

AY 2018

Application Guidelines for the Nagoya  
University Graduate School of Economics  
(Doctoral Program)

Admission for International Students

October 2018 Enrollment

Nagoya University  
Graduate School of Economics

B4-5 (700) Furo-cho, Chikusa-ku, Nagoya-shi, 464-8601

+81-(0)52-789-2357 (Admissions Staff)

School/Graduate School of Economics website:

<http://www.soec.nagoya-u.ac.jp>

# Our Educational Mission

To Cultivate Practical Skills  
&  
Develop Research Competency

## Emergency contact information

In the event that the examination schedule, selection process, etc. changes due to a disaster, an epidemic of infectious diseases, or other unavoidable circumstances, we will provide updated information on the following website; please be sure to check it prior to application or examination.

School / Graduate School of Economics Website

URL: <http://www.soec.nagoya-u.ac.jp/>

Contact:

Admissions Staff, the Graduate School of Economics (Tel: +81-(0)52-789-2357)

# Application Guidelines for the Nagoya University Graduate School of Economics (Doctoral Program) Admission for International Students

The Graduate School of Economics invites students to apply for admission into the Doctoral Program for the 2018 academic year according to the terms and conditions specified below:

May 2018

Nagoya University Graduate School of Economics  
B4-5, (700) Furo-cho, Chikusa-ku, Nagoya-shi 464-8601  
TEL: +81-(0)52-789-2357

## 1. Eligibility Requirements

Applicants must satisfy at least one of the conditions below, and must be able to dedicate themselves to research:

- (1) A master's degree or professional degree from a graduate school of Nagoya University or a graduate school of another university has been granted or is expected to be granted to the applicant by September 30, 2018;
- (2) A degree equivalent to a master's degree or professional degree in a foreign country has been granted to the applicant;
- (3) Courses in Japan through distance learning offered by a foreign school have been completed and a degree equivalent to a master's degree or a professional degree has been granted to the applicant;
- (4) A degree equivalent to a master's degree or a professional degree has been granted to the applicant by completing a course of study in Japan offered at an educational institution positioned under the schooling system in a foreign country as offering graduate school programs and also designated separately by the Minister of Japan's Ministry of Education, Culture, Sports, Science and Technology (MEXT);
- (5) A degree equivalent to a master's degree has been granted to the applicant by completing a course of study at the United Nations University, which was established under Article 1, paragraph (2) of the Act on Special Measures Incidental to Enforcement of the "Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University" (Act No. 72 of 1976), pursuant to the United Nations General Assembly Resolution dated December 11, 1972;

\* Applicants are required to possess a College Student Visa.

Please contact the admissions staff at the Graduate School of Economics for any inquiries.

## 2. Number of Students to be Admitted:

Socio-Economic System (the division for economics): A few

Industrial Management System (the division for business administration): A few

## 3. Application Submission Period:

Direct submission to the Graduate School of Economics will be accepted from June 28 (Thu), 2018 until 4 p.m. on July 3 (Tue), 2018.

Applications sent by mail will only be accepted if received by 4 p.m. on July 3 (Tue).

## 4. Application Documents

- (1) Application: Designated form included with downloaded materials
- (2) Curriculum Vitae: Designated form included with downloaded materials
- (3) Test Admission Ticket: Test admission ticket will be sent to each examinee on July 4, 2018.
- (4) Self-addressed envelope for receiving the test admission ticket:  
Applicant's return address, postal code, and name must be written on an envelope (23.5cm × 12cm) with a stamp for express mail (362 yen) attached.
- (5) Photo Card: Front-facing, upper body photograph without a hat (3cm × 4cm), taken within

the past 3 months.

- (6) Photocopy of Residence Card: Photocopies of both sides of the Residence Card.  
If the applicant cannot provide it at the time of application, he or she must submit a resident certificate of nationality, resident status and period of stay (*jumin-hyo* including nationality, resident status and period of stay, or a photocopy of the passport pages with the ID photograph).
- (7) Self-addressed envelope:  
This is for notifying the applicant of the results of the foreign language examination. The applicant's return address, postal code, and name must be written on an envelope (23.5cm × 12cm) with a stamp for express mail (362 yen) attached.
- (8) Address Label for Notification: The applicant's address and name must be written on the form provided by the Graduate School of Economics.
- (9) Three copies of the applicant's master's thesis or an equivalent essay, and three copies of a summary.
- a. If the applicant's master's thesis is not related to economics or business administration, or if the applicant obtained a master's degree or a professional degree without writing a thesis, then the applicant must prepare an essay equivalent to a master's thesis on a theme related to economics or business administration.
  - b. A summary (length: 1,600 Japanese characters or 800 English words) should clarify the following four items:
    - i. The purpose of the submitted thesis
    - ii. An overview of the thesis contents
    - iii. A review of related research
    - iv. Remaining issues with the thesis
- (10) Academic Transcript: A transcript issued and sealed by the university (undergraduate school) most recently attended.
- (11) Academic Transcript: A sealed transcript from the applicant's master's program.
- (12) Certificate of Master's Degree Completion (Expected Completion)
- (13) Documents which prove English proficiency:  
The results notification of one of the following proficiency tests must be submitted: TOEFL-iBT, TOEIC, or IELTS. The results shall be valid only for examinations taken after June 28, 2016.  
Please be aware of the following matters when submitting.

#### [TOEFL-iBT]

Applicants must submit both (i) and (ii) below.

