Application Guidelines

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

Graduate School of Economics, Kyoto University

For Doctoral Programme Enrolment
in 2024Academic Year(3-year programme for Master's degree holders)

ATTENTION:

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

Re-Updated on 25th March 2024

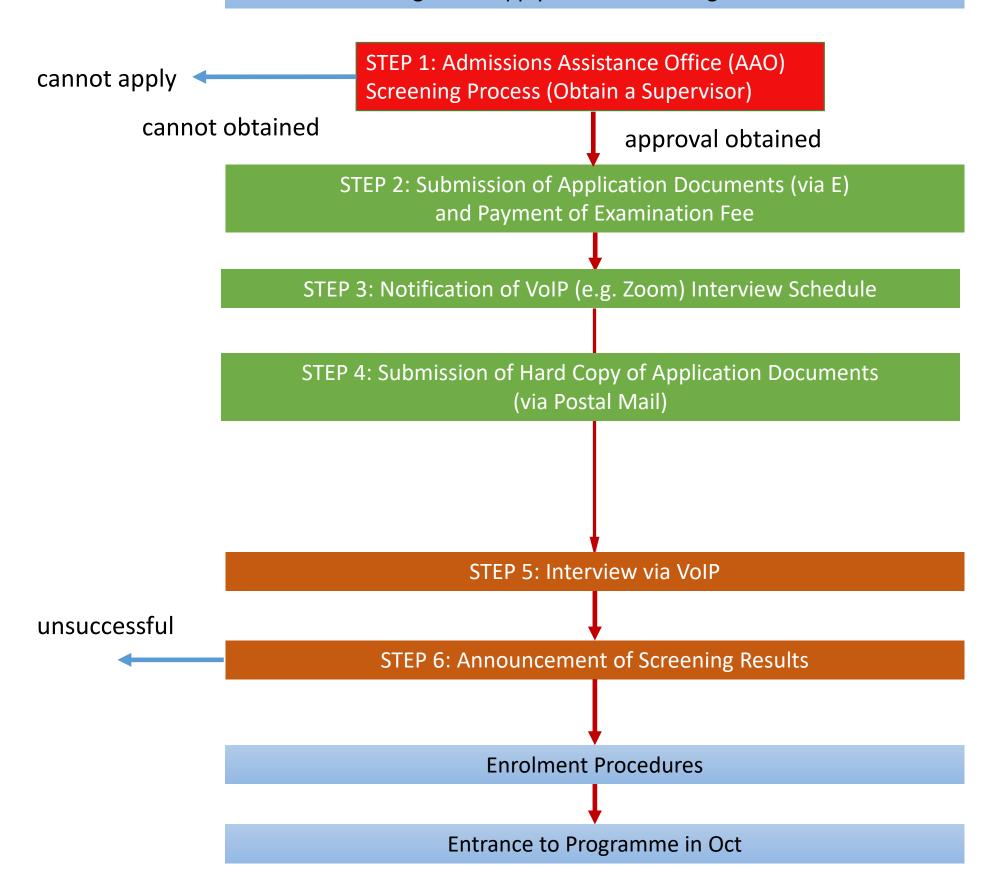# Contents

Doctoral Programme

Application Schedule:

Doctoral Programme (3-year programme for Master's degree holders)	
February 2024	Announcement of Call for Applications
1st April to 8th May 2024	Submission of Application Documents (Online Application System) and Payment of Examination Fee
Late May 2024	Notification of VoIP (e.g. Zoom) Interview Schedule and Zoom Test
Late May 2024	Submission of Designated Original Application Documents (via Postal Mail)
Late May to Early June 2024	Interview via VoIP (e.g. Zoom)
14th June 2024	Announcement of Screening Results
August 2024	Enrolment Procedures
October 2024	Commencement of Doctoral Programme

Eligible to Apply for Doctoral Programme?

cannot apply ←

STEP 1: Admissions Assistance Office (AAO)
Screening Process (Obtain a Supervisor)

cannot obtained

approval obtained

STEP 2: Submission of Application Documents (via E)
and Payment of Examination Fee

STEP 3: Notification of VoIP (e.g. Zoom) Interview Schedule

STEP 4: Submission of Hard Copy of Application Documents
(via Postal Mail)

STEP 5: Interview via VoIP

unsuccessful

STEP 6: Announcement of Screening Results

Enrolment Procedures

Entrance to Programme in Oct

Number of Applicants to Be Admitted

Approximately five (5) students are admitted to the programme each year.

