

AY 2023

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

Nagoya University
Graduate School of Economics

B4-4 (700) Furo-cho, Chikusa-ku, Nagoya-shi, 464-8601
E-mail : soec-apply@adm.nagoya-u.ac.jp (admissions staff)
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.

Graduate School of Economics Website

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

Contact: Admissions Staff, the Graduate School of Economics

E-mail: soec-apply@adm.nagoya-u.ac.jp

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 (henceforth, abbreviated as GSE) invites students to apply for admission into the Master's Program for the 2023 academic year according to the terms and conditions specified below:

July 2022

Nagoya University Graduate School of Economics

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, 2023;
- (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 November 18 (Fri), 2022 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 Procedures and Submission

You can complete your application procedure by sending the application documents by postal mail within the application period after internet registration and payment of the application fee via the Internet Application System (<https://e-apply.jp/ds/nagoya-gs/>)

(1) Internet Application Registration

Register by following the instruction of “Web Application Flow” attached in this brochure.
Registration Period: November 28, 2022(Mon) – 4pm (JST) December 14, 2022(Wed)

(2) Payment of Application Fee

Application fee: 30,000 yen

- You must pay the application fee by following the instruction of “Web Application Flow.”
- Application fee is waived for those who are completing the master’s Program of the GSE and applying to this program. Please check the appropriate box on the payment procedures page.
- Payment must be made within 4 days from the registration (including the registration date) and before 4pm (JST) on December 14, 2022(Wed).

The registration will be cancelled if no payment is made by the due date.

(3) Mailing of Application Documents

The application documents must be sent by registered express mail. The documents must be put in an envelope on which you paste “Address Sheet” printed from the Internet Application System.

Submission Period: December 12, 2022 (Mon) – 4pm (JST), December 15, 2022 (Thu) (strict deadline)

(4) No change in the application documents and no refund can be made once the application is completed.

4. Application Documents

* The forms designated by GSE are to be downloaded from the GSE website (<http://www.soec.nagoya-u.ac.jp/>). Print them one-sided on A4-size papers.

* Applicants who graduated or are expected to graduate from the School of Economics, Nagoya University, do not need to submit items (4) and (5).

(1) Nagoya University Graduate School Application form / Photograph Card:

Download from Internet Application System (<https://e-apply.jp/ds/nagoya-gs/>) and print one-sided in color on an A4-size paper

(2) Application Form and Curriculum Vitae:

Designated form downloadable from the GSE website.

(3) Research Plan Report:

Referring to your research interests: Designated form downloadable from the GSE website.

(4) Academic Transcript: Transcript issued and sealed by the university most recently attended.

(5) Certificate of Graduation (or expected graduation):

(6) Documents that prove English proficiency:

The results notification of one of the following proficiency tests must be submitted: TOEFL-iBT, TOEIC, or IELTS. We accept the results of examinations taken after December 12, 2020. Consult with the admission staff at the GSE in case you unavoidably submit the score of a test taken before December 12, 2020 or only a copy of the examination record.

Please be aware of the following matters when submitting.

[TOEFL-iBT] (TOEFL-iBT® Special Home Edition shall be accepted.)

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

(i) Official Score Report:

Applicants must complete the designated procedures in order for the GSE to receive the score from ETS (in the USA) by the last day of the application period. The school code for the GSE 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) results shall not be accepted.

Applicants whose mother tongue is English must contact the admissions staff of GSE prior to application.

(7) Pledge : Designated form downloadable from the GSE website.

(8) 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 and visa).

5. Selection Process and Date

(1) The First Stage Examination

(Review of Submitted Report)

Submitted Research Plan Report will be used for screening.

(Foreign Language Examination)

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

The list of examinees who pass the first stage examination will be posted on the GSE website around 6 p.m., February 1 (Wed) ,2023(scheduled). After the next day, an individual notification containing the information on the oral examination will be sent to those who pass the first stage examination. If the notification is not received by February 6(Mon), please contact the admissions staff of GSE.

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

You will have your online oral examination on February 8(Wed), 9(Thu) ,2023,at the time specified in the notification sent to those who pass the first-stage examination.

An examinee who fails to attend online at the designated time in the individual notification may not take the exam.

If you are unable to take the oral exam due to equipment or network failure, you must call the admissions staff of GSE before the designated time for the online oral examination.

