

# Application Guidelines

For 2017 Academic Year Enrollment

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International Graduate Programme for East Asia Sustainable Economic Development Studies, Graduate School of Economics, Kyoto University

## **ATTENTION:**

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

Updated on 2016.7.19

# Application Guidelines

[For 2017 Academic Year Enrollment]

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## I. Application Schedule:

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

September, 2016	Application Announcement
November 1 <sup>st</sup> - 30 <sup>th</sup> , 2016	Application Submission via Email
Mid-December 2016	Announcement of Initial Screening Results
Mid-December to Mid-January 2016-17	Supervisor Matching (Second Screening)
End of December, 2016	Application Submission via Postal Mail
End-of-January to Early February 2017	Interview via VoIP (e.g. Skype)
Mid-February 2017	Announcement of Final Screening Results
End of February 2017	Pre-Enrollment Procedures
October 2017	Enrollment for Autumn-to-Spring Semester

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

February, 2017	Application Announcement
April 1 <sup>st</sup> -30 <sup>th</sup> , 2017	Application Submission via Email
Mid-May, 2017	Supervisor Matching Deadline
End-May, 2017	Application Submission via Postal Mail
End-of-May to Early June 2017	Interview via VoIP (e.g. Skype)
Mid-June 2017	Announcement of Screening Results; Pre-Enrollment Procedures
October 2017	Enrollment for Autumn-to-Spring Semester

## II. Steps for Application [For Master's Programme]:

### **STEP 1: Advance Preparation:**

Please carefully read the Application Guidelines, Admission Checklist & FAQ. Please check the procedure, eligibility, questions and answers regarding the application. We only respond to inquiries to which answers cannot be found in this guideline and FAQ.



### **STEP 2: Looking for Prospective Supervisor[s]:**

Please check the list of faculty members and their research interests in the following website when looking for your preferred supervisor[s]. Please be reminded that most faculty members are very busy and thus they may not always agree to become your prospective supervisor.

<http://www.econ.kyoto-u.ac.jp/en/faculty-members/>



### **STEP 3: 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 Admissions Assistance Office (AAO) and take the screening process. For your AAO application, please use the name of Dr. Natsuka Tokumaru as your prospective supervisor.

<http://www.kyoto-u.ac.jp/zh-cn/education-campus/international/students1/aa0.html>

It is not necessary to submit Statement of Purpose to AAO, since you will submit Research Proposal to the EA Programme Committee. You may attach an empty Word file instead in order to proceed to the next step.



**STEP 4: Filling in the Online Form:**

Please fill in the form online by accessing the following site.

[https://docs.google.com/forms/d/1U8\\_bXBhzyZXeUIRhpAnIfvB1JqEvNR49Go7VCpQWp\\_E/edit](https://docs.google.com/forms/d/1U8_bXBhzyZXeUIRhpAnIfvB1JqEvNR49Go7VCpQWp_E/edit)

Please note that this is NOT a formal application, but just for our information management. For your formal application, you need to submit the required documents as written in our website. The online form should be preferably completed a few days before the application deadline.

**STEP 5: Submitting the Documents via Email:**

Please send your application documents [1. Application Form; 2. Curriculum Vitae; 3. Research Proposal; 4. Transcript(s) of Academic Record; 5. Language Score (for non-English native students); 6. Certificate(s) of Graduation; 7. Letter of Recommendation; 8. Reference Paper] via email to our Programme Committee's e-mail address: [eac@econ.kyoto-u.ac.jp](mailto:eac@econ.kyoto-u.ac.jp).

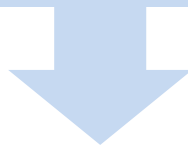
You have to send all the documents in PDF format and send them all at once. You do NOT need to send the documents via postal mail at this time. Please be reminded that we do not accept an application submitted after the deadline: November 30th 2015 [Japan Time or UTC+9:00].



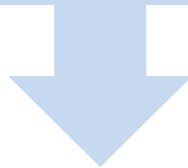
Announcement of  
Initial Screening Results

**STEP 6: Supervisor Matching [Second Screening]:**

After passing the initial screening, you may contact a faculty member (from the list of faculty members including adjunct faculty members) to request him/her to accept and supervise you. You can also be advised by the Programme Committee on a possible and appropriate supervisor(s) based on your research proposal. Only after you successfully get an approval from your prospective supervisor(s) by the deadline, you can go on to the next stage of the selection procedure.

