

2024
Kyoto University
Graduate School of Economics
Doctoral Program
Application Guidelines

General Selection / Special Selection for Students in Employment

The Graduate School of Economics is seeking applicants for its doctoral program according to the application criteria and procedures outlined below.

1. **Number of Applicants to be admitted to the Economics Degree Program** Undetermined

Name of Lecture/Seminar

Economic Theory	Affiliated Lectures
Statistical · Data analysis	Economics Intelligence Information Analysis Research Department
History & Economic Thought Analysis	Economics Department
Comparative Institutions & Policy	Economic Strategy Research Department
Accounting & Public Finance	Financial Research Department
Dynamic Market Analysis	Research Center for Economics of Complex Systems
Modern Economics	
International Management & Economics Analysis	
Management Strategy	
Market & Accounting Analysis	
Venture Business	
Financial Engineering	
Business Sciences	

2. Eligibility

【General Selection】

Applicants who satisfy one of the below by 31st March 2024 are eligible to apply for the doctoral program:

- (1) Those who have obtained a Master's degree or Juris Doctor degree (professional degree in law) by the date of enrollment at Kyoto University.
- (2) Those who have completed a Master's degree or equivalent in a foreign country.
- (3) Those who, by studying relevant subjects in Japan via a correspondence course provided by a school in a foreign country, have completed a degree equivalent to a master's program or professional degree program of Kyoto University Graduate School
- (4) Those who have completed a graduate course (limited to courses that correspond to a master's degree or professional degree program of Kyoto University Graduate School) of a foreign university that is accredited under the school education system of the relevant foreign country as offering graduate courses and which is designated as such by the Minister of Education, Culture, Sports, Science and Technology
- (5) Those who have completed a curriculum at the United Nations University and received a

degree equivalent to a Master's Degree.

- (6) Those who have passed a Qualifying Examination or equivalent assessment at an institution in another country, and are recognized by Kyoto University as having academic ability on a par with or higher than that of a person with a master's degree. (*1)
- (7) Those specifically designated by the Minister of Education, Culture, Sports, Science and Technology (*2)
- (8) Those who are qualified, through the individual entrance examination of the Graduate School of Economics of Kyoto University, and are judged to have academic ability equivalent or superior to a master's degree holder, and who have reached 24 years of age.

*1 Applicants who wish to apply according to the above qualifications (6) to (8) must be screened in advance. Applicants who wish to undergo this screening should contact the Educational Affairs Section by **Thursday, November 9, 2023**. If you apply without having undergone the screening, your application documents will not be accepted. Regardless of the deadline, applicants should contact us as soon as possible.

*2 Those who have conducted research for more than 2 years in a university, laboratory, research institute or company after graduating from a university or completing 16 years of formal education outside of Japan and who on the basis of their research achievements are judged to have academic ability equivalent or superior to those who have completed a master's program at Kyoto University Graduate School.

【Special Selection for Students in Employment】

Applicants must have completed a master's program at a Japanese or foreign university and have been awarded a master's degree or equivalent, and have at least two years of work experience at a company, government office, or research institute after completing the master's program. Applicants must have a master's degree in economics, business administration, or commerce, or have equivalent or higher specialized knowledge.

***Long-Term Study Program**

Doctoral students who enroll via the Special Selection for Students in Employment are able to engage in a Long-term study program that allow students to extend their study period. After careful screening, there are cases on this program in which it is accepted that students for whom it is accepted that they will find it impossible to graduate within 3 years due to their employment situation, etc., can enroll for up to 6 years with only 3 years' tuition fees

<AAO Procedure for International applicants>

Applicants who have graduated or expect to graduate from non-Japanese universities are required to go through the screening process by the Admissions Assistance Office (AAO). Please do the procedures AAO by the deadline (**December 7th (Thurs)**)

Admissions Assistance Office (AAO)
<https://www.kyoto-u.ac.jp/ja/international/students1/ku-aa0.html>

- Please refer to above URL and follow the appropriate procedures.
- Applicants need to get the approval through the AAO system from their prospective professor before the application. Please contact your prospective professor through the AAO system and apply with his/her approval.
- When your application is accepted you will be informed of your application ID (4 or 5 numbers) by the AAO. Please note down the ID number because you will need it for the web application registration.