In the oral exam, the interviewers will check examinee's academic knowledge regarding their submitted reports and related subjects in Economics and/or Business Administration.

The interviewers may check examinee's proficiency in foreign languages indispensable for the examinee's future research.

6. Notification of Selection Results

(1) Date and Time: February 15 (Wed) around 6 p.m. (JST),2023(scheduled)

(2) Notification:

The list of those who pass the second stage examination will be posted on GSE website.

An individual notification will also be sent to those who pass the exam.

7. Student Payments (Enrollment 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.

8. Handling of Personal Information

- (1) Personal Information shall be handled appropriately in accordance with the “Act on the Protection of Personal Information” and the “Tokai National Higher Education and Research System 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.

9. 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 GSE of their needs, with the following documents (1)-(3), by November 18 (Fri), 2022.

- (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.

10. Other

- (1) For other, more detailed information, please contact the admissions staff at the Graduate School of Economics.
- (2) Notifications regarding enrollment procedures will be sent to successful candidates after decisions have been made.
(Enrollment procedures: the last week of March,2023(scheduled))
- (3) Due to the Covid-19 pandemic, the test schedule and test method in this guideline may be subject to change in the future. Should there be any changes, the changes will be notified on our website.

● 「外国為替及び外国貿易法」に基づく「みなし輸出」における管理対象の明確化について

人文・社会科学の研究のみに関わる場合は以下は必要ありません。

例外的に理科学系分野との融合領域に関わる場合にのみ必要な手続きとなります。

2021年11月「外国為替及び外国貿易法」(外為法)に基づく「みなし輸出」における管理対象の明確化に伴い、大学・研究機関による教職員及び学生への機微技術の提供の一部が外為法の管理対象となりました。これに伴い、本学に出願の際は、「類型該当判断のフローチャート」に基づく「類型該当性の自己申告書」の提出が必要となります。また、合格時に「誓約書」の提出が必要となる場合があります。

「類型該当性の自己申告書」及び「類型該当判断のフローチャート」

https://mado.adm.nagoya-u.ac.jp/form1_export-control_jp

不明な場合は下記にお問合せください。

名古屋大学学術研究・産学官連携推進本部 安全保障輸出管理事務局

E-mail : anzen@aip.nagoya-u.ac.jp TEL : 052-747-6702

「類型該当性の自己申告書」が出願締切日に間に合わない場合は、準備でき次第提出してください。

その他の出願に必要な書類は、必ず出願締切日に提出してください。

● Regarding the clarification of the scope of control for “deemed exports” under the Foreign Exchange and Foreign Trade Act (“FEFTA”)

As a general rule, the following is unnecessary if the research involves only the humanities and social sciences.

As an exception, if you are involved in a fusion area with a science field, please follow the procedures below.

In November 2021, in accordance with the clarification of the scope of control for “deemed exports” under the Foreign Exchange and Foreign Trade Act (“FEFTA”), some provision of sensitive technology to faculty members and students by universities and research institutions has become subject to control under the FEFTA.

Consistently with this change, when applying to study at the University, students will be required to submit a “Declaration of applicable specific categories” based on the “Flowchart for determining applicable specific categories”. In addition, submitting a “Letter of confirmation” may be required at the time of acceptance.

“Declaration of applicable specific categories” & “Flowchart for determining applicable specific categories”

https://mado.adm.nagoya-u.ac.jp/form1_export-control_en

You may submit the form at your own discretion. If you have any questions, please contact below.

Nagoya University, Academic Research & Industry - Academia - Government collaboration, Export Control Division

E-mail : anzen@aip.nagoya-u.ac.jp TEL : +81-(0)52-747-6702

If you cannot submit the "Declaration of applicable specific categories" in time for the application deadline, please submit it as soon as it is ready.

All other documents required for application must be submitted on the application deadline.

