

Application Guidelines

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

Graduate School of Economics, Kyoto University

For Enrolment in 2018 Academic Year (Oct. 2018 – Sep. 2019)

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.

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Application Schedule of Master's Programme:

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

September 2017	Application Announcement
1st- 30th November 2017	Submission of Application Documents (via Email) (Initial Screening) and Payment of Examination Fee
9th January 2018	Announcement of Initial Screening Results
Mid-January to End-of-January 2018	Notification of VoIP (e.g. Skype) Interview Schedule and Skype Test (Only successful applicants will be notified of the schedule)
no later than 24th January 2018	Submission of Hard Copy of Application Documents (via Postal Mail)
End-of-January to Early February 2018	Interview via VoIP (Final Screening)
13th February 2018	Announcement of Final Screening Results
August 2018	Enrolment Procedures
October 2018	Commencement of Master's Programme

Master's Programme

Application Flow Chart



Number of Applicants to Be Admitted

- Approximately twelve (12) international and Japanese students are admitted to the programme each year.
 - For the 2017 academic year enrolment, the top 4 students selected through the procedure were recommended to the Japanese Government (MEXT) as scholarship student candidates. ~~For the 2018 academic year enrolment, the MEXT Scholarship for our Programme is under review. The result and detail will be available in the middle of November. Applicants are advised to check the following website regularly:~~
<http://www.econ.kyoto-u.ac.jp/kueac/application/masters>
->The MEXT University Recommendation Scholarship will not be available on this Programme for enrolment in 2018.
 - One more 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 see page 19 for details)
 - All other successful applicants need to be privately funded or apply for scholarships by themselves. (Please also see page 19, "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, and there is no particular requirement regarding an applicant's field of undergraduate study.
- Those who graduated from a university some time ago 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 [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" for 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.
- Please note that it will take a few weeks before feedback is received from AAO. As a result, the AAO procedure should be started at least two weeks before the deadline for the submission of the application via email.

STEP1-1: Submission of Application Documents via Email (Initial Screening)

- The application period for the preliminary round is from 1st to 30th November 2017. Please note that we do not accept applications submitted after the deadline: 30th November 2017 [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[at]econ.kyoto-u.ac.jp) by 30th November 2017. 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 (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

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) 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 reference list).

Applicants are not required to contact their prospective supervisors prior to application submission. After the application submission, some applicants may be asked to revise their research proposals by their prospective supervisors. Unless prospective supervisors advise their applicants, the applicants should not change their research proposals or research themes without consultation or without informing the EA Programme Committee.

4. Academic Transcript(s) of the most recent two years of undergraduate study and/or graduate programme (if any)

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.

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

5. Official Notice of TOEFL or IELTS score

Applicants whose first language is something other than English are required to submit scanned data of an official notice of a TOEFL or IELTS score taken within a period two years prior to the application deadline.

- * Results of TOEFL ITP (Institutional Testing Program) will not be accepted.
- * TOEFL or IELTS scores are not necessarily required for those who completed their bachelor degree in one of the following countries; Australia, Ireland, Canada (except those educated at 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.
- * 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 are concerned that they cannot receive their TOEFL score reports in time may request that ETS sends their scores directly to Kyoto University. The institution code of Kyoto University is 9501. Please make sure to inform the Programme Committee in this case.

6. 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. 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.

7. Reference paper such as a graduation thesis or an equivalent paper

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, we require the following:

- i) A letter from the supervisor (or the instructor of the course in which you submitted the paper) which certifies the contribution of the applicant to the joint paper.
- ii) Clear indication on the joint paper of the parts where the applicant contributed.

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

The letter must be in a signed and sealed envelope and sent directly from the writer to the Programme Committee. The letter must reach the Programme Committee no later than 30th November 2017.

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 including 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.

