

# Application Guidelines

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

Graduate School of Economics, Kyoto University

For Master's Programme Enrolment  
in 2026 Academic Year

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## **ATTENTION:**

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

Updated in September 2025

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## Master's Programme

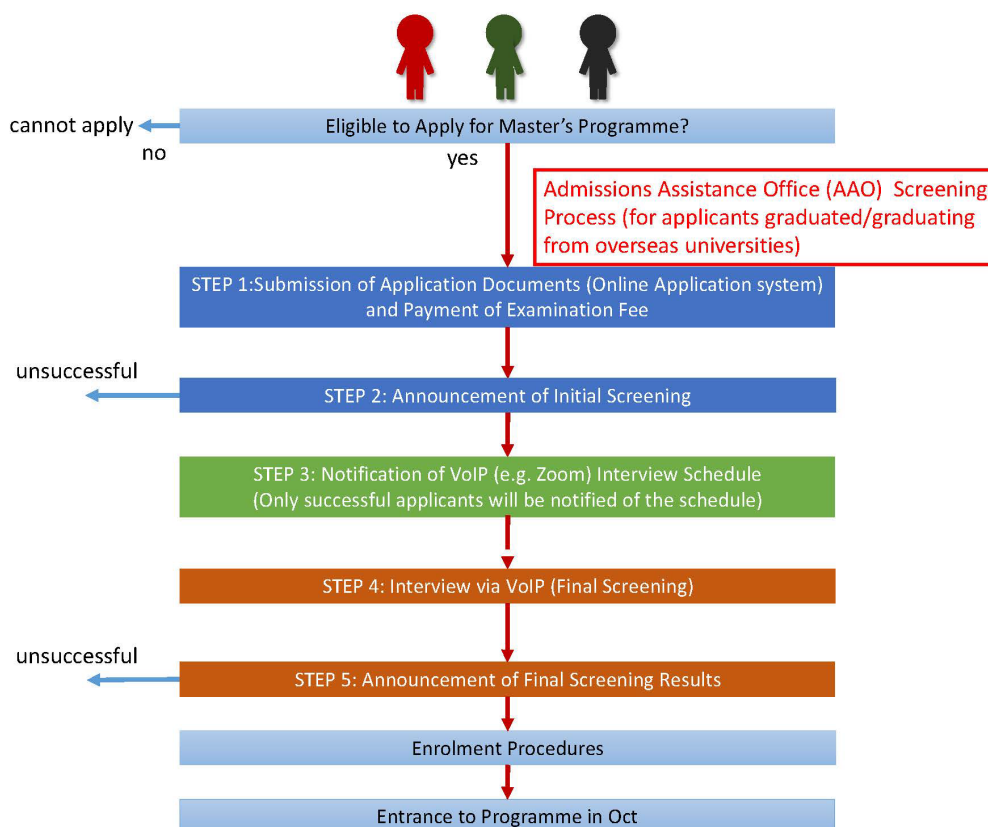
### Application Schedule:

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

September 2025	Application Announcement
October 31 (9am/Fri) ~ November 20 (1pm/Thurs) 2025 (JST)	Submission of Application Documents and Examination Fee Payment (via Online Application System)
January 14 (3pm/Wed) 2026 (JST)	Announcement of Initial Screening Results
Mid-January 2026	Notification of Connection Test Call and Zoom Interview Schedule (Only successful applicants will be notified of the schedule)
January 19 (Mon) ~ 30 (Fri) 2026	Zoom Interview (Final Screening)
February 13 (3pm/Fri) 2026 (JST)	Announcement of Final Screening Results
June to August 2026	Enrolment Procedures
October 1 (10am/Thurs) 2026 (JST)	Entrance Ceremony and Commencement of Master's Programme

# Master's Programme

## Application Flow Chart



## Number of Applicants to Be Admitted

- Approximately ten (10) students are admitted to the programme each year.
- Successful applicants are required to pay an admission fee and tuition fees. Private funding or scholarships. Excludes Japanese Government Scholarships (MEXT/University Recommendation) and Asian Development Bank Scholarships. (See 'Scholarships' on page 10).
- Note: Financial support cannot be provided other than scholarship information through the university. Failure to pay the admission fee will result in cancellation of enrollment.
- Examination fee :JPY10,000

## 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) make sure to mention specific details of your educational background and the institutions you attended].
  - Although there is no particular requirement regarding an applicant's field of undergraduate study, it is preferable if applicants have obtained or will obtain a Bachelor's degree in the social sciences, including economics and management, or a field of study relevant to their research plan in the master's programme.
  - Those who have already graduated from a university 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 [For all Applicants who have graduated or expect to graduate from universities outside of Japan]

- Access the following website of the Admissions Assistance Office (AAO) and take the preliminary screening process. For the AAO application, if you do not have a preferred supervisor, write 'undecided' on your AAO application.
- <https://www.kyoto-u.ac.jp/en/education-campus/education-and-admissions/graduate-degree-programs/how-to-apply/for-graduates-of-overseas-universities>
- 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.
- It commonly takes a few weeks before we receive feedback from the AAO. You should begin the AAO procedure at least two weeks before the application deadline.