2023年度受入可能教員リスト(博士前期課程) List of the faculty who can accept students. (Master's Program)

社会経済システム専攻 (Socio-Economic System)

氏名/Name		専門分野/Research Field	
伊藤 カンナ	ITO, Kanna	西洋経済史	Economic History
木越 義則	KIGOSHI, Yoshinori	アジア経済史	Asian Economic History
工藤 教孝	KUDOH, Noritaka	マクロ経済学	Macroeconomics
齊藤 誠	SAITO, Makoto	金融・ファイナンス、マクロ経済学	Money/ Finance, Macroeconomics
清水 克俊	SHIMIZU, Katsutoshi	金融論	Banking, Finance, and Monetary Economics
園田 正	SONODA, Tadashi	農業経済	Agricultural Economics
立石 寛	TATEISHI, Hiroshi	数理経済学	Mathematical Economics
玉井 寿樹	TAMAI, Toshiki	公共経済学	Public Economics
田村 彌	TAMURA, Wataru	情報の経済学	Information Economics
土井 康裕	DOI, Yasuhiro	経済統合論	Economic Integration
鍋島 直樹	NABESHIMA, Naoki	政治経済学	Political Economy
花蘭 誠	HANAZONO, Makoto	産業組織論	Industrial Organization
福澤 直樹	FUKUZAWA, Naoki	西洋経済史	Occidental Economic History
藤田 真哉	FUJITA, Shinya	政治経済学	Political Economy
萬行 英二	MANGYO, Eiji	開発経済学	Development Economics
柳原 光芳	YANAGIHARA, Mitsuyoshi	財政学	Public Finance
柳瀬 明彦	YANASE, Akihiko	国際経済学	International Economics

産業経営システム専攻 (Industrial Management System)

氏名/Name		専門分野/Research Field	
犬塚 篤	INUZUKA, Atsushi	経営組織論	Organization Management
小沢 浩	OZAWA, Hiroshi	管理会計、生産管理	Cost Management, Production Management
坂口 順也	SAKAGUCHI, Junya	管理会計	Management Accounting
鈴木 智之	SUZUKI, Tomoyuki	人的資源管理	Human Resource Management
仙場 胡丹	SEMBA, Hu Dan	財務会計・監査	Financial Accounting and Auditing
中島 英喜	NAKASHIMA, Hideki	ファイナンス	Finance, Portfolio Theory
中屋 信彦	NAKAYA, Nobuhiko	比較経営論	Comparative Management
樋野 励	HINO, Rei	生産管理、作業計画	Production Management, Scheduling
宮崎 正也	MIYAZAKI, Masaya	経営戦略	Management Strategy
山口 景子	YAMAGUCHI, Keiko	マーケティング・サイエンス	Marketing Science

※このリストは 2022 年度内に変更になる可能性がある。

経済学研究科志願書及び履歴書

Application Form and Curriculum Vitae

志望専攻 Department in which you wish to study	社会経済システム専攻 Socio-Economic System	産業経営システム専攻 Industrial Management System
志望する指導教員※ Desired academic advisor from whom you wish to receive supervision	第1志望指導教員 First Choice	第2志望指導教員 Second Choice
希望研究テーマ You hope to study in the Master's Program	第3志望指導教員 Third Choice	
(フリガナ) Furigana		
ローマ字 Roman Alphabet		
氏名 Name		
現在の在留カードの在留期間 Period of stay of a College student Visa	年 月 (M / Y)	
英語能力を証明する書類の種類及び受験年月 Test certificate which proves English proficiency and the test date	TOEFL TOEIC IELTS	年 月 (M / Y)

学歴 (Educational Background) ・ 職歴 (Employment Record, (Begin with the most recent one if any))

区分 (Classification)	学校名・勤務先 (Name of School・Company or institution)	正規の 修学年数 (Required Years of Study)	入学及び卒業年月 (Year and Month of Entrance and Completion) 勤務期間 (Period of employment)	学位/資格/職務内容 (Diploma or Degree awarded or Type of Work)
初等教育 (Elementary Education) 小学校 (Elementary School)		年 (Years)	入学 (From) 卒業 (To)	
中等教育 (Secondary Education) 中学 (Lower Secondary School)		年 (Years)	入学 (From) 卒業 (To)	
高校 (Upper Secondary School)		年 (Years)	入学 (From) 卒業 (To)	
高等教育 (Higher Education) 大学 (Undergraduate Level)		年 (Years)	入学 (From) 卒業 (To)	
研究生等 (Research Student, etc.)		年 (Years)	入学 (From) 卒業 (To)	

注意 Notes

1. 太枠内はすべて英語または日本語で記載すること。
Documents should be written in either Japanese or English in the area inside the bold lines.
2. ※印欄の志望する指導教員は、受入可能教員リストから選ぶこと。
※ Desired academic advisors must be selected from the list of the faculty who can accept students.
3. PCを用いて必要項目を記入し、印刷したものを提出すること。
Fill out required items with your computer. Submit a printed copy by post.