- For applicants who applied to the AAO in the past and obtained approval from the AAO, please use the application ID previously assigned to you. If you are not sure of the previous application ID, please contact the AAO to confirm it.
- The result of the eligibility for application screening will be directly informed by the AAO to the Student Affairs Office. Therefore, applicants are not required to submit the result of their AAO screening with other application documents.

3. Application procedure

The application procedure is completed by doing process (1), (2) and (3) by each deadline.

(1) Online application registration

Please refer to the following URL and access to the Internet Application system.

Online application system of Graduate School, Kyoto University
<https://www.webshutsugan.com/kyoto-u-daigakuin/>

*Please be sure to select the appropriate type of application and register your application.

Registration Period : November 27th (Mon) 2023~ December 7th (Thu) 2023

(2) Payment of examination fee

Examination fee: 30,000 yen

*In addition to the above examination fee there is an additional service charge of 650 yen.

Payment period : November 27th (Mon) 2023~ December 7th (Thu) 2023

Payment method : Please select one of the payment methods below on the online application system and make the payment by the deadline.

Convenience store, Credit card, ATM of a bank, Internet banking

* In areas covered by the disaster relief law (see below) it is recognized that there may be cases in which students find it extremely difficult to pay the admission fee because they or those who support them have been adversely affected by disaster(s). In such cases they can obtain a Disaster Victim Certificate, etc., and exemption from the examination fee may be recognized. Contact the Student Affairs Office for further details by 10th November (Fri).

① Great East Japan Earthquake 3.11 (Mar 11, 2011) ② Kumamoto Earthquake April 2016 ③ Heavy Rain July 2018 ④ Hokkaido Earthquake September 2018 ⑤ Typhoon Hagibis October 2019 ⑥ Heavy Rain July 2020

*Students who are expected to complete the Graduate School of Economics Master's program in March 2024 do not need to pay the examination fee.

(3) Sending the Application documents by post

Compile all application documents and place them in an envelope upon which the address label (downloadable from the online application system – the “application registration complete” screen) and send them as **a registered letter** to arrive by the deadline below. (We do not accept application documents directly at the office.)

Accept period : **December 4th (Mon) 2023~ December 7th (Thu) 2023 17:00 JST**

※Applications received after the deadline are not accepted without exception.

Address : YOSHIDA-HONMACHI, SAKYO-KU, KYOTO, 606-8501, JAPAN
Graduate School of Economics, Kyoto University

- 【Note】**
- If the original certificate is in a language other than Japanese or English, please submit a translated certificate in Japanese or English.
 - Incomplete sets of application documents will not be accepted.
 - Changes to the application documents cannot be made after they have been accepted.
 - Both the application documents and the examination fee cannot be returned in any case.

【Download the specified form】

Please refer to the following (<https://www.econ.kyoto-u.ac.jp/examguide/graduateexam-info/>), download the form and print it out in A4 size.

【Application Documents】

①Application form, Form for submitting a photo	Download the form from the online application system when you reach the application complete screen. Affix a photo which has been taken within 3 months on the form (4cm×3cm, Upper body, No cap and Front-facing.) *Prepare an extra photo for the examination form as this will be required later. You do NOT need to submit the extra photo with your application documents.
②Curriculum Vitae *Specified form	Download the specified form and submit it. (A4 size, one sheet printed on both sides) Be sure to check the < Notes > at the bottom of the form when filling it in.
③Research Plan *Specified form *Submit 3 copies, No clips	Download the specified form and submit three copies (two of which may be photocopies), all in A4 size (printed on both sides). Please get the approval from your prospective supervisor about the content prior to submission.
④Transcript	Academic Transcript from your previous Faculty and Graduated Schools (only originals accepted)
⑤ Masters' Graduation Certificate *For "General selection" a certificate of expected completion is acceptable	Signed by the University President or Dean of Graduate School. It is essential to submit a certificate which confirm the conferral/completion of the graduate degree. *Those applicant who graduated from Chinese higher education institutions need to submit their certificate of completion and a copy of the Diploma with ④,⑤. (For confirmation we may request to applicant to submit original hard copies and 中国高等教育學歷認證報告.) 【General Selection】 General selection applicants need to submit (7), (8) as an original hard copy made by the last University they graduated from. (originals only)