## STEP1: Application Documents Submission (Initial Screening)

After reading through these guidelines, access the following website “the Online Application System” to begin your application.

<https://kjs.gakusei.kyoto-u.ac.jp/EAP2026M>

- The application period for the initial screening round is from October 31 (Fri) to November 20 (Thurs) 2025. Note that we do not accept applications submitted after the deadline: November 20 (Thurs), 1PM/JST 2025..

### ■ Application Documents:

#### 1. Applicant Information

Enter the required applicant information on the online system

#### ➤ Language Proficiency (TOEFL iBT/IELTS)

Applicants can upload their 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) , TOEFL MyBest score, TOEFL Home Edition, IELTS Online Test and GRE are 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 the programme.
- \* 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 waive 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 (STEP 4). 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 or IELTS score from ETS, the institution code of Kyoto University is **9501**. These procedures might take some time, and thus if the applicant decides to send his/her score directly from the test administering organization to Kyoto University, we recommend that applicant prepares for this in advance and informs the Programme Committee. For IELTS score, let us know your RTF number (18 digits).

➤ Documents to Upload

(a) "Reason for Application" Write in English. Total number of pages: up to 2 pages (A4 size)

(b) "Plan after Completion" Write in English. Total number of pages: up to 1 page (A4 size)

(c) "Research Proposal": Upload the PDF on the Online Application System

Write in English. (approximately **2,000 words** long excluding references) The total number of pages must be four (4) A4 pages excluding a list of reference. There are no specific format requirements, but it must be well structured according to a standard academic style (for example, it should include the background of research, research objectives, research questions, methodology, expected results and implications, and a reference list).

Applicants are not required to contact their prospective supervisors prior to application submission. After the application submission, their prospective supervisors may ask some applicants to revise their research proposals. Unless prospective supervisors advise their applicants, the applicants may not change their research proposals or research themes.

(d) "Academic Transcript of your Undergraduate Study" and "Certificate of Graduation" (or Certificate of expected Graduation) from your Undergraduate

- \* 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 their all 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 a graduation certificate cannot be issued, a photocopy of the diploma with the official seal of the university is acceptable.

(e) "Reference paper" such as a graduation 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 his/her graduation thesis before the deadline of the application submission, he/she can submit term paper, submitted on a course they have received an evaluation from, 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) A clear indication of the parts where the applicant contributed to the joint paper is given.
- ii) A letter from the supervisor or co-author is attached which certifies the contribution of the applicants to the joint paper.

This reference paper is meant for the Programme Committee mainly to evaluate the applicant's academic writing skill, and therefore it does not necessarily have to relate to the topic of your research or that of your prospective supervisor.

(f) "Recommendation Letter" (from the applicant's current or previous supervisor, the dean, or the head of the institute attended)

\* Applicants need to name and send a message to the person whom they request a recommendation letter through the Online Application System. The message sent out from the system will include the link to the webpage where referee can upload his/her 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 referee's signature by hand (a digital signature is not accepted), his/her 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). Note that recommendations from non-academics are not valued as highly as those from academics.

(g) "Copy of your valid Passport"

Upload a copy of the 'photo and passport number' page of a valid passport at the time of application. If you do not have a valid passport, contact the Programme Committee.

(h) Evidence of payment of examination fee

Follow the instructions on the Online Application System.

Applicants can pay the examination fee (JPY10,000) only by credit card. Upload a copy of the certificate of payment.

The examination fee is not refundable under any circumstances.

### **STEP2: Announcement of Initial Screening Results**

- The announcement of initial screening results is scheduled January 14 (Wed), 3PM/JST 2026. Successful applicants' examination numbers and required information will be posted on the online application system.
- Due to the large number of applications the Programme Committee receives, it is not possible to provide any feedback on unsuccessful applications.