研究計画書 (Research Plan Report)

日本語または英語で、以下の各欄に記入しなさい。
Please fill in each of the following columns in English or Japanese.

氏名 Name	
---------	--

1. 大学院卒業後の見通し・希望を記述しなさい。Write your prospects and/or hopes after graduation.

見通し・希望 Prospects / Hopes	
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2. あなたの研究のタイトルを記述しなさい。Write the title of your research.

タイトル Title	
---------------	--

3. あなたの研究の概要と着想に至った背景について日本語 800 字以内（もしくは英語 320 語以内）で記述しなさい。Describe the outline and the background of your research in 320 words.

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4. あなたの研究の準備状況について, 大学院入学前の学習や自身の経験を中心に日本語 800 字以内(もしくは英語 320 語以内) で記述しなさい。
Describe the preparations of your research in 320 words, particularly focusing on what you have learned and/or what you have experienced before applying for this graduate school.

5. あなたの研究のスケジュールについて、入学後1年間を中心に日本語800字以内（もしくは英語320語以内）で具体的に記述しなさい。
Describe the schedule of your research specifically in 320 words, mainly for the first year after enrollment.

To the Dean of the Graduate School of Economics, Nagoya University:

PLEDGE

In sitting for an online interview in the AY 2023 Nagoya University Graduate School of Economics Master's program entrance examination, I pledge to comply with the following:

· I will take full responsibility for preparing a device with video call capability (computers with cameras, tablets, smartphones, etc.) and ensuring that I have a good and stable internet connection at the location where I plan to take part in the interview (home, a room at my educational institution, etc.).

· No one else will enter the room where I have the interview (hereinafter referred to as the "exam room"), and I will remain alone for the entirety of the examination. I will also strive to keep the exam room quiet.

· Except for the device being used for the online interview, I will turn off all communication devices and not bring them into the exam room. If location circumstances prohibit me from taking a device outside the exam room, I will not touch the device from the time the examination begins until the time it ends.

· I will not take any photographs or audio or video recordings during the examination, and I will not distribute any such photographs or audio or video recordings via SNS or other means.

· I will not share any information I obtained during the examination until results are announced.

Date: ____ [Year] ____ [Month] ____ [Day]

Name (signature) _____

Web Application Flow

The web application flow is as follows.



STEP
1

Preparation

Prepare a computer and printer connected to internet (smartphone and tablet are not recommended).

Prepare *required documents well in advance before application since it may take time to obtain them.

*Required documents: ID photo data, certificates etc.
For details, please check [the application guidelines](#) for the graduate schools you wish to enter.

(Photo data)

STEP
2

Access the Application Site

From the application site ▶ <https://e-apply.jp/ds/nagoya-gs/>

OR

University website ▶ <https://www.nagoya-u.ac.jp/>

STEP
3

MyPage Registration

Follow the instructions on the screen to enter the required information and register for MyPage. If you have already registered MyPage, please proceed to STEP4.

① If you register MyPage for the first time, please login from [My Page registration](#).

② Register your email address and click [Submit a temporary registration e-mail](#).

③ Click [Go to Login](#).

④ The initial password and URL for main registration will be sent to the e-mail address.

* Please check your e-mail settings as well to ensure that you are able to receive e-mails from @e-apply.jp domain.

⑤ On the login screen, enter the registered e-mail address and the "initial password" you received in ④, and click [Login](#).

⑥ Change from the initial password to new password.

⑦ Enter the required personal information and click [Next](#).

⑧ Confirm the personal information you entered and click [To register in this content](#).



⑨ Registration is completed. Click **To My Page**.



⑩ When the above is displayed, MyPage registration is complete.

⑪ During the application period, click **Carry out the application procedure** to continue the application procedure. Outside of specified periods, you cannot proceed any further, so click **Log out** to logout.

STEP

4

Register the Application forms

Make sure to confirm to procedures and notes on the screen page, and enter required information.



① Login to MyPage and click **Carry out the application procedure**, then go to the registration screen.



② Select your graduate school.



③ Select the entrance exam to take and read the important notes.



④ Choose which major to apply for.



⑤ Upload ID photo data and click **To choose photo** to select a photo.



⑥ Enter the required personal information.



⑦ Confirm application form. You can check the application form by clicking **Application Form (sample)**.