(i) Official Score Report:

Applicants must complete the designated procedures in order for the Graduate School of Economics to receive the score from ETS (in the USA) by the last day of the application period. The school code for the Graduate School of Economics is "1614".

(ii) Test Taker Score Report (copy) or Examinee Score Report (copy):

Applicants must submit it together with other application documents when applying.

#### [TOEIC]

Official Score Certificate (original):

Applicants must submit it together with other application documents when applying. TOEIC-IP results shall not be accepted.

#### [IELTS]

Test Report Form (original) for the IELTS (Academic Module) test:

Applicants must submit it together with other application documents. IELTS (General Training Module) results shall not be accepted.

Applicants whose mother tongue is English must contact the admissions staff at the

Graduate School of Economics prior to application.

## 5. Application Procedures

- (1) Applicants must submit the application documents stated in the above paragraphs together with an examination fee of 30,000 yen to the Graduate School of Economics.  
The examination fee must be paid in cash or in the form of a standard postal money order of 30,000 yen issued at a post office (foreign currency cannot be accepted), with the recipient and other columns left blank. However, applicants who are continuing their studies at the Nagoya University Graduate School of Economics after having completed the Doctoral Program's first half (Master's Program) need not pay the examination fee.
- (2) In case of mailing the application documents, the documents must be enclosed in the envelope, and then sent by registered mail to the Graduate School of Economics no later than 4 p.m. on July 3 (Tue), 2018.
- (3) Applicants who are scheduled to complete the Master's program at the Graduate School of Economics do not need to submit the documents specified in preceding paragraphs (9) to (12).
- (4) No changes may be made to the application documents once they have been submitted. Furthermore, the examination fee may not be refunded.

## 6. Selection Process, Date and Location

### (1) Foreign Language Examinations

Submitted documents which prove English proficiency will be used for screening. Examination results will be posted at the entrance of the School/Graduate School of Economics on July 11 (Wed) at 6 p.m. (scheduled), and from July 12 (Thu) will also be made available on the School/Graduate School of Economics website. The results will also be sent individually to examinees at this time. However, if your results have not arrived by July 17 (Tue), please contact the Nagoya University Graduate School of Economics Admissions Staff during the morning hours of July 18 (Wed).  
(TEL: 052-789-2357)

### (2) Oral Examination (for those notified at the time of the announcement of the foreign language examination results that they may take the oral exam)

July 24 (Tue) from 1 p.m. at the Graduate School of Economics.  
(Meeting Time: 12:30 p.m.)

An examinee who arrives late by 30 minutes or more from the meeting time may not take the exam.

During the oral exam, examinees' academic potential will be examined by asking the examinees questions mainly on the master's thesis or equivalent essay submitted, and on related, broader issues. In addition, if proficiency in a foreign language is necessary for the examinee's research, this proficiency will be confirmed.

## 7. Notification of Selection Results

- (1) Date and Time: July 25 (Wed) at 6 p.m. (scheduled)
- (2) Place: At the entrance to the School/Graduate School of Economics
- (3) Notification: The results will be posted at the above place, and from July 26 (Thu) will also be made available on the School/Graduate School website. The results will also be sent individually to examinees at this time.

## 8. Student Payments (Entrance Fee, Tuition, etc.)

Enrollment Fee: 282,000 yen (Estimated Amount)

Tuition for First Semester: 267,900 yen (Annual Amount: 535,800 yen) (Estimated Amount)

In addition, should any changes be made to Student Payment amounts upon or during enrollment, the new payment amounts will apply from the date on which the changes are made.

## 9. Handling of Personal Information

- (1) Personal Information shall be handled appropriately in accordance with the “Act on the Protection of Personal Information Held by Independent Administrative Agencies, etc.” and the “Nagoya University Rules on the Protection of Personal Information”.
- (2) Personal Information obtained during the application process such as the applicant's name, address, date of birth, etc. shall be used only for the purposes of admissions selection, notification of results, and entrance procedures.
- (3) Personal information obtained during the application process and admission evaluation results of admissions selection will be used to improve future selection procedures. Furthermore, the personal details of applicants admitted to Nagoya University will be used for: i) academic affairs (student registration, academic advising, etc.); ii) student support services (health care, career services, tuition exemption, scholarship applications, etc.); and iii) tuition fee payment.

#### 10. Applicants with Special Needs

Applicants with disabilities or other special needs who require special accommodations for taking the entrance examination must notify the admissions staff at the Graduate School of Economics of their needs, with the following documents (1)-(3), by June 8 (Fri), 2018

- (1) Exam Accommodations Request Form (Describe the disability, the specific accommodations desired, and the reasons said accommodations are requested; free format, Size A4)
- (2) Medical Certificate issued by a medical doctor describing the status of the disability, Disability Certificate, etc. (Copies allowed)
- (3) Supplementary statements from 3rd parties who are familiar with the status of the disability of the applicant (Observations or opinions from specialists or relevant personnel at the applicant's alma mater, etc.)

Furthermore, applicants may submit additional documentation as appropriate.

If you would like to consult with us regarding the admissions process or your studies after your enrollment, please inquire with us before the application deadline.

#### 11. Other

- (1) For other, more detailed information, please contact the admissions staff of the Graduate School of Economics. If you contact by mail, include a self-addressed stamped envelope.
- (2) Notifications regarding enrollment procedures will be sent to successful candidates after decisions have been made. (Enrollment procedures: September 25 (Tue), 2018 (Scheduled))