double degree programme and that the selection of candidates takes place after an interview and screening process. Further details will be provided during enrolment.

Eligibility

- Applicants who have already obtained or will obtain a Master's degree (including MBA) by the enrolment day at Kyoto University are eligible to apply for our Doctoral Programme. They are eligible regardless of whether their Master's degree was or will be awarded by Kyoto University or another institute of higher education.
 - Applicants who have or will have a Master's degree in a field other than economics or management are eligible to apply for our Doctoral Programme, and there is no particular requirement regarding an applicant's field of undergraduate study. However, if applicants would like to have a stronger background in Economics, we recommend that they first go through our Master's Programme.
 - Persons who graduated from university a long time ago and are currently working or retired are also eligible to apply for our Programme. We are pleased to receive applications from applicants of any background.
 - Those who are currently registered at another university and have already been granted a MEXT Embassy Recommendation Scholarship are welcome to apply. If they are successfully admitted to the EA Doctoral Programme they can transfer the scholarship to their doctoral degree studies. Please ask the administrative office in your current university about any necessary procedures.

Steps for Application (see "Application Flow Chart")

- All procedures will be conducted in English.

Pre-Application: AAO Screening Process [Only applicable for Applicants who are enrolled or were enrolled at universities in China, Hong Kong or Taiwan]

- Please access the following website of the Admissions Assistance Office (AAO) and take the screening process. For the AAO application, please use the name "Dr. Ai Hisano" as your prospective supervisor (Note: This does not mean you have to name Dr. Ai Hisano as your preferred supervisor in the actual Application Form in the next step of the application process).

<http://www.kyoto-u.ac.jp/zh-cn/education-campus/international/students1/aao.html>

- It is not necessary to submit a Statement of Purpose to AAO, since applicants will submit a Research Proposal to the EA Programme Committee. Applicants may attach an empty

Word file instead in order to proceed to the next step.

- It commonly takes a few weeks before we receive feedback from AAO. You should begin the AAO procedure at least two weeks before the deadline for the application submission via e-mail.

STEP1: Obtaining a Supervisor

- The deadline by which an applicant is required to have obtained approval from a prospective supervisor(s), is 14th May, 2019.
- Please check the list of faculty members and their research specialities on the following website to help identify your preferred supervisor[s]. Please be reminded that some faculty members are very busy and thus may not always be available to serve as an applicant's prospective supervisor.

<http://www.econ.kyoto-u.ac.jp/en/faculty-members/>
- Applicants may contact a faculty member (from the list of faculty members including affiliated faculty members) to request him / her to accept and supervise them. When an applicant contacts his / her preferred supervisor, it is necessary that they send the prospective supervisor a copy of their CV, their research proposal and an academic transcript(s), all of which are documents that are also submitted to the Programme Committee in STEP2-1. Prospective supervisors may request additional documents from applicants. Only after applicants successfully obtain approval from his / her prospective supervisor(s) by 14th May 2019, may he / she submit all application documents to the Programme Committee between 1st April and 14th May 2019 (STEP2-1).
- Applicants may also receive a suggestion from the Programme Committee regarding a potential and appropriate supervisor(s) based on their research proposal. In that event, such applicants need to submit at least a CV, a research proposal and an academic transcript(s) to the Programme Committee without naming a prospective supervisor(s). Only after they successfully obtain approval from their prospective supervisor(s) by 14th May 2019, may they submit all application documents (including documents previously submitted to the Programme Committee) between 1st April and 14th May 2019 (STEP2-1).
- When contacting a prospective supervisor by e-mail, please indicate "For PhD at EA Programme" in the e-mail subject and always include the Programme Committee's e-mail address (eac-admission [at] econ.kyoto-u.ac.jp) on CC.
- Finding an appropriate supervisor is crucial to be admitted to our Programme.
- Please understand that most of our faculty members cannot give a prompt reply, so wait a few days before contacting them again. If the applicant still does not receive a reply, the applicant may inform the Programme Committee of the situation.