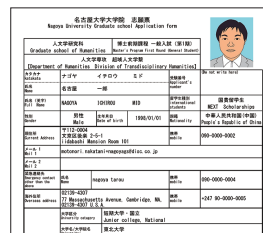
⑧ Application registration is completed. Click **Continue to pay** to proceed the examination fee payment screen.



Payment is due within 4 days including the date of application. However, if the Web application deadline falls earlier than that, the payment deadline will be the Web application deadline.

⑨ How to pay the examination fee

- Convenience stores*
- ATMs with Pay easy*
- Internet banking*
- Credit card
- * Only available in Japan



⑩ PDF documents are required for application (image).

⑪ Printing will be available after payment of the examination fee. These are required to submit as well as required documents.

If you choose to pay the examination fee at a convenience store or a bank ATM that supports Pay-easy, please make sure to write down the necessary payment number displayed after selecting the payment method, and pay the fee at a convenience store or bank ATM within the notified payment deadline.

At Seven Eleven

Payment slip number (13 digits)															
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At Lawson, Mini Stop, FamilyMart, ATMs with Pay-easy

Customer number (11 digits)											
Confirmation number (6 digits)											

At Daily Yamazaki, SeicoMart

Online settlement number (11 digits)											
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receiving institute number (5 digits) **5 8 0 2 1** At ATMs with Pay-easy

A confirmation e-mail will be sent to you after you have completed the registration of your application. If you have set restrictions on receiving e-mails, please allow the sender (@e-apply.jp).
*Please note that the confirmation email may be sent to your junk folder.



After the examination fee has been paid, you will not be able to correct your application contents. Please check your application contents before paying the examination fee. If there are any errors, please register again from Step 3.

*Please note that if you select credit card in "⑨How to pay the examination fee", the payment will be completed at the same time as registration.



Pay the examination fee

1 Paying with a credit card

You can select and pay during the Web application.

[Credit cards available for the payment]

VISA, Master, JCB, AMERICAN EXPRESS, MUFG, DC, UFJ, NICOS



The payment can be completed during the Web application.

2 Paying by internet banking

(Only in Japan)

After your Web application is registered, the page will shift to the site of the bank you chose. Make the payment as instructed on the screen.

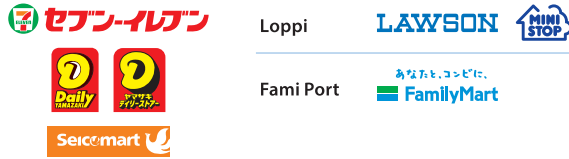
*Required your bank account is registered for internet banking.

The payment can be completed online.

3 Paying at convenience stores (Only in Japan)

Write down the number displayed after your Web application is registered, and pay at any one of the following convenience stores.

- Pay at the cashier
- Pay using the terminal



4 Paying at ATMs with Pay-easy option

(Only in Japan)