STEP1-2: 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 (e.g. PDF) of the bank remittance form to the Programme Committee's email address (eac [at] econ.kyoto-u.ac.jp) by 30th November 2017 together with the 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.
 - 2) Bank Name: Sumitomo Mitsui Banking Corporation
 - 3) Branch: Kyoto Branch
 - 4) Bank Address: 8 Naginataboko-cho Karasuma-higashiiru Shijo-dori, Shimogyo-ku, Kyoto 600-8008, Japan
 - 5) SWIFT Code: SMBCJPJT
 - 6) Beneficiary/Recipient: National University Corporation, Kyoto University
 - 7) Account No.: 496-8089296
 - 8) Address of Beneficiary/Recipient: Yoshida-honmachi, Sakyo-ku, Kyoto 606-8501, Japan
 - 9) After making the transfer, please send scanned data (e.g. PDF) of the bank remittance form to the Programme Committee's e-mail address (eac [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) Print out a certificate of payment from the completed application page and please send scanned data (e.g. PDF) of the certificate to the Programme Committee's e-mail address ([eac \[at\] econ.kyoto-u.ac.jp](mailto:eac[at]econ.kyoto-u.ac.jp)) 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 results is scheduled for January 9th, 2018. All applicants will be contacted by the Programme Committee via email.
- 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 the end of January to early February, 2018.
- Those who pass the initial screening will be informed via email 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)

- At the same time as the announcement of the initial screening results, shortlisted 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 24th January 2018.

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

- We will not return submitted documents under any circumstances.

STEP5: Interview via VoIP (e.g. Skype) (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 any further details of the interview.

STEP6: Announcement of Final Screening Results

- The announcement of final screening results is scheduled [for 13th February, 2018](#).
- 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 19, "Tuition Exemption")

Doctoral Programme

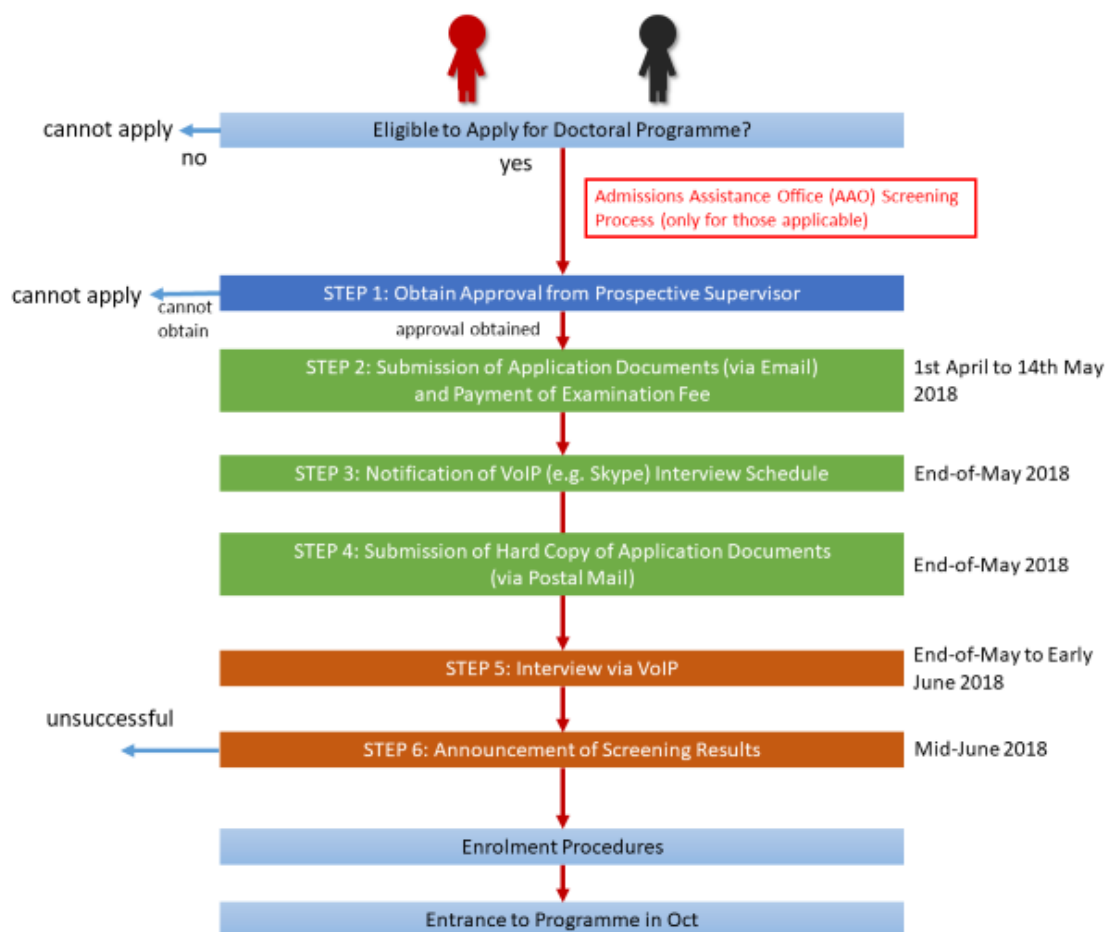
Application Schedule of Doctoral Programme:

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

February 2018	Application Announcement
1st April to 14th May 2018	Submission of Application Documents (via Email) and Payment of Examination Fee
End-of-May 2018	Notification of VoIP (e.g. Skype) Interview Schedule
End-of-May 2018	Submission of Hard Copy of Application Documents (via Postal Mail)
End-of-May to Early June 2018	Interview via VoIP (e.g. Skype)
15th June 2018	Announcement of Screening Results
August 2018	Enrolment Procedures
October 2018	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.

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. However, if applicants would like to have a stronger background in Economics, we would advise them to first go through our Master's Programme.

Fees and Scholarships

- Applicants successful in the final screening are required to pay the admission fee (JPY282,000) and the tuition fee (JPY535,800/year) by each due date. Any student can apply for tuition exemption, a JASSO's Scholarship for Privately Financed International Students, and/or other scholarships by private foundations. (Please also see page 19, "After Announcement of Final Screening".)
- 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")

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" for 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.
- Please note that it will take a few weeks before feedback is received from AAO. As a result, the AAO procedure should be started at least two weeks before the deadline for the submission of the application via email.

STEP1: Obtaining a Supervisor

- The deadline by which an applicant is required to have obtained approval from a prospective supervisor(s), is 14th May, 2018.
- Please check the list of faculty members and their research interests from the following website in finding a preferred supervisor[s]. Please be reminded that some faculty members are very busy and thus may not always be able 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 adjunct 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. Supervisors may request additional documents from applicants. Only after applicants successfully obtain approval from his / her prospective supervisor(s) by 14th May 2018, may he / she submit all application documents to the Programme Committee between 1st April and 14th May 2018 (STEP2-1).
- Applicants may also receive a suggestion from the Programme Committee regarding a possible 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 2018, may they submit all application documents (including documents previously submitted to the Programme Committee) between 1st April and 14th May 2018 (STEP2-1).
- Please always include the Programme Committee's email address (eac-admission [at] econ.kyoto-u.ac.jp) on CC when contacting a prospective supervisor.
- Finding an appropriate supervisor is crucial to be admitted to our Programme.
- Please understand that most of our faculty members are very busy and sometimes cannot give a prompt reply. Please wait a few days before writing 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 Email

- The submission period is from 1st April to 14th May 2018. Please note that we do not accept any applications submitted after the deadline: 14th May 2018 [Japan Time or UTC+9:00].
- Those who successfully obtain the approval of their prospective supervisor may submit all required application documents to the Programme Committee by the deadline as also described in STEP1.
- 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 2018. 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.

■ **Application Documents:**

1. Application Form

Please download and use the prescribed form from our website:

<http://www.econ.kyoto-u.ac.jp/kueac/application/doctoral/>

2. Curriculum Vitae

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 reference list).

4. Academic transcript of your master's study from the institute previously attended.

Those who have already finished 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.

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

5. Official Notice of TOEFL or IELTS score

Applicants whose first language is something other than English are required to submit scanned data of an official notice of a TOEFL or IELTS score taken within a period two years prior to the application deadline.

- * Results of TOEFL ITP (Institutional Testing Program) will not be accepted.
- * TOEFL or IELTS scores are not necessarily required for those who completed their bachelor degree in one of the following countries; Australia, Ireland, Canada (except those educated at 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.
- * 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 are concerned that they cannot receive their TOEFL score reports in time may request that ETS send their scores directly to Kyoto University. The institution code of Kyoto University is 9501. Please make sure to inform the Programme Committee in this case.