STEP2-1: Submission of Application Documents via E-mail

- Those who successfully obtained the approval of their prospective supervisor may submit all of the required application documents via e-mail to the Programme Committee. The submission period is from 1st April to 14th May 2019. Please note that we do not accept any applications submitted after the deadline: 14th May 2019 [Japan Time or UTC+9:00].

- The digital version of application documents (except for the letter of recommendation) must be sent to the Programme Committee's e-mail address (eac-admission [at] econ.kyoto-u.ac.jp). A letter of recommendation must arrive at the Programme Committee via postal mail by 14th May 2019. Applicants do NOT need to send the hard copy of other documents via postal mail at this stage.
- Applicants have to send all application documents in PDF format and send them all at once in a single ZIP folder (except for the letter of recommendation). E-mails with more than 20 MB attachments will be refused and an error mail saying "mail size is over" will be sent back to the senders due to the Kyoto University's e-mail system.
- Applicants may NOT change their application documents after their submission unless they are requested to do so by the Programme Committee.

■ **Application Documents:**

1. Application Form

Please download the prescribed form from our website and fill it out in English:
<http://www.econ.kyoto-u.ac.jp/kueac/application/doctoral/>

2. Curriculum Vitae

There is no specific format, but please prepare it in English.

3. Reasons for Application, Research Proposal at Kyoto University, and Plan after Completion

Please write in English. The total number of pages must be within seven (7) A4 pages including five (5) A4 pages (around 2,000 words long excluding references) for the research proposal. There is no specific format requirement, but it must be well structured according to a standard academic style (for example, it would include the background of research, research objectives, literature review, research questions, methodology, expected results and implications, and a reference list).

4. Official academic transcripts of your master's study and undergraduate study from the institute previously attended

Those who have already completed a graduate programme are required to submit all appropriate transcripts including the academic transcript(s) of their undergraduate study. Those who are currently enrolled in a graduate programme are required to submit all available transcripts to date.

* The issue date of these transcripts must be within three months prior to the application.

* If the original transcript is in a language other than Japanese or English, a certified English translation must be attached.

5. Certificate(s) of completion from the graduate programme(s) previously attended

For those who are currently attending a graduate programme, please include a certificate of expected completion which includes your expected graduation date.

* The issue date of the certification must be within three months prior to the application.

- * If the original certificate is in a language other than English or Japanese, a certified English translation must be attached.
- * This should be an official certificate issued by your university for the purpose of certifying your completion toward an external party. It is different from a copy of the diploma you received at the time of completion.

6. Official Notice of TOEFL or IELTS score

Applicants whose first language is not English are required to submit a copy of an official notice of a TOEFL or IELTS score taken within a period of two years prior to the application.

- * TOEFL ITP (Institutional Testing Program) is not accepted.
- * TOEFL or IELTS scores are not usually required for those who completed their bachelor degree in one of the following countries: Australia, Ireland, Canada (except those attended universities in Quebec), New Zealand, the United Kingdom, and the United States of America. However, applicants are strongly recommended to submit TOEFL or IELTS scores. Please note that this exception does not usually apply to the country in which you completed your Master's degree.
- * Applicants who completed their bachelor degree in one of the countries mentioned above having transferred from universities in other countries also need to submit TOEFL or IELTS scores.
- * Applicants who have completed their bachelor degree in an English taught programme in countries such as India, Malaysia, Singapore, and The Philippines may submit a certification issued by their universities that validates the programme was conducted in English instead of their TOEFL or IELTS scores. However, applicants are strongly recommended to submit TOEFL or IELTS scores.
- * There may be some exceptional cases where we waive the requirement to submit a TOEFL or IELTS score. Please contact the Programme Committee for more details, outlining why you think your case should be considered as such an exception.
- * A Test Taker Report/Screenshot of the online result is not accepted.
- * Applicants who passed the initial screening will be requested to submit the original score report to the Programme Committee (STEP 4). They may request that test administering organizations send their scores directly to Kyoto University (we do not accept a test taker report). For sending TOEFL score from ETS, the institution code of Kyoto University is 9501. These procedures might take some time, and thus if the applicant decides to send his/hers score directly from the test administering organization to Kyoto University, we recommend that he/she prepares for this in advance.