> The Graduate School of Economics offers a double degree doctoral programme in collaboration with the College of Social Sciences at the University of Glasgow which is open to students with research topics in socio-economic and/or business history. Students who enrol on the EA Programme are eligible to apply to transfer to this double degree doctoral program. Application for the double degree programme takes place around December, i.e. after October enrolment in the EA programme. Note that application itself is not a guarantee of participation in the double degree programme and that the selection of candidates takes place after an interview and screening process. Further details will be provided during enrolment.

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 also eligible to apply for our Doctoral Programme, and there is no particular requirement regarding an applicant's field of undergraduate study. However, if applicants would like to have a stronger background in Economics, we recommend that they first go through our Master's Programme.

➢ Applicants who graduated from university a long time ago and are currently working or retired are also eligible to apply for our Programme. We are pleased to receive applications from applicants of any background.

➢ 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")

All procedures will be conducted in English.

STEP1: AAO Screening Process [For Applicants who are enrolled or were enrolled at universities outside Japan]

➢ Before accessing the AAO (Admission Assistance Office) system, please check the list of faculty members and their research specialities on the following website to help identify your preferred supervisor[s].

➢ http://www.econ.kyoto-u.ac.jp/kueac/programme/faculty-members/

Please don't contact the named professor directly without his/her approval until after the AAO process.

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> ➢ Please access the following website of the Admission Assistance Office (AAO).

> ➢ https://www.kyoto-u.ac.jp/en/education-campus/education-and-admissions/graduate-degree-programs/how-to-apply/for-graduates-of-overseas-universities

> Applicants will be asked to name a prospective supervisor who they think would best suit their research theme in the process of AAO screening. He/she will check the application documents and inform the applicant whether they can move to the next step.

> ➢ Applicants are required to submit through the AAO system their CV, research proposal and an academic transcript(s), all of which will be forwarded to the prospective supervisor and also submitted to the Programme Committee in STEP2. Prospective supervisors may request additional documents from applicants. Only after applicants successfully obtain approval from their prospective supervisor(s), may they submit all application documents to the Programme (STEP2).

> ➢ It usually takes a few weeks before we receive feedback from AAO. Therefore, we advise you to begin the AAO procedure at least two weeks before the deadline for the application submission.

> ➢ Finding an appropriate supervisor is crucial to be admitted to our Programme. Applicants may receive a suggestion from the Programme Committee regarding a potential and appropriate supervisor(s). Please note that obtaining approval from a prospective supervisor(s) is also an essential part of the whole application procedure.

> ➢ The deadline by which an applicant is required to have obtained approval from a prospective supervisor(s), is 8th May, 2024.

> ➢ Please note that the AAO system and Actual Online Application System are completely different and Applicants need to apply to both of them.

STEP2: Submission of Application Documents on the Online Application System

> ➢ Those who successfully obtained the approval of their prospective supervisor can access the Online Application System below and upload the application documents. The submission period is from 1st April to 8th May 2024 [Japan Time or UTC+9:00]. Please note that we do not accept any applications submitted after the deadline.

> ➢ 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 below by postal mail after the result of the initial screening is announced: Official Notice of TOEFL or IELTS score, Academic Transcript(s) of your undergraduate study, and graduate programme, Certificate(s) of graduation from the institute(s) previously attended. Applicants do NOT need to send these documents via postal mail at this stage.

> ➢ Applicants may NOT change their application documents after their submission unless they are requested to do so by the Programme Committee.

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■ **The Online Application System:**

Refer to the following details (*1-8*) and enter the required applicant information on the online system.

<Online Application System URL>

https://kjs.gakusei.kyoto-u.ac.jp/EAP2024D

  During the application period, we usually send a message from the address "office@gakusei.kyoto-u.ac.jp". Please do not overlook the email from this email address.
  As the aforementioned email address is SEND ONLY, if you want to reply to a message from this address, please send your message through the Online Application System and do not reply directly to the email.

