

2025
Application Guidelines
Doctoral Program, Graduate School of Economics, Kyoto University

**General Selection / Special Selection for Students in Employment /
(April 2025 Admission)**

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** Undetermined

2. Eligibility

【General Selection】

Applicants who satisfy or are expected to satisfy one of the requirements below by March 31st, 2025 are eligible.

- (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. (*1)
- (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)

*1 Applicants who wish to apply according to the above requirements (6) to (8) must be screened in advance. Those who should undergo this screening should contact the Student Affairs Office by November 7th, 2025 (Thu). Applications without having undergone the screening will not be accepted.

The application form for pre-screening is available on the Graduate School of Economics website.

【Special Selection for Students in Employment】

Applicants must have completed a master's program at a Japanese or foreign university and have obtained 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 may engage in the Long-Term Study Program which allows students to extend their study period. After careful screening, there are cases on this program in which it is accepted that students who find it impossible to graduate within three years due to their employment situation, etc., can enroll for up to six years with only three 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). Complete the procedures required by AAO by the application deadline, December 5th, 2024 (Thu). As the process at AAO can take some time to complete, applicants are encouraged to get started at least a few months before the application deadline.

Admissions 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>

- Refer to the above website and follow the appropriate procedures.
- Applicants need to get approval through the AAO system from their prospective professor before the application. 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 it is necessary for the Online Application System.
- 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

Applicants must complete the application procedures (1) and (2) below without fail by each deadline.

(1) Application and Uploading Documents through Online Application System

Refer to the following website and access to the Online Application System.

<https://kjs.gakusei.kyoto-u.ac.jp/econdoc2025apr>

*Select the appropriate type of selection and register your application.

Application Period: From December 2nd (Mon) to 5 p.m. (JST) on December 5th (Thu), 2024
(Documents submission at the Student Affairs Office is not acceptable.)

Applicants must upload all the application documents to the Online Application System during the above application period.

(2) Examination Fee Payment

Examination fee: 30,000 yen

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

Payment Period: From December 2nd (Mon) to 5 p.m. (JST) on December 5th (Thu), 2024

Payment method: Make the payment on the Online Application System.

* Those who are expected to complete the Graduate School of Economics Master's program at Kyoto University in March 2025 do not need to pay the examination fee.

* In areas covered by Japan's Disaster Relief Act (see below) it is recognized that there may be cases in which applicants find it extremely difficult to pay the examination 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 November 15th, 2024 (Fri).

- ① Great East Japan Earthquake March 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 ⑦ Noto Earthquake January 2024

- 【Note】** • If the original certificate is in a language other than Japanese or English, submit a certified translation either 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.

【Application Documents】

1. Application Form and Photo Data	Fill in the items on the Online Application System. Also, upload the data of the photo taken within three months, upper body, no cap, and front faced. The photo data format should be either JPEG or JPG.
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<p>2. Academic Transcript and Graduation /Completion Certificate</p> <p>*Certificate of expected master's program completion is also acceptable.</p>	<p>Upload all transcripts and graduation/completion certificates from both undergraduate and graduate programs you currently attend/previously attended.</p> <ul style="list-style-type: none"> • They 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. • They should be official certificates issued by your university for the purpose of certifying your graduation toward an external party. They are different from a copy of the diploma you received at the time of graduation. • Applicants can request their university to upload the certificates on the Online Application System directly as well. • Those who have already completed a graduate program are required to submit all of their transcripts, including the academic transcript(s) of undergraduate study. Those who are currently enrolled in a graduate program are required to submit all available transcripts to date.
<p>3. Letter of Recommendation</p>	<p>Upload the letter of recommendation from the applicant's supervisor, the dean, or the head of the institution previously attended.</p> <ul style="list-style-type: none"> • Applicants need 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 URL to the webpage where they can upload their letter. • The letter must be written within a period of six months prior to the application. • The letter must include the signature by hand (a digital signature is not accepted), the affiliation and contact information of the person who writes the letter, and remarks on the applicant's academic performance such as achievements, accomplishments, and attitude. • If applicants do not have an academic supervisor, they should find a faculty member of their institution who can write a recommendation letter. If the applicant graduated from a university a long time ago and has difficulty 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).
<p>4. Residence Card (both sides) and/or Passport</p>	<p>International applicants who reside in Japan at the time of application should upload a copy of both sides of the residence card and/or a copy of the passport with name, nationality, photo, and date of birth.</p> <p>Those who reside outside Japan at the time of application and have passport should upload a copy of the passport with name, nationality, photo, and date of birth.</p>