**STEP 7: Interview via VoIP (e.g. Skype) [Final Screening]:**

Those who passed the second screening will be informed of the schedule of interview via VoIP (e.g. Skype). The interview will take around 30 minutes.



Notification of Interview  
Schedule, Testing of  
Skype-connection

**STEP 8: Notification of Successful Applicants:**

Around ten (10) applicants will pass the final screening. The top four (4) applicants will be recommended for MEXT scholarship. Successful applicants should complete the pre-enrollment procedures.

### III. Steps for Application [For Doctoral Programme]:

#### **STEP 1: Advance Preparation:**

Please carefully read the Application Guidelines, Admission Checklist & FAQ. Please check the procedure, eligibility, questions and answers regarding the application. Please be reminded that we would not respond to inquiries to which answers are already disclosed in the guidelines or website.



#### **STEP 2: 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 Admissions Assistance Office (AAO) and take the screening process. For your AAO application, please use the name of Dr. Natsuka Tokumaru as your prospective supervisor

<http://www.kyoto-u.ac.jp/zh-cn/education-campus/international/students1/aa0.html>

It is not necessary to submit Statement of Purpose to AAO, since you will submit Research Proposal to the EA Programme Committee. You may attach an empty Word file instead in order to proceed to the next step.



#### **STEP 3: Looking for Prospective Supervisor[s]:**

Please check the list of faculty members and their research interests from the following web site in finding your preferred supervisor[s]. Please be reminded that most faculty members are very busy and thus they may not always agree to become your prospective supervisor

<http://www.econ.kyoto-u.ac.jp/en/faculty-members/>



**STEP 4: Supervisor Matching:**

You may contact a faculty member (from the list of faculty members including adjunct faculty members) to request him/her to accept and supervise you. You may also be advised by the Programme Committee on a possible and appropriate supervisor(s) based on your research proposal. Only after you successfully get an approval from your prospective supervisor(s) by the deadline, you can apply to the Programme.

**STEP 5: Submitting the Documents via Email:**

Please send your application documents [1. Application Form; 2. Curriculum Vitae; 3. Research Proposal; 4. Transcript(s) of Academic Record; 5. Language Score (for non-English native students); 6. Certificate(s) of Graduation; 7. Letter of Recommendation; 8. Reference Paper] via email to our Programme Committee's e-mail address: [eac@econ.kyoto-u.ac.jp](mailto:eac@econ.kyoto-u.ac.jp).

You have to send all the documents in PDF format and send them all at once. Please be reminded that we do not accept an application submitted after the deadline.

Notification of Interview  
Schedule, Testing of  
Skype-connection

**STEP 6: Interview via VoIP (e.g. Skype):**

Those who passed the second screening will be informed of the schedule of interview via VoIP (e.g. Skype). The interview will take around 30 minutes.

**STEP 7: Notification of Successful Applicants:**

Successful applicants should complete the pre-enrollment procedures.

## IV. Application Check List [for E-mail application]

	Application Documents	Check
1.	Application Form	<input type="checkbox"/> Is the document in A4 and in PDF format?
2.	Curriculum Vitae	<input type="checkbox"/> Is the document in A4 and in PDF format?
3.	Reasons for Application, Research Proposal at Kyoto University, and Plan after Completion	<input type="checkbox"/> Is the Research Proposal around 1,500 words long? <input type="checkbox"/> Is the document in A4 and in PDF format?
4.	Transcript(s) of Academic Record of the previous two-year undergraduate study and/or a graduate programme	<input type="checkbox"/> Is the document written in or translated to English, and in PDF format?
5.	(A/B) A) Official notice of TOEFL or IELTS scores [Applicants whose first language is other than English] B) I am a native speaker of English/ I graduated or will graduate in a university in English speaking countries such as the United States, United Kingdom, Australia, New Zealand and Philippines.	<input type="checkbox"/> Are you submitting the score of an exam that you have taken within two years?
6.	Certificate of graduation/ Certificate of expected graduation. (both undergraduate and graduate if any)	<input type="checkbox"/> Is the Certificate written in English or is there an attached English translation?
7.	Letter of Recommendation	<input type="checkbox"/> Is the signatory of the letter the dean, your supervisor, or the head of your affiliated institution?
8.	Reference Paper	<input type="checkbox"/> Is the paper written only by yourself? <input type="checkbox"/> A joint paper is not appropriate; however, if it is the only one that you can submit, we need the following: i) A letter from the instructor of the course which certifies that you really wrote the paper. ii) The paper you submit specifies the part you wrote by yourself.