6. 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. 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.

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

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, we require the following:

- i) A letter from the supervisor which certifies the contribution of the applicant to the joint paper.
- ii) Clear indication on the joint paper of the parts where the applicant contributed.

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

The letter must be in a signed and sealed envelope with "For EAP Application" written in red ink on the outside and sent directly from the writer to the Programme Committee. The letter must reach the Programme Committee no later than 14th May 2018.

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 including 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. **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 (e.g. PDF) of the bank remittance form to the Programme Committee's email address (eac-admission [at] econ.kyoto-u.ac.jp) by 14th May 2018 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 bank transfer fee.
 - 2) Bank Name: Sumitomo Mitsui Banking Corporation
 - 3) Branch: Kyoto Branch
 - 4) Bank Address: 8 Naginataboko-cho Karasuma-higashiiru Shijo-dori, Shimogyo-ku, Kyoto 600-8008, Japan
 - 5) SWIFT Code: SMBCJPJT
 - 6) Beneficiary/Recipient: National University Corporation, Kyoto University
 - 7) Account No.: 496-8089296
 - 8) Address of Beneficiary/Recipient: Yoshida-honmachi, Sakyo-ku, Kyoto 606-8501, Japan
 - 9) After making the transfer, please send scanned data (e.g. 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) Print out a certificate of payment from the completed application page and please send scanned data (e.g. PDF) of the certificate 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 2018.
- Around the middle of May 2018, 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 passed the initial screening 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 2018**.

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

- We will not return submitted documents in any case.
- Applicants who submit an official notice of an IELTS score may submit a copy of the report. Applicants who submit an official notice of a TOEFL score are required to submit the original report. We do not accept a test taker report of TOEFL.

STEP5: Interview via VoIP (e.g. Skype) (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 any further details of the interview.

STEP6: Announcement of Final Screening Results

- The announcement of final screening results is scheduled **for 15th June, 2018**.
- All applicants that had an interview will be informed of the results via email.
- The application numbers of successful applicants will be posted on our website.
- 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.
- The successful applicants can apply for tuition exemption. Details will be communicated **in August** via postal mail. (Please also see page 19, "Tuition Exemption")

After Announcement of Final Screening

-For Master's Programme and Doctoral Programme-

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**, 2018. 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

- Regular 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 (Not all listed.)

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 a scholarship.

Selected Samples:

- Asian Development Bank-Japan Scholarship Program

One 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). As of April 2016, undergraduate student awardees and graduate student awardees receive 48,000 yen per month. There are some different categories in this scholarship (in terms of eligibility, grant periods etc). For further details, please refer to JASSO's website(external link).

Monbukagakusho Honors Scholarship for Privately-Financed International Students (Japanese version only)

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.

<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 successful applicants who are eligible via email regarding application for Kyoto University's international houses. They can apply for admission to the international houses via email. 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		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(for Master's application) / 2,000 (for Doctoral application) words long? <input type="checkbox"/> Is the document in A4 and in PDF format?
4.	Academic Transcript(s) of the previous two years of undergraduate study and/or a graduate programme		<input type="checkbox"/> Is the document written in or translated into English (certified copy), 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 received or will receive a bachelor's degree from a university in one of the following countries; Australia, Ireland, Canada (except those educated at universities in Quebec), New Zealand, the United Kingdom and the United States of America.	<input type="checkbox"/> A) Are you submitting the score of an exam that you have taken within two years? <input type="checkbox"/> B) You don't necessarily have to submit Official Notice of TOEFL or IELTS score
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 (certified) English translation?
7.	Reference Paper		<input type="checkbox"/> Is the paper written by yourself only? <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 supervisor which certifies the contribution of the applicant to the joint paper. ii) Clear indication on the joint paper of the parts where the applicant contributed.

8.	Letter of Recommendation	<input type="checkbox"/> Is the signatory of the letter your supervisor, the dean or the head of your affiliated institution? <input type="checkbox"/> Is the letter enclosed in a signed and sealed envelope?
9.	(A/B) A) I paid the examination fee by bank transfer. B) I paid the examination fee 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?