

AY 2019

Application Guidelines for the Nagoya  
University Graduate School of Economics  
(Master's Program)  
Admission for International Students

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>

## Admissions Policy

The Graduate School of Economics seeks applicants who possess adequate linguistic abilities and general analytical skills. It is our mission to cultivate such talented individuals into economists who have outstanding ability in making policy proposals and an exceptional sense of ethics.

## Our Educational Mission

To cultivate abilities to apply principles in practice and develop competence to conduct research

### 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 (Master's Program) Admission for International Students

The Graduate School of Economics invites students to apply for admission into the Master's Program for the 2019 academic year according to the terms and conditions specified below:  
June 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 studying:

- (1) Applicants who have graduated from a university or are expected to graduate by March 31, 2019;
- (2) Applicants who have completed 16 years of education in a foreign country;
- (3) Applicants who have completed 16 years of schooling of a foreign country through distance education in Japan;
- (4) Applicants who have completed a program of an educational institution in Japan that offers a university program under the educational system of a foreign country (limited to completing the program that is compatible with 16 years of schooling in the foreign country). The institution must be designated by the Minister of Japan's Ministry of Education, Culture, Sports, Science and Technology (henceforth referred as MEXT);
- (5) Applicants who have been granted a degree equivalent to a bachelor's degree by graduating from a program that requires 3 or more years to complete in a foreign university or other foreign school (limited to institutions whose education and research activities have been evaluated by persons who have been certified by the foreign country's government or a related institution, or institutions that have been separately designated by the Minister of MEXT as being equivalent to such); Includes completing the program of the educational institution through distance education in Japan, as well as graduating from a program of an educational institution under the educational system of the foreign country and with the designation mentioned in item (4).
- (6) Applicants who have completed a postsecondary course in a specialized training college, which is designated by the Minister of MEXT. The completion date must be on or after the date the Minister specifies. The course is limited to the one of 4 or more years to complete, and must satisfy the other standards the Minister sets;
- (7) Applicants who have completed 15 years of education in a foreign country, and who have been recognized by the Graduate School of Economics as having received necessary units of credit with good grades.

\*1 Sufficient Japanese language ability is required to complete Master's Program.

\*2 Applicants are required to possess a College Student Visa. Please contact the admissions staff at the Graduate School of Economics for any inquiries.

\*3 Applicants who wish to submit an application under eligibility (5) or (7) above must contact the admissions staff at the Graduate School of Economics by December 7 (Fri), 2018 for the preliminary screening of qualification.

## 2. Number of Students to be Admitted

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

Industry Management Systems (the division for business administration): A few

## 3. Application Submission Period

Direct submission to the Graduate School of Economics will be accepted from January 7 (Mon) until 4 p.m. on January 11 (Fri), 2019

Applications sent by mail will only be accepted if received by 4 p.m. on January 11 (Fri).

#### 4. Application Documents

- (1) Application Form: Designated form included with downloaded materials.
- (2) Curriculum Vitae: Designated form included with downloaded materials.
- (3) Test Admission Ticket: The Graduate School of Economics will send a test admission ticket to each examinee on January 15 (Tue).
- (4) Self-addressed envelope for receiving the test admission ticket:  
Applicant's return address, postal code, and name must be written on the envelope (23.5cm×12cm). A stamp for express mail (362 yen) must also be attached on it.
- (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 you cannot provide it at the time of application, you 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 for notifying the applicants of the results of the first stage examination (subject examination):  
Applicant's return address, postal code, and name must be written on the envelope (23.5cm×12cm) with a stamp for express mail (362 yen) attached.
- (8) Address Label for Notification: Applicant's address and name must be written on the form provided by the Graduate School of Economics.
- (9) Free Essay: No more than two pages, with a theme chosen freely according to your own research interests; use the form provided by the Graduate School of Economics.
- (10) Academic Transcript: Transcript issued and sealed by the university most recently attended.
- (11) Certificate of Graduation (or expected graduation):
- (12) 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 notification shall be valid only when the examination date is after January 7, 2017.  
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 designated procedures in order for the Graduate School of Economics to receive the score from ETS (in the US) by the last day of the application submission period. The school code for our graduate school 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. Only TOEIC Listening & Reading Test will be acceptable. Other tests such as TOEIC Speaking & Writing Tests and TOEIC-IP Test will not be acceptable.

##### [IELTS]

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

Applicants must submit it together with other application documents.  
IELTS (General Training Module) test 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 are strongly encouraged to submit directly to the admissions staff at the Graduate School of Economics the application documents together with an examination fee of 30,000 yen. 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.
- (2) In case of mailing the application documents, the documents must be enclosed in the envelope with the attached address label provided by the Graduate School of Economics, and then sent by registered mail to the Graduate School of Economics no later than 4 p.m. on January 11 (Fri), 2019.
- (3) Applicants who graduated or are expected to graduate from the School of Economics, Nagoya University, do not need to submit items (10) and (11).
- (4) No changes may be made to application documents once the application procedures have been completed. Furthermore, the examination fee may not be refunded.

## 6. Selection Process, Date and Location

### (1) The First Stage Examination

(Subject Examination) (Meeting time: 9:30 a.m.)

In case of arriving late, examinees will be permitted to take the examination if the arrival time is within 30 minutes from the start of the examination.

Date	Time	Subject			Location
January 24 (Thu)	10:00 AM~12:00 PM	Essay	Socio-Economic Systems	Category A: Micro/Macroeconomics Category B: Political Economy/Economic History Category C: Economic Policy	Graduate School of Economics
			Industry Management Systems	Category D: Business Administration Category E: Accounting	

(Foreign Language Examination)

Submitted documents which prove English proficiency will be used for screening.

Subject examination results will be posted at the entrance of the School/Graduate School of Economics on February 6 (Wed) at 6 p.m. (scheduled), and from February 7 (Thu) will also be made available on the School/Graduate School of Economics Website.

The results will also be sent individually to examinees. However, if your results have not arrived by February 12 (Tue), please contact the Nagoya University Graduate School of Economics Admissions Staff during the morning hours of February 13 (Wed). (Tel: +81-(0)52-789-2357)

### (2) The Second Stage Examination: Oral Examination (Only those who have passed the first stage examination)

February 19 (Tue), from 10 a.m. at the Graduate School of Economics. (Meeting Time: 9:30 a.m.)

Examinees will not be allowed to take the exam if they arrive late by 30 minutes or more from the meeting time.

During the oral exam, examinees will be questioned on their broader academic knowledge based on their free essay submitted. In addition, if proficiency in a foreign language is necessary for the examinee's future research, it will be confirmed.

## 7. Notification of Selection Results

- (1) Date and Time: February 20 (Wed) 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 February 21 (Thu) will also be made available on the School/Graduate School of Economics Website. The results will also be sent individually to examinees.

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 for the purposes of admissions selection, notification of results, and entrance procedure.
- (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 at the exam must notify the admissions staff of the Graduate School of Economics of their needs, with the following documents (1)-(3), by December 7 (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 at 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: Tuesday, March 26, 2019 (Scheduled))