<p>⑥Thesis in Economics, Management or Commerce</p> <p>*Master' thesis accepted</p> <p>*In Japanese or English</p> <p>*Submit 3 copies, no clips</p> <p>*For “Special Selection for Students in Employment” applicants Submit up to two research achievements</p>	<p>(1) If the thesis is written in a language other than Japanese or English, submit a translation in Japanese or English.</p> <p>(2) Attach a cover page with the thesis title and name on it.</p> <p>(3) In the case of co-authorship, we require that any co-authors submit a signed and sealed document clearly indicating the parts in the paper where the applicant contributed.</p> <p>【Special Selection for Students in Employment】</p> <ul style="list-style-type: none"> As research achievements, it is possible for applicants to submit their Master's thesis, a Journal article, Report etc., limit this to 2 items.
<p>⑦Summary of the above thesis</p> <p>*in Japanese or English</p> <p>*Submit 3 copies, no clips</p>	<p>(1) A4 size, approximately 4 pages</p> <p>(2) Attach a cover page with the thesis title and name on it.</p>
<p>⑧Letter of recommendation</p> <p>*Optional</p> <p>*Free format, officially sealed</p>	<p>There is no specific format for the letter of recommendation though it should be sealed. Applicants who do not have an academic supervisor may request that their prospective supervisor at the Graduate School of Economics writes the letter.</p>
<p>⑨TOEFL Score Report</p>	<ul style="list-style-type: none"> Regardless of the the details presented on the online application system, applicant are required to submit an official TOEFL iBT score (Institutional Score Report) by using the ETS (Educational Testing Service) to send it directly to the Graduate School of Economics. A copy of the Test Taker Score Report (online test versions accepted) should be submitted in the envelope with the application documents. Official scores from 1st January 2022onwards are accepted. We only accept the Test Date Score of the TOEFL iBT® test in the application and not MyBest™ score. Note that do not accept other TOEFL tests (ex: TOEFL ITP etc.) The TOEFL iBT® Special Home Edition is also accepted. Changes to the submitted official score are not accepted. If misconduct is detected in the submitted document, the application will be terminated. Applicants should ensure they give themselves plenty of time for taking the TOEFL test because on occasion the arrival of the test score takes a considerable amount of time. For sending the TOEFL score from ETS, the institution code of Kyoto University is 9501. As long as the applicant sets 9501 as the institutional code a Department Code will not be necessary. Arrange the sending of the Score Report so that it is possible to confirm the details by the deadline (including online) <p>We do not respond to inquiries about the arrival of test scores.</p>
<p>⑩One envelope (For sending the examination ticket)</p>	<p>*Not applicable when the applicant is resident abroad</p> <p>Write the applicant's name and address on a standard envelope, affix a stamp of 354 yen: (express).</p>

<p>⑪Certificate of Residence or Residence card (Copy of both sides); or a copy of the applicant's Passport (in the case applicant is resident abroad)</p>	<p>*Only applicable for International Students A hard copy of 1 Certificate of Residence issued by the Municipalities in which the applicant lives. (This should include the applicants' Nationality / Eligibility of residence / Period of residence). Alternatively, a Residence card is acceptable (provide a copy of both sides) Regarding Applicants who are resident abroad, please submit a copy of your passport (the page that shows Name, Nationality, Photo and Date of Birth).</p>
<p>⑫ Certificate of MEXT Scholarship Student</p>	<p>*Only applicable to MEXT Scholarship Students International students who have been awarded the MEXT Scholarship at the time of application and will receive it after April 2024, are required to submit a Certificate of MEXT Scholarship Student issued by their current University.</p>
<p>⑬Application check list</p>	<p>Download the check list from our website and submit it on A4 size paper (One sheet printed on both sides)</p>

【Notes】

- ①In cases where the name which appears on certification documents and the current name of the applicant are different (i.e. as a result of changed family name because of marriage, etc.), submit a document written by the applicant indicating the name change and when it was made.
- ②In cases where false details are found in the submitted documents, enrollment may be cancelled even after the applicant has enrolled.