7. Reference paper such as a master's thesis or an equivalent paper

There is no limit on the total number of pages. If the paper is written in a language other than English, a translated summary in English must be attached.

If an applicant cannot complete his / her master's thesis before the application submission deadline, he / she can submit an essay as a substitute.

In principle, a joint paper is not appropriate; however, if the joint paper is the only one that the applicant can submit, the following two requirements have to be fulfilled:

- i) that clear indication of the parts where the applicant contributed in the joint paper is given.
 - ii) that a letter from the supervisor or co-author is attached which certifies the contribution of the applicant to the joint paper.
8. A letter of recommendation from the applicant's supervisor, the dean, or the head of the institution the applicant attended

The letter must be written within three months prior to the application. It must be in a signed and sealed envelope with "For EAP Application" written in red ink on the front of the envelope and sent directly from the writer to the Programme Committee. The letter must reach the Programme Committee no later than 14th May 2019.

Student Affairs Office
Graduate School of Economics, Kyoto University
Yoshida Honmachi, Sakyo-ku, Kyoto 606-8501, JAPAN
TEL: +81 (0)75-753-3406

The letter should contain: a letterhead of your university [institution], the writer of the letter's signature by hand (a digital signature is not accepted), the writer's affiliation and contact information, and remarks on your academic performance such as achievement, accomplishment, and attitude.

If applicants do not have an academic supervisor, they should try to find a faculty member or a staff member of their institution who can write a recommendation letter. If the applicant graduated from a university a long time ago and has difficulty in contacting professors, we may also accept a letter of recommendation written by a non-academic person (e.g. a superior in their workplace). However, please note that a recommendation by a non-academic person is less highly regarded as a certification for an applicant's academic credentials.

9. Evidence of Payment of Examination Fee

Applicants who pay the examination fee by bank transfer should include the bank remittance form with their application documents, and those who pay the fee by credit card should include the certificate of payment with their application documents.

10. Copy of your Valid Passport

Please send a copy of the page which your photo and passport number are included. The passport must be valid at the moment of your application. If you don't have a valid passport, please contact the Programme Committee.

STEP2-2: Payment of Examination Fee

- Applicants can pay the examination fee (JPY30,000) either by bank transfer or credit card. If paying by bank transfer please send scanned data (PDF) of the bank remittance form to the Programme Committee's e-mail address (eac-admission [at] econ.kyoto-u.ac.jp) **by 14th May 2019 together with other application documents**. If paying by credit card, please send a copy of the certificate of payment instead. Be careful to print/save any evidence of payment if the transaction is conducted online.
- Please follow the instructions below to make the payment through bank transfer:

- 1) Make a bank transfer of the fee of JPY30,000 and any applicable bank transfer fee to the following bank account.
 - Bank Name: Sumitomo Mitsui Banking Corporation
 - Branch: Kyoto Branch
 - Bank Address: 8 Naginataboko-cho Karasuma-higashiiru Shijo-dori, Shimogyo-ku, Kyoto 600-8008, Japan
 - SWIFT Code: SMBCJPJT
 - Beneficiary/Recipient: National University Corporation, Kyoto University
 - Account No.: 496-8089296
 - Address of Beneficiary/Recipient: Yoshida-honmachi, Sakyo-ku, Kyoto 606-8501, Japan
 - 2) After making the transfer, please send a scanned data (PDF) of the bank remittance form to the Programme Committee's e-mail address (eac-admission [at] econ.kyoto-u.ac.jp) together with the other application documents.
- Please note that there may be additional surcharges at your local bank or intermediary banks where the transfer is done. Please make sure that the final amount deposited into our Sumitomo Mitsui bank account is not less than JPY30,000.
 - Please follow the instructions below to make the payment through credit card.
 - 1) Access the website below and follow the instructions for payment.
<https://www3.univ-jp.com/kyoto-u/en/eco/>
 - 2) Please send the certificate of payment electronically (PDF) to the Programme Committee's e-mail address (eac-admission [at] econ.kyoto-u.ac.jp) together with the other application documents.
 - The examination fee is not refundable under any circumstances.

