

# Application Guidelines

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

Graduate School of Economics, Kyoto University

For Master's Programme Enrolment  
in 2021 Academic Year

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## **ATTENTION:**

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

Updated on 11th September 2020

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## Master's Programme

### Application Schedule:

Master's Programme (2-year programme for Bachelor's degree holders with the opportunity to proceed to the Doctoral Programme)

September 2020	Application Announcement
1st- 20th November 2020	Submission of Application Documents (via E-mail) and Payment of Examination Fee
8th January 2021	Announcement of Initial Screening Results
Mid-January to Early February 2021	Notification of VoIP (e.g. Zoom) Interview Schedule and Skype Test (Only successful applicants will be notified of the schedule)
no later than 22nd January 2021	Submission of Hard Copy of Application Documents (via Postal Mail)
Mid-January to Early February 2021	Interview via VoIP (Final Screening)
12th February 2021	Announcement of Final Screening Results
August 2021	Enrolment Procedures
October 2021	Commencement of Master's Programme

# Master's Programme

## Application Flow Chart



## Number of Applicants to Be Admitted

- Approximately twelve (12) students are admitted to the programme each year.
  - For the 2021 academic year enrolment, the top 4 students selected through the procedure will be recommended to the Japanese Government (MEXT) as scholarship student candidates.
  - A student selected through the procedure will be considered to receive a scholarship from the Asian Development Bank-Japan Scholarship Program. There are additional requirements to be eligible for the scholarship other than those for applying to our Master's Programme. Please refer to the link below.  
<https://www.adb.org/site/careers/japan-scholarship-program/main>
  - All other successful applicants need to be privately funded or apply for scholarships by themselves. (Please also see page 11, "Scholarships".)

## Eligibility

- Applicants must satisfy one of the following criteria: 1) The applicant has graduated from university at the time of his or her application, or is expected to graduate from university before his or her enrolment to the programme. 2) The applicant is recognised by the Graduate School of Economics to possess an academic ability that is equivalent or superior to those who meet the first qualification, and is at least 22 years old by the day before his or her enrolment to the programme [in case 2) please make sure to mention specific details of your educational background and the institutions you attended].
  - Applicants who have or will have a bachelor's degree in a field other than economics or management are eligible to apply for our Master's Programme. There is no particular requirement regarding an applicant's field of undergraduate study.
  - Those who have already graduated from a university and are currently working or retired can also apply for our Programme. We are pleased to receive applications from applicants of any background.

## Steps for Application (see "Application Flow Chart")

- All procedures will be conducted in English.

### Pre-Application: AAO Screening Process [For Applicants who are enrolled or were enrolled at universities outside Japan]

- 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" for your prospective supervisor (Note: This does not mean that you have to name Dr. Ai Hisano as your preferred supervisor in the actual Application Form in the next step of the application process).  
[https://www.kyoto-u.ac.jp/en/education-campus/education\\_and\\_admissions/graduate-degree-programs/for\\_graduates\\_of\\_overseas\\_universities/for\\_graduates\\_of\\_overseas\\_universities.html](https://www.kyoto-u.ac.jp/en/education-campus/education_and_admissions/graduate-degree-programs/for_graduates_of_overseas_universities/for_graduates_of_overseas_universities.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.

### **STEP1-1: Submission of Application Documents via E-mail (Initial Screening)**

- The application period for the preliminary round is from 1st to 20th November 2020. Please note that we do not accept applications submitted after the deadline: 20th November 2020 by pm11:59[Japan Time or UTC+9:00].
- The digital version of the 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](mailto:eac-admission[at]econ.kyoto-u.ac.jp)). Applicants do NOT need to send a hard copy of other documents via postal mail at this stage. A letter of recommendation must arrive to the Programme Committee via postal mail by the deadline.
- Applicants must send all application documents in PDF format and send them all at once in a single ZIP folder (except for the letter of recommendation).

#### **■ Application Documents:**

##### 1. Application Form

Please download and use the prescribed forms from our website:  
<http://www.econ.kyoto-u.ac.jp/kueac/application/masters/>

##### 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 five (5) A4 pages including three (3) A4 pages (around 1,500 words long excluding references) for the research proposal. There is no specific requirement on the format, but it must be well structured according to a standard academic style (for example, it should include the background of research, research objectives, literature review, research questions, methodology, expected results and implications, and a reference list).

Applicants are not required to contact their prospective supervisors prior to application submission. After the application submission, their prospective supervisors may ask some applicants to revise their research proposals. Unless prospective supervisors advise their applicants, the applicants may not change their research proposals or research themes.

##### 4. Academic Transcript(s) of your undergraduate study, and graduate programme (if applicable)

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

- \* The transcript(s) must include an issue date.

