

Application Guidelines

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

Graduate School of Economics, Kyoto University

For Master's Programme Enrolment
in 2022 Academic Year

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.

re-Updated on 15th September 2021

Contents

Application for Master's Programme	
Application Schedule	3
Application Flow Chart	4
Number of Applicants to Be Admitted	5
Eligibility	5
Steps for Application.....	5
After the Announcement of Successful Applicants.....	11

Master's Programme

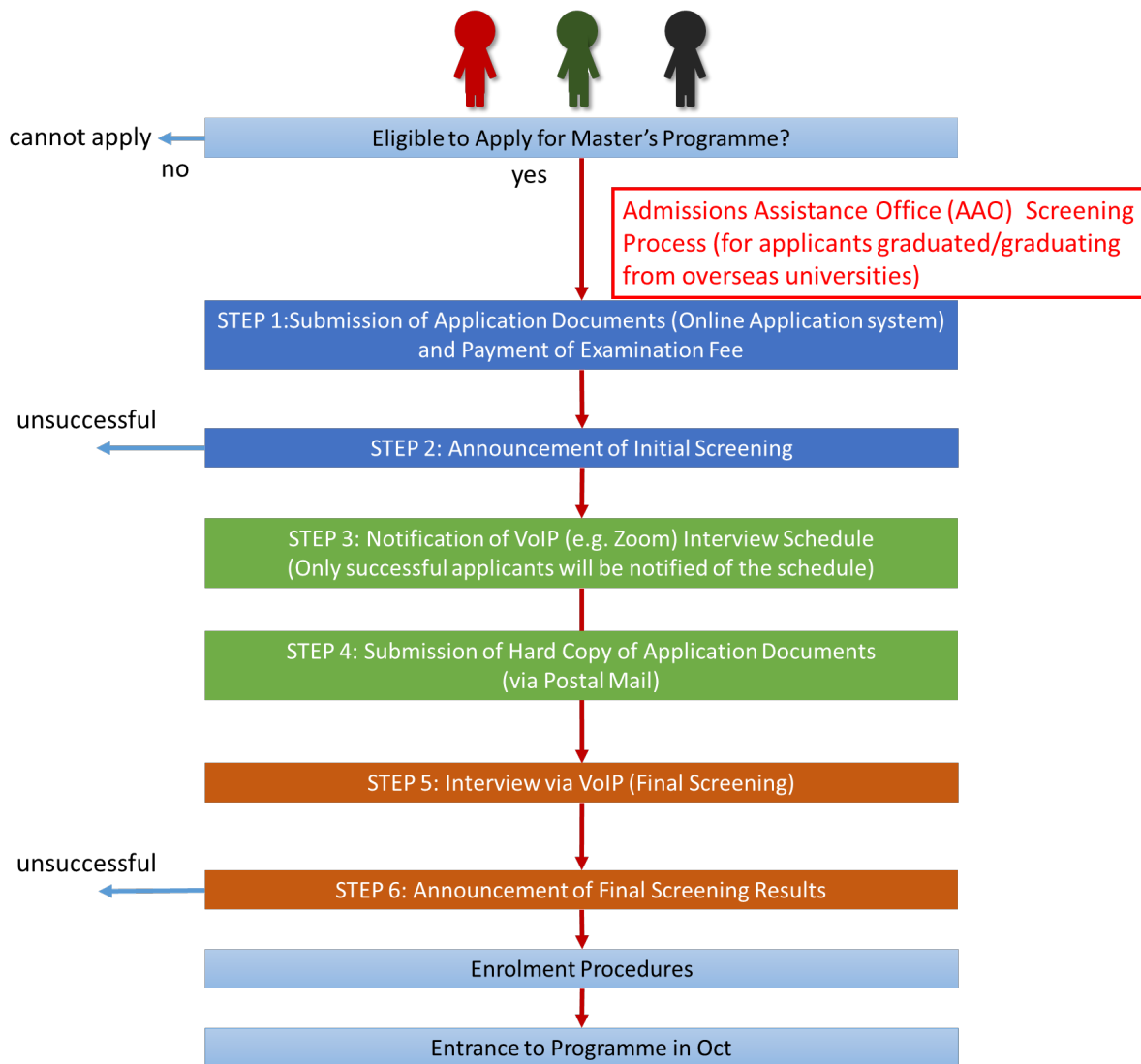
Application Schedule:

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

September 2021	Application Announcement
1st- 19th November 2021	Submission of Application Documents (via E-mail) and Payment of Examination Fee
7th January 2022	Announcement of Initial Screening Results
Mid-January to Early February 2022	Notification of VoIP (e.g. Zoom) Interview Schedule and the Set-up Test (Only successful applicants will be notified of the schedule)
no later than 21st January 2022	Submission of Hard Copy of Application Documents (via Postal Mail)
Mid-January to Early February 2022	Interview via VoIP (Final Screening)
16th February 2022	Announcement of Final Screening Results
August 2022	Enrolment Procedures
October 2022	Commencement of Master's Programme

Master's Programme

Application Flow Chart



Number of Applicants to Be Admitted

- Approximately ten (10) students are admitted to the programme each year.
 - For the 2022 academic year enrolment, the top 4 students selected through the procedure will be recommended to the Japanese Government (MEXT) as scholarship student candidates. Please understand that we cannot accept any questions regarding this procedure.
 - 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 all Applicants who have graduated or expect to graduate from universities outside of Japan]

- Please access the following website of the Admissions Assistance Office (AAO) and take the preliminary screening process. For the AAO application, please do not choose a prospective supervisor and simply fill in "Undecided" 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 the AAO. You should begin the AAO procedure at least two weeks before the application deadline.

STEP1: Submission of Application Documents to the Online Application System

- Please access the following the website for Application. <https://kjs.gakusei.kyoto-u.ac.jp/EAP2021>
- The application period for the initial screening round is [from 1st to 19th November 2021](#). Please note that we do not accept applications submitted after the deadline: [19th November 2021 by 11:59 p.m. \[Japan Time or UTC+9:00\]](#).
- Out of the documents that applicants need to submit (please see the section “Application Documents” below), an original hard copy of the followings must be sent by postal mail **after** the 1st screening:
 4. Official Notice of TOEFL or IELTS score.
 - 5-(c). Academic Transcript(s) of your undergraduate study, and graduate programme (if applicable), Certificate(s) of graduation from the institute(s) previously attended.

■ **Application Documents:**

1.Applicant Information

Please enter the required applicant information on the online system

➤ Language Proficiency (TOEFL/IELTS)

Applicants can upload their TOEFL/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 required for those who have completed their bachelor’s degree in one of the following countries: Australia, Ireland, Canada (excluding universities in Quebec), New Zealand, Singapore, 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 due to the shorter duration of the programme.
- * Applicants who have completed their bachelor’s degree in one of the countries mentioned above having transferred from universities in other countries, for example in the case of double/joint degree programmes, also need to submit TOEFL or IELTS scores.
- * Applicants who have completed or expect to complete their bachelor’s degree in an English taught programme in countries such as India, Malaysia, the Philippines, and the Republic of South Africa 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.

➤ Documents to Upload

(a) Reason for Application and Plan after Completion:

Please write in English. The total number of pages must be two (2) A4 pages.

(b) Research Proposal: Upload the PDF on the Online Application System

Please write in English. The total number of pages must be four (4) A4 pages including a list of reference (approximately 2,000 words long excluding references). There are no specific format requirements, 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.

(c) Academic Transcript of your Undergraduate Study and Certificate of Graduation from your Undergraduate

- * The certificate(s) and the Transcript must include the date of issue.
- * If the original certificate is written 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.
- * Applicants can request to their University to upload the certificates on the Online Application System directly as well.
- * 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.