STEP3: Notification of VoIP Interview Schedule and Testing VoIP set up

- All interviews will be conducted from the end of May to early June 2019.
- Around the middle of May 2019, those who completed STEP1 and STEP2 will be informed of a schedule for an interview via VoIP (e.g. Skype). Please understand that we cannot change the date and time of the interview to adjust according to the applicant's schedule.
- These applicants will be asked to contact the Programme Committee via VoIP to test the connection between the applicant and Kyoto University during a designated period before the actual interview. The testing must be conducted at the same place and by the same connection method as his/her actual interview.

STEP4: Submission of Hard Copy of Application Documents (via Postal Mail)

- Those who had been informed of a schedule for an interview are required to submit a hard copy of the submitted documents (other than the recommendation letter) to the Programme Committee. The documents must reach the Programme Committee no later than **28th May 2019**.

Student Affairs Office
 Graduate School of Economics, Kyoto University
 Yoshida-Honmachi, Sakyo-ku, Kyoto, 606-8501, JAPAN
 TEL:+81-(0)75-753-3406

- Applicants who wish to have their original documents returned to them may contact the Programme Committee via e-mail in advance. Please note that only documents that cannot be reissued will be returned.

STEP5: Interview via VoIP (e.g. Skype)

- The Interview will be conducted in English and take around 30 minutes.
- It will cover a discussion of the applicant's research proposal and other related questions by interviewers.
- Please understand that we cannot accept any questions regarding any further details of the interview.

STEP6: Announcement of Screening Results

- The announcement of screening results is scheduled for [14th June 2019](#).
- All applicants that had an interview will be informed of the results via e-mail.
- The application numbers of successful applicants will be posted on our website.
- All successful applicants will also receive a letter via postal mail.
- Due to the volume of applications the Programme Committee receives, it is not possible to provide feedback on unsuccessful applications.

STEP7: Payment of Admission Fee and Tuition Fee

- Detailed information on the payment procedures for the admission fee (JPY282,000) and tuition fee (JPY535,800/year) will be given to the successful applicants [in August](#) via postal mail.
- Successful applicants can apply for tuition exemption. Details will be communicated [in August](#) via postal mail. (Please also see page 12, "Tuition Exemption")

After Announcement of Successful Applicants

Enrolment Procedures for Successful Applicants

- The Student Affairs Office of the Graduate School of Economics will send documents for enrolment procedures to all successful applicants **in August** 2019. The successful applicants are requested to return some of the documents after filling them out.
- Please make sure to inform the Programme Committee if there is a change in your mailing address from the time of the application in order for the documents to arrive.

VISA

- The International Service Office of Kyoto University (kuiso-s[at]mail2.adm.kyoto-u.ac.jp) contacts all successful applicants regarding your VISA application. If you would like to learn more about the VISA application, please refer to the Office's website in the link below.
<https://kuiso.oc.kyoto-u.ac.jp/visa/about/en>

Tuition Exemption

- Graduate students of excellent academic standing who are facing financial difficulties may be eligible for an exemption of all or half of the tuition fee. Details will be given to the successful privately-funded applicants **in August** via postal mail.

Scholarships

Points to Note:

- The selection process for scholarships are very competitive since the financial resources of the scholarship programmes are limited, and the number of applicants is increasing.
- Some scholarships require that the University must manage the imbursement of scholarship funds to the recipient. In such a case it is essential that you inform the Programme Committee via e-mail (eac-admission [at] econ.kyoto-u.ac.jp) prior to your application about such a scholarship.

The following are some scholarship programmes that international students could potentially apply for (Note: there are other scholarship programmes, not listed here, to which you may apply):

- Asian Development Bank-Japan Scholarship Program

A student selected through the Master's Programme procedure is eligible to receive a scholarship from the Asian Development Bank-Japan Scholarship Program. Please refer to the link below.

<https://www.adb.org/site/careers/japan-scholarship-program/main>

- Monbukagakusho Honors Scholarship (Gakushushoreihi)

Privately financed international students studying at a university in Japan are eligible to apply for an honors scholarship offered by the Japan Student Services Organization (JASSO). There are some different categories in this scholarship (in terms of eligibility, grant period, etc.). For further details, please refer to JASSO's website.