- \* If the original transcript is in a language other than Japanese or English, a certified English translation must be attached.
5. Certificate(s) of graduation from the institute(s) previously attended
- For those who are currently attending a university, please include a certificate of expected graduation.
- \* The certificate(s) must include an issue date.
  - \* 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 graduation toward an external party. It is different from a copy of the diploma you received at the time of graduation.
6. Official Notice of TOEFL or IELTS score
- Applicants whose first language is not English are required to submit an official notice of a TOEFL or IELTS score taken within a period of two years prior to the application deadline.
- \* TOEFL ITP (Institutional Testing Program) is not accepted.
  - \* TOEFL or IELTS scores are not usually required for those who completed their bachelor's 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 still 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's 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 or will complete 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.
  - \* **We accept a Test Taker Report at this stage. However, applicants who progress to the interview stage will be requested to submit the original official score report (STEP 4).** Those who do not have an official score report may request that test administering organizations send their scores directly to Kyoto University. 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/her score directly from the test administering organization to Kyoto University, we recommend that he/she prepares for this in advance and also informs the Programme Committee.

7. Reference paper such as a graduation 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 graduation thesis before the deadline of the application submission, 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.

**This essay is relevant to evaluating applicant's academic writing skill, and it does not necessarily relate to the topic of your research or your prospective supervisor.**

8. A Letter of recommendation from an applicant's supervisor, the dean, or the head of the institute attended

The letter must be written within six months prior to the application.

The letter should contain: a letterhead of your university [institution], the writer'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.

The letter must be in a signed and sealed envelope and sent directly from the writer to the Programme Committee. "For EAP Application" should be written in red ink on the front of the envelope.

The letter must reach the Programme Committee no later than 20th November 2020. The postal address is as follows:

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

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. someone in their workplace in a more senior role).

However, please note that a recommendation by a non-academic person is not as 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 in your passport which shows your photo and passport number. The passport must be valid at the time of your application. If you do not have a valid passport, please contact the Programme Committee.

### STEP1-2: Payment of Examination Fee

- Applicants can only pay the examination fee (JPY10,000) 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 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) together with the other application documents.
- The examination fee is not refundable under any circumstances.

### STEP2: Announcement of Initial Screening Results

- The announcement of initial screening result is scheduled for January 9th, 2021. The application numbers of successful applicants will be posted on the news field of our website (<http://www.econ.kyoto-u.ac.jp/kueac/>).
- Due to the volume of applications the Programme Committee receives, it is not possible to provide feedback on unsuccessful applications.

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

- All interviews will be conducted from mid-January to early February, 2021.
- Those who pass the initial screening will be informed via e-mail of a schedule for an interview via VoIP (e.g. Zoom) 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. To avoid technical issues later, 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 have passed the initial screening are required to submit a hard copy. Applicants will be asked to submit a hard copy of their submitted documents to the Programme Committee. The documents must reach the Programme Committee no later than 23rd January 2021.

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.
- **Hard copy submission is only accepted in post (personal delivery is not accepted).**

#### **STEP5: Interview via VoIP (e.g. Zoom) (Final Screening)**

- 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 further details of the interview.

#### **STEP6: Announcement of Final Screening Results**

- The announcement of final screening results is scheduled **for 16th February, 2021.**
- The application numbers of successful applicants will be posted on the news field of our website (<http://www.econ.kyoto-u.ac.jp/kueac/>). 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.

## After the Announcement of Successful Applicants

### Enrolment Procedures for Successful Applicants

- The Student Affairs Office of the Graduate School of Economics will contact all successful applicants regarding their application for Certificate of Eligibility (COE) and Visa [by July, 2021](#).
- The Student Affairs Office will also send documents for enrolment procedures [in August, 2021](#). 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.

### Payment of matriculation fee and tuition

- Detailed information on the payment procedures for the matriculation fee and tuition will be given to the successful applicants [in August, 2021](#) via postal mail. For the amount of tuition and fees, please refer to the following link.  
[https://www.kyoto-u.ac.jp/en/current/how\\_to/tuition/tuition-and-fees.html](https://www.kyoto-u.ac.jp/en/current/how_to/tuition/tuition-and-fees.html)

### VISA

- The International Service Office of Kyoto University (kuiso-s[at]mail2.adm.kyoto-u.ac.jp) will be in charge of VISA application procedures. 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, 2021](#) 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 for such scholarships.

The following are some scholarship programs 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 periods 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](http://www.jasso.go.jp/en/study_j/scholarships/scholarship/shoureihi/index.html)

➤ **Foreign Government Scholarships**

Foreign government scholarships are a further 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](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 **by July, 2021**.

➤ . 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 Accommodations**

➤ 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 [for E-mail Application]

	Application Documents, Requirements	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 1,500 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"/> Does it contain an issue date?
5.	Certificate of graduation/ Certificate of expected graduation (undergraduate and graduate if applicable)	<input type="checkbox"/> Is it written in English or is there an attached (certified) English translation? <input type="checkbox"/> Does it contain an issue date?
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 the score <input type="checkbox"/> C) Does the certification issued by your university validates 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, is the following requirements fulfilled? i) Clear indication of the parts where the applicant contributed in the joint paper. 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?
11.	AAO Process application (for those who have graduated or expect to graduate from non-Japanese universities)	<input type="checkbox"/> Have you applied for the process?