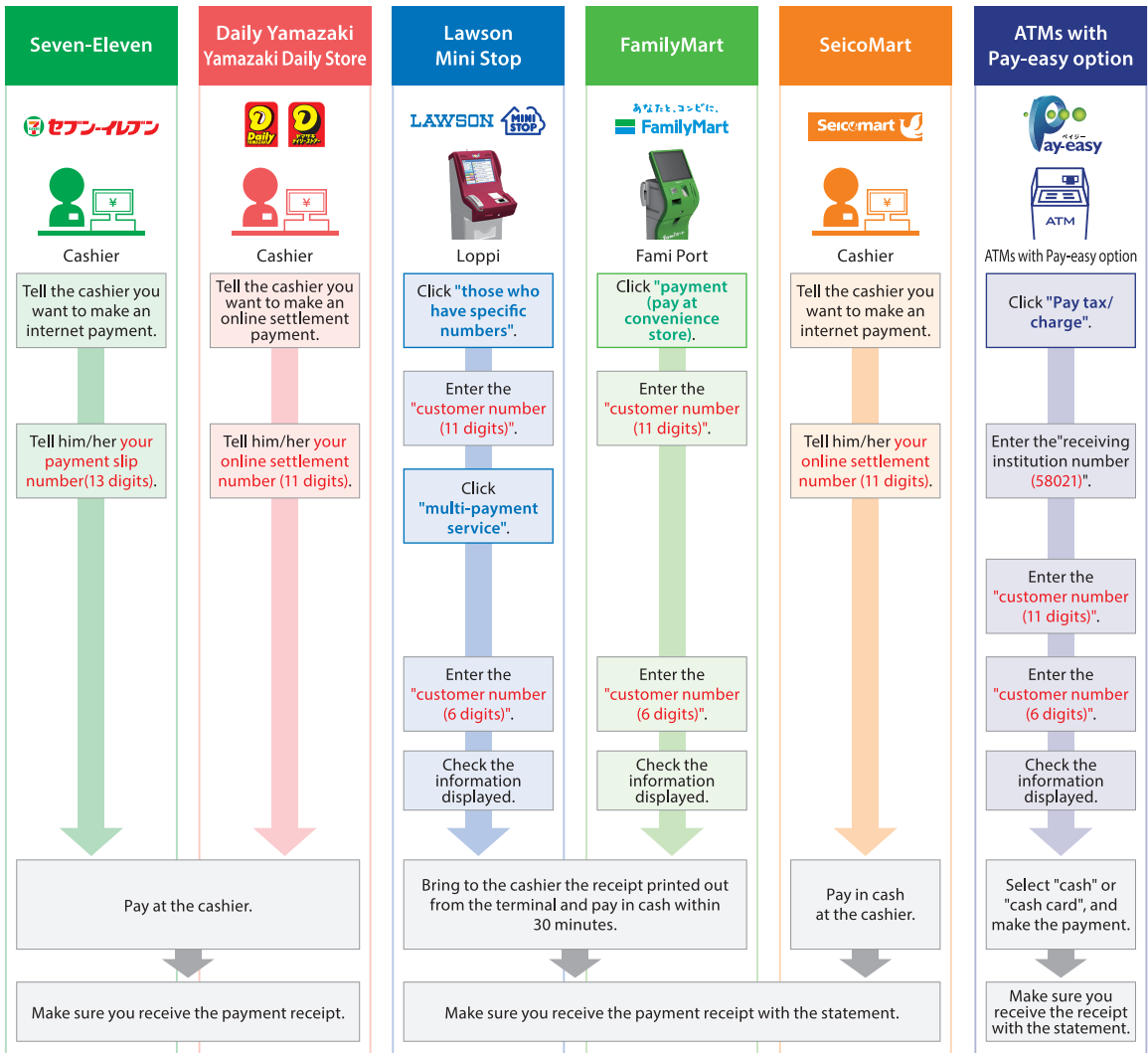
Write down the number displayed after your Web application is registered, and pay at any one of the ATMs with Pay-easy option as instructed on the screen.



*Banks with Pay-easy option can be checked on the [Selection of Payment Method] page.

Enter necessary information as instructed on the screen of the terminal or ATM, check the information displayed, and make the payment.

3 Convenience stores



4 ATMs

STEP

6



Send Required Documents by Post

Print the documents downloadable in color after the completing and paid your application and send them from post office by registered express mail (書留速達郵便) along with other required documents. If you are from outside Japan, send them by tracked post (EMS etc.) within the application period.

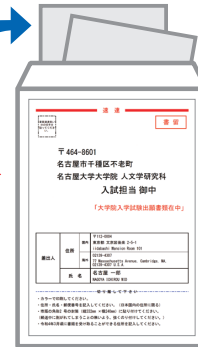
Required documents

- Documents to be printed from the web application
- Documents to be downloaded from the Graduate School WEB site and prepaed
- Certificated issued by your graduated universities



One copy is required for each application registration. Please refer to **the application guidelines** for the required documents.

The mailing address of your application will be automatically printed on the Address Sheet. When sending from overseas, do not use this sheet.



Address sheet for submitting your application

Attach the sheet to a commercially available Kaku 2 envelope (24cm x 33.2cm).



If the application guideline specify other submission methods, please follow it.

*The examination fee and necessary documents that have been received will not be returned in any way except for those specified it in **the application guidelines**.

< Application Completion >

Note for Application

Your application will be completed only after you complete the web application, pay the examination fee, and send by post the required documents by the deadline.

Please make sure to check the deadline in **the application guidelines**.

STEP

7



Print the Examinee's Registration Card

When the application is accepted and the examinee's registration card is able to be printed, you will be notified it through the e-mail address you have registered. If you do not receive the e-mail, please login to the Web application site by the day before the examination, print the card out on an A4 paper, single-sided in color, and bring this with you on the day of the examination.