(d) 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 and table of contents 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 term paper, submitted on a course they have received an evaluation from, 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) A clear indication of the parts where the applicant contributed to the joint paper is given.
- ii) A letter from the supervisor or co-author is attached which certifies the contribution of the applicants to the joint paper.

This reference paper is meant for the Programme Committee mainly to evaluate the applicant's academic writing skill, and therefore it does not necessarily have to relate to the topic of your research or that of your prospective supervisor.

(e) A Letter of recommendation (from the applicant's current or previous supervisor, the dean, or the head of the institute attended)

An applicant needs to name and send a message to the person they request a letter of recommendation from through the Online Application System. The message sent out from the system will include the link to the webpage where he/she can upload his/her letter. Therefore, the letter must be uploaded via the Online Application System.

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

The letter must be on an official letterhead of the university or institution, and include his/her signature by hand (a digital signature is not accepted), his/her affiliation and contact information, and remarks on the applicant's academic performance such as achievements, accomplishments, 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. someone in a senior position in the workplace). 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.

(f) Copy of your valid Passport

Please upload a copy of the page in your passport which shows your photo and passport number on the Online Application System. The passport must be valid at the time of your application. If you do not have a valid passport, please contact the Programme Committee.

(g) Evidence of payment of examination fee

Please follow the instructions on the Online Application System. Applicants can pay the examination fee (JPY10,000) only by credit card.

The examination fee is not refundable under any circumstances.

STEP2: Announcement of Initial Screening Results

- The announcement of initial screening results is scheduled for **8th January, 2022**. The application numbers of successful applicants will be posted on the news section of our website (<http://www.econ.kyoto-u.ac.jp/kueac/>).
- Due to a large number of applications the Programme Committee receives, it is not possible to provide any feedback on unsuccessful applications.

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

- Interviews will be conducted **from mid-January to early February 2022**.
- 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 and adjust the date and time of the interview according to the applicant's circumstances.
- These shortlisted 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 1st screening are required to submit a hard copy (TOEFL or IELTS score, Academic Transcript(s) of your undergraduate study, and graduate programme (if applicable), Certificate(s) of graduation from the institute(s)).

- . The documents must reach the Programme Committee no later **than 21st January 2022**.

Student Affairs Office
Graduate School of Economics, Kyoto University
Yoshida Honmachi, Sakyo-ku, Kyoto 606-8501, JAPAN
TEL: +81-(0)75-753-3493

- 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.
- The interview is aimed to check the applicant's English language and communication skills, relevance and feasibility of research proposal, and academic potential as a whole through various questions from the interviewers.
- Please understand that we cannot accept any questions regarding further details of the interview.

STEP6: Announcement of Final Screening Results

- The announcement of the final screening results is tentatively scheduled on 16th February 2022 (TBD).
- The application numbers of successful applicants will be posted on the news section of our website (<http://www.econ.kyoto-u.ac.jp/kueac/>). All successful applicants will also receive a letter via postal mail.
- Due to a large number of applications the Programme Committee receives, it is not possible to provide any 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 2022](#).
- The Student Affairs Office will also send documents for enrolment procedures [in August 2022](#). 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 be delivered without delay.

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 2022](#) 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

VISA

- The Kyoto University's International Service Office, or KUISO (kuiso-s[at]mail2.adm.kyoto-u.ac.jp), is in charge of VISA application procedures. If you would like to learn more about the VISA application, please refer to the KUISO'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 for each semester. Details will be given to the successful privately-funded applicants [in August 2022](#) via postal mail.

Scholarships

Points to Note:

- The selection process for scholarships is 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 programmes that international students could potentially apply for (Note: there are some 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
- 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
- Other Scholarships for Privately-financed International Students
Please refer to the link below of Kyoto University's website regarding scholarships.
<https://www.kyoto-u.ac.jp/ja/education-campus/students2/intl-scholars/scholarship1>

Kyoto University International Houses

- The Student Affairs Office of the Graduate School of Economics contacts eligible, successful applicants via e-mail regarding their application for admission to the Kyoto University's international houses [by July 2022](#).
- 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>