Monbukagakusho Honors Scholarship for Privately-Financed International Students
http://www.jasso.go.jp/en/study_j/scholarships/scholarship/shoureihi/index.html

➤ Foreign Government Scholarships

Foreign government scholarships are another scholarship option. For further information on application periods and benefits, please contact the appropriate agency in your country.

➤ Asian Future Leaders Scholarship Program

The Asian Future Leaders Scholarship Program (AFLSP) is a full scholarship program designed to promote interaction among the young people of Asia. Six universities in Japan and China, including Kyoto University, have been chosen as anchor universities for the AFLSP. These universities, together with other institutions participating in the program, shall select the scholarship recipients each year.

Please refer to the link below.

http://www.kyoto-u.ac.jp/en/education-campus/events_news/office/kyoiku-suishin-gakusei-shien/kokusai-kyoiku-koryu/news/2016/160531_1.html

➤ Other Scholarships for Privately-financed International Students

Please refer to the link below of Kyoto University's website regarding scholarships.

<http://www.kyoto-u.ac.jp/en/education-campus/international/students2/private.html>

Kyoto University International Houses

- The Student Affairs Office of the Graduate School of Economics contacts eligible, successful applicants via e-mail regarding application to be admitted to Kyoto University's international houses. Application for admission to the international houses can be done via e-mail. Please note that the number of available units is limited. For more information, please see the link below.

<https://www.opir.kyoto-u.ac.jp/en/kuiso/admission/>

Other Accommodation

- Please refer to the following links of Kyoto University International Service Office for information on other accommodations.

<https://kuiso.oc.kyoto-u.ac.jp/housing/info/en>

<https://kuiso.oc.kyoto-u.ac.jp/housing/private/en>

Application Check List

	Application Documents	Check
1.	Application Form	<input type="checkbox"/> Is it in A4 and in PDF format?
2.	Curriculum Vitae	<input type="checkbox"/> Is it in A4 and in PDF format?
3.	Reasons for Application, Research Proposal at Kyoto University, and Plan after Completion	<input type="checkbox"/> Is it around 2,000 (for Doctoral application) words long? <input type="checkbox"/> Is it in A4 and in PDF format?
4.	Academic Transcript(s) of your undergraduate study and graduate programme (if applicable)	<input type="checkbox"/> Is it written in or translated into English (certified copy), and in PDF format? <input type="checkbox"/> Is it issued within three months prior to the application?
5.	Certificate of completion / Certificate of expected completion from the graduate programme	<input type="checkbox"/> Is it written in English or is there an attached (certified) English translation? <input type="checkbox"/> Is it issued within three months prior to the application?
6.	A) Official notice of TOEFL or IELTS score B) I am a native speaker of English/I received or will receive a bachelor's degree from a university in one of the countries described in the guidelines. C) I received or will receive a bachelor's degree on an English taught programme.	<input type="checkbox"/> A) Is the score of the exam taken within two years prior to the application? <input type="checkbox"/> B) You don't necessarily have to submit a score. <input type="checkbox"/> C) Does the certification issued by your university validate that the programme was conducted in English?
7.	Reference Paper	<input type="checkbox"/> Was the paper written by yourself only? <input type="checkbox"/> If a joint paper is the only one that you can submit, we need the following: i) Clear indication on the joint paper of the parts where the applicant contributed. ii) A letter from the supervisor or co-author which certifies the contribution of the applicant to the joint paper.
8.	Letter of Recommendation	<input type="checkbox"/> Is it from your supervisor, the dean, or the head of your affiliated institution? <input type="checkbox"/> Is the letter enclosed in a signed and sealed envelope? <input type="checkbox"/> Is the date of the document within three months prior to the application?
9.	Examination Fee A) Paid by bank transfer. B) Paid by credit card.	<input type="checkbox"/> A) Have you included the bank remittance form? <input type="checkbox"/> B) Have you included the certificate of payment?
10.	Copy of your Valid Passport	<input type="checkbox"/> Is it valid at the time of your application?