5. Certificate of MEXT Scholarship Student	<p>*Only applicable to MEXT Scholarship Students</p> <p>International students who have been awarded the MEXT Scholarship at the time of application and will receive it after April 2025 are required to upload the certificate issued by their current university.</p>
6. Research Proposal	<p>Prepare the research proposal using a word processing software, convert it into a PDF file, and upload the PDF to the Online Application System. A4 size, up to two pages.</p>
7. TOEFL Score Report	<ul style="list-style-type: none"> • Regardless of the details presented on the Online Application System, applicants are required to upload 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 January 1st, 2023 onwards are accepted. <p>Scores acceptable</p> <ul style="list-style-type: none"> -The Test Date Score of the TOEFL iBT® <p>Scores unacceptable</p> <ul style="list-style-type: none"> -The MyBest™ score -The score of other TOEFL tests such as TOEFL ITP -The TOEFL iBT® Special Home Edition <ul style="list-style-type: none"> • 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) • Changes to the submitted official score are not accepted. If misconduct is detected in the submitted document, the application will be terminated. Inquiries about the arrival of test scores cannot be responded.

<p>8. Research Paper in Economics, Management or Commerce *Master's thesis accepted *In Japanese or English * "Special Selection for Students in Employment" applicants must submit up to two research achievements</p>	<p>(1) If the original paper is written in a language other than Japanese or English, upload a translation either in Japanese or English as well. (2) Attach a cover page with the title and applicant's name. (3) For co-authored papers, a letter written and signed by any co-authors is required. It should clearly indicate the parts in the paper where the applicant contributed. Applicants need to name and send a message to the person they request such letter through the Online Application System. The message sent out from the system will include the URL to the webpage where he/she can upload the letter.</p> <p>【Special Selection for Students in Employment】 Applicants may upload their research achievements, such as their master's thesis, a journal article, or a report. Limit this to two items.</p>
<p>9. Summary of the above papers *In Japanese or English</p>	<p>(1) A4 size, approximately four pages (2) Attach a cover page with the title and applicant's name.</p>

【Notes】

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

4. Selection Method

Evaluation based on the application documents and oral examination

5. Date of Examination, Announcement of Successful Applicants

Initial screening	Application documents evaluation
Announcement of successful applicants of initial screening	<p>3 p.m. (JST) on January 17th, 2025 (Fri) The examination numbers of successful applicants will be posted on the website: https://www.econ.kyoto-u.ac.jp/</p>
Oral examination	<p>January 23rd, 2025 (Thu) *Details of the exam shall be notified later.</p>
Announcement of results	<p>3 p.m. (JST) on February 14th, 2025 (Fri) The examination numbers of successful applicants will be posted on the website: https://www.econ.kyoto-u.ac.jp/ *A letter of acceptance and enrollment procedures documents will be sent to the successful applicants in late February.</p>

6. Enrollment Procedure

- (1) Admission fee: 282,000 yen [Expected]
(Applicants who expect to graduate from the Masters' course at Kyoto University in March 2025 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 a letter of acceptance.

7. Personal Information

Note that the following details about personal information.

- (1) All personal information will be handled according to the Act on the Protection of Personal Information 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.) that applicants include in their applications will only be used only for the matters such as entrance examinations, admission procedures, scholarship etc., and preparation for enrollment.
- (3) Personal information in applications is used only for the matters such as student registration, student support related, and procedure for the collection of tuition fees, etc.

8. Notes

- (1) Do not use abbreviated names or nicknames, etc. on the application documents. International applicants should use the name that appears on their passport and residence card.
- (2) Applicants with special needs for exams or for their studies should contact the Student Affairs Office prior to their application.
- (3) Once admitted, students are expected to receive research supervision in Japan for the duration of their studies.
- (4) Contact the Student Affairs Office for questions.

9. Notes for International Applicants

- (1) The Kyoto University International Exchange Service Office takes care of visa application procedures. Refer to the following website for details on the procedures.

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

- (2) Refer to the following website for scholarship information. Note that the selection processes are highly competitive due to the limited availability of opportunities as well as growing demand.

<https://www.kyoto-u.ac.jp/en/current/how-to/financial-aid/scholarships-for-privately-financed-international-students>

- (3) Kyoto University has accommodation facilities available for international students and researchers, located in the Shugakuin, Yoshida, Hyakumanben (for students only), Okazaki, Uji, and Ohbaku areas of Kyoto. International students at Kyoto University can also stay at other accommodation facilities provided by external parties with which Kyoto University has a

leasing agreement. For more details, refer to the website below.

<https://kuiso.oc.kyoto-u.ac.jp/en/housing/facilities/>

October 2024

Student Affairs Office
Graduate School of Economics
Kyoto University

Yoshida-Honmachi,
Sakyo-ku, Kyoto,
606-8501, JAPAN
<https://www.econ.kyoto-u.ac.jp/en/>

(Access • Map)

<https://www.kyoto-u.ac.jp/en/access/main-campus-map>