1. *Requirements*

    Confirmation of eligibility. Applicants need to input their AAO ID number.

2. *Personal Information*

    ➢ Photo - The photo must be taken within 6 months. It must only show the applicant's full face with eyes open. Do not wear a hat. National ID is not accepted as the photo.

    ➢ 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. Please note that we require a copy of your passport and NOT a national ID card. If you do not have a valid passport, please contact the Programme Committee directly.

3. *Background*

    If applicants have a CV, it can be uploaded here.

4. *Language Proficiency (TOEFL/IELTS)*

    ➢ Applicants can upload their official 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 Masters programmes.

    ➢ 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 waiver 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. 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 applicants decide 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.

5. *Documents to Upload*

➢ Reason for Application and plan after completion, Research Proposal, :

- Reason for Application and Plan after Completion: Please write in English. The total number of pages must be two (2) A4 pages.

- Research Proposal: Upload the PDF on the Online Application System. Please write in English. The total number of pages must be five (5) A4 pages (around 2,000-2,500 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 should include the background of research, research objectives, literature review, research questions, methodology, expected results and implications, and a reference list).

➢ Official academic transcripts of your undergraduate study and graduate programme, Certificate(s) of completion from the undergraduate study and graduate programme(s) previously attended

- 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.

➢ Reference paper such as a master's 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 their graduation thesis before the application submission deadline, they 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 to the joint paper is given.
  ii) that a letter from the supervisor or co-author is attached which certifies the contribution of the applicants to the joint paper.

➢ A Letter of recommendation from the applicant's supervisor, the dean, or the head of the institution the applicant 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 they can upload their 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 their signature by hand (a digital signature is not accepted), their 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.

6. *Declaration*

Please complete the declaration.

7. *Application Fee*

➢ Please follow the instructions on the Online Application System. Applicants can only pay the examination fee (JPY10,000) by credit card. Please upload a copy of the certificate of payment. Be careful to print/save any evidence of payment,

➢ The examination fee is not refundable under any circumstances.

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

➢ All interviews will be conducted from late May to early June 2024.

➢ Around the middle of May 2024, those who completed STEP1 and STEP2 will be informed 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.

➢ 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 Original Application Documents (via Postal Mail)

➢ Applicant is required to submit original documents as below which he/she has uploaded on Application System.

➢ 1. TOEFL or IELTS score

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

➢ 3.Certificate(s) of graduation from the institute(s))

➢ Submission will only be accepted by postal mail (in-person delivery is not accepted). The documents must reach the Programme Committee no later than 24th May 2024.

> address:
> Student Affairs Office (EA Programme Committee)
> 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.

STEP5: Interview via VoIP (e.g. Zoom)

➢ 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. 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 any further details of the interview.

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STEP6: Announcement of Screening Results

➢ The announcement of screening results is scheduled for 14th June 2024.

➢ The application numbers of successful applicants will be posted on the news field of our website (*https://www.econ.kyoto-u.ac.jp/kueac/*). All successful applicants will also receive a letter by email.

➢ Due to a large number of applications the Programme Committee receives, it is not possible to provide any feedback on unsuccessful applications, nor is it possible to inform them about the details of the screening process regardless of whether they pass or fail.

After 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, 2024.

➢ The Student Affairs Office will also send documents for enrolment procedures in August, 2024. 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, 2024 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 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 process, please refer to the Office's website in the link below.

https://kuiso.oc.kyoto-u.ac.jp/en/before_arriving/aboutvisa/ **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.

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 about such scholarships.

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The following are some scholarship programmes that international students could potentially apply for (Note: there are other scholarship programmes, not listed here, to which you may apply):

> ➢ 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 period, etc.). For further details, please refer to JASSO's website.
> Monbukagakusho Honors Scholarship for Privately-Financed International Students

➢ https://www.jasso.go.jp/en/ryugaku/scholarship_j/shoreihi/about.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.

➢ 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/en/current/how-to/financial-aid/scholarships-for-privately-

financed-international-students **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, 2024. 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://kuiso.oc.kyoto-u.ac.jp/en/housing/facilities/

Other Accommodation

➢ Please refer to the following links of Kyoto University International Service Office for information on other accommodations.

➢ https://kuiso.oc.kyoto-u.ac.jp/en/housing/info/