4. Examination ticket

Examination tickets will be sent in the envelopes provided by applicants on 19th December (Tue). Make sure to put an identical photo in the envelope to that listed in ① above (form for submitting a photo).

Applicants who reside abroad, we receive a scanned Examination ticket in PDF format to the email address they registered on the online application system. Please print this on a piece of paper and affix an identical photo to that submitted in ① above (form for the submitting photo).

5. Selection Method

The initial screening Screening of the thesis and TOEFL iBT

*Applicant who choose the Financial Engineering Lecture/Seminar be examined for Mathematics for Economics ability as well as the above.

The 2nd screening Oral examination for Applicants who passed the initial screening

6. Period of examination ▪ Announcement of successfully applicant

Initial screening	① Screening of the documents ② Paper exam : Mathematics for Economics (Only for applicant taking Financial Engineering) January 15th (Mon) 2024 13:00-14:30 *Additional details will be announced separately
Announcement of successful applicant (Initial screening)	January 19th (Fri) 2024 15:00 The examination numbers of successful applicants will be posted on the web site: https://www.econ.kyoto-u.ac.jp/
2nd screening	Oral examination January 25th (Thu) 2024 *Additional details such as the specific time and venue will be announced separately *Only those successful in the initial screening will be contacted
Announcement of Final Screening Results	February 13th (Tue) 2024 15:00 The examination numbers of the successful applicants will be posted on the web site: https://www.econ.kyoto-u.ac.jp/ *We will send the certificate of admission and enrollment procedures documents to successful applicants around February 22th.

7. Enrollment procedure

(1) Admission fee 282,000 yen [Expected]

(Applicant who expect to graduate from the Masters' course at Kyoto University in March 2024 do not need to pay the Admission fee.)

(2) Tuition fee

535,800 yen (1st semester 267,900 yen, 2nd semester 267,900 yen) [Expected]

*There are cases in which the Admission fee and Tuition fee will be changed at the time of admission and during the period of enrollment.

(3) Enrollment procedures

Information on the enrollment schedule and procedures, Jasso scholarship applications, and the tuition fee exemption system etc., will be sent together with the Certificate of Admission.

8. Personal Information

Please note that the following details on personal information.

(1) All personal information will be handled according to the Law Concerning Protection of Personal Information held by Incorporated Administrative Agencies and the Regulations for the Protection of Personal Information by Kyoto University.

(2) The personal information (such as name, gender, date of birth, address etc.) which applicants include in their applications will only be used only for ①entrance examinations, ②admission procedures, scholarship etc., ③ preparation for enrollment

(3) Personal information in applications is used only for ①Student registration, ②Student support related, ③Procedure for the collection of tuition fees etc.

9. Notes

(1) In cases of Emergency warning or Emergency storm/rain hazard warnings, the exam day may be postponed, in such cases we will announce the information on whether the exam will take place on the below website by the morning of the scheduled exam day. Please make sure to check the information.

<https://www.econ.kyoto-u.ac.jp>

- (2) Do not use abbreviated names or nicknames, etc. on the application documents. (Foreign applicants should use the name that appears on their passport, residence card, or certificate of residence)
- (3) Please let the Student Affairs Office know if an applicant requires special assistance for exams due to disability.
- (4) We do not provide any assistance in obtaining visas to applicants. Please make any required arrangements yourself.
- (5) If you are admitted, you will be expected to receive research supervision in Japan for the duration of your studies.
- (6) If you have any questions, please ask the Student Affairs Office.

October 2023

Graduate School of Economics
Kyoto University

YOSHIDA-HONMACHI,
SAKYO-KU, KYOTO,
606-8501, JAPAN
<https://www.econ.kyoto-u.ac.jp/>

(Access • Map)

https://www.kyoto-u.ac.jp/ja/access/campus/map6r_y.htm