### **STEP3: Notification of Zoom Interview and Zoom Connection test call Schedule**

- Interviews will be conducted January 19 (Mon) to 30 (Fri) 2026.
- The date and time of the Zoom interview and Zoom connection test call will be communicated via the online application system at the time of the acceptance announcement. Interview dates and times cannot be changed or adjusted at the applicant's convenience.
- The Zoom test call will check the connection with Kyoto University prior to the real Zoom interview. To avoid technical problems, the test should be conducted at the same location and over the same connection as the actual interview.

### **STEP4: Zoom Interview (Final Screening)**

- The Interview will be conducted in English and take around 30 minutes.
- The interview is aimed to check the applicant's English language and communication skills, relevance and feasibility of research proposal, and academic potential as whole through various questions from the interviewers.
- Questions regarding the details of the interview cannot be accepted.
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### **STEP5: Announcement of Final Screening Results**

- The announcement of final screening results is scheduled February 13 (Fri), 3PM/JST 2026.  
Successful applicants' examination numbers and required information will be posted on the online application system.
- Due to the large number of applications the Programme Committee receives, it is not possible to provide any feedback on unsuccessful applications.
- Out of the documents that successful applicants need to submit (see the section "Application Documents" below), an original hard copy of the followings must be sent by postal mail **after** the Final screening announcement.

- Official Notice of TOEFL or IELTS score.
  - Academic Transcript(s) of your undergraduate study, and graduate programme (if applicable), Certificate(s) of graduation from the institute(s) previously attended
- Current student must submit a certificate of expected graduation.

## After Announcement of Acceptance

### ✂️ Enrolment Procedures for Successful Applicants

Student Affairs Office of the Graduate School of Economics will contact all successful applicants regarding their Enrollment Procedure below.

#### Application for Certificate of Eligibility (COE) and Visa in June 2026

- Kyoto University's International Service Office, or KUISO (kuiso-s[at]mail2.adm.kyoto-u.ac.jp), is in charge VISA application procedures. More information about the VISA application, refer to the KUISO's website in the link below.  
<https://kuiso.oc.kyoto-u.ac.jp/visa/about/en>

#### Sending of Enrolment documents in early August 2026

#### Payment of admission and tuition fees

- Detailed information regarding payment procedures will be announced in early August 2026.  
Admission fee: JPY **282,000** (Transfer period: early September 2026)  
Tuition fee: JPY **267,900** / half-yearly amount (Transfer period: mid to end November 2026)  
For the information of admission and tuition fees, refer to the following link.  
<https://www.kyoto-u.ac.jp/en/current/how-to/tuition/tuition-and-fees>

#### Tuition Exemption

- Application for full or half tuition fee waiver for each semester for graduate students with excellent grades who have financial difficulties in their studies. Exemptions are not always granted. Details will be notified to privately-funded successful applicants in August 2026.

### ✂️ Scholarships

Points to Note:

Due to limited financial resources and an increasing number of applicants, the scholarship selection process is **highly competitive**.

Private scholarships administered by the university will be announced whenever they become available. Applicants who wish to receive information about them must register in advance. Details of the registration procedure will be provided upon acceptance.

- The following scholarships are recommended by the Admissions Committee from successful applicants. (Applicants cannot apply on their own)

#### Japanese Government MEXT Scholarship (University Recommendation)

For the 2026 academic year enrollment, the top 4 students selected through the procedure will be recommended to the Japanese Government (MEXT) as scholarship student candidates. Questions regarding this procedure are not accepted. It is not applied for by the applicant, but the university

decides among the successful applicants.

#### **Asian Development Bank-Japan**

To be selected as a scholarship recipient for the ADB-Japan Scholarship Program, there are additional requirements in addition to the requirements for applying to the Master's program. Refer to the link below.

<https://www.adb.org/site/careers/japan-scholarship-program/main>

#### **Monbukagakusho Honors Scholarship (Gakushushoreihi)**

Selected applicants will be able to receive a scholarship for six months from the October of their enrollment. Details are below.

[https://www.jasso.go.jp/en/ryugaku/scholarship\\_j/shoreihi/about.html](https://www.jasso.go.jp/en/ryugaku/scholarship_j/shoreihi/about.html)

- **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. Applications will be announced.

[http://www.kyoto-u.ac.jp/en/education-campus/events\\_news/office/kyoiku-suishin-gakusei-shien/kokusai-kyoiku-koryu/news/2016/160531\\_1.html](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**

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>

### **※Accommodations**

- **Kyoto University International Houses**

Around July 2026, applicants will be contacted about applying for admission to the Kyoto University International House. The number of available units is limited and the competition is very high. For more information, see the following link.

<https://www.opir.kyoto-u.ac.jp/en/kuiso/admission/>
- **Other Accommodations**

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/>