

AY 2024

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://www2.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://www2.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 2024 academic year according to the terms and conditions specified below:

July 2023

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, 2024;
- (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 17 (Fri), 2023 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 27, 2023(Mon) – 4pm (JST) December 13, 2023(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 13, 2023(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 11, 2023 (Mon) – 4pm (JST), December 14, 2023 (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://www2.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 11, 2021.

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) 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

(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 29 (Mon)	10:00 AM~ 12:00 AM	Essay	Socio-Economic Systems	Category A: Micro/Macroeconomics /Econometrics (including Statistics) Category B: Political Economy/Economic History	Graduate School of Economics
			Industry Management Systems	Category C: Business Administration Category D: Accounting	

(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 7 (Wed), 2024(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 13(Tue), please contact the admissions staff of GSE.

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

You will have your oral examination in the morning session or in the afternoon session, either on February 15(Thu) or 16(Fri), 2024, at the Graduate School of Economics. (The morning session will start at 10 a.m.. The examinees should arrive 30 minutes before the starting time either of the morning session or the afternoon session. The examinees will not

be allowed to take the exam if they arrive late by 30 minutes or more from the designated time.) 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 21 (Wed) around 6 p.m. (JST),2024(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 17 (Fri), 2023.

(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,2024(scheduled))

(3) Should there be any changes of the test schedule and test method in this guideline, 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.

【参考図書および出題範囲について Reference Books and Subject Area】

類 Category		参考図書 Reference Books	出題範囲 Subject Area
A 類 Category A	ミクロ経済学 Microeconomics	神取道宏『ミクロ経済学の力』日本評論社	ミクロ経済学・マクロ経済学・計量経済学（統計学分野を含む）の各分野から 1 題ずつ出題する。 One question each from Microeconomics, Macroeconomics, and Econometrics (including Statistics).
	マクロ経済学 Macroeconomics	マンキュー『マクロ経済学』（I 入門篇 & II 応用篇）東洋経済新報社	
	計量経済学 （統計学分野を含む） Econometrics (including Statistics)	<ul style="list-style-type: none"> • Newbold, P., W.L. Carlson, B. Thorne. <i>Statistics for Business and Economics</i>. Prentice Hall. • Wooldridge, J.M. <i>Introductory Econometrics: A Modern Approach</i>. Thomson Higher Education. • Stock, J.H. and M.W. Watson, <i>Introduction to Econometrics</i>. Pearson Education Limited. (ストック＝ワトソン『入門 計量経済学』共立出版) 	
B 類 Category B	政治経済学・経済史 Political Economy/Economic History	とくに指定しない Not Specified	政治経済学・経済史の各分野から 1 題ずつ出題する。 One question each from Political Economy and Economic History.
C 類 Category C	経営学 Business Administration	とくに指定しない Not Specified	経営戦略，マーケティング，経営組織，組織行動，生産管理の全般から合計 2 題を出題する。 Two questions from the whole area of Strategic Management, Marketing, Organizational Management, Organizational Behavior, and Product Management.
D 類 Category D	会計学 Accounting	<ul style="list-style-type: none"> • 桜井久勝『財務会計講義』中央経済社 • 山本浩二・小倉昇・尾畑裕・小菅正伸・中村博之『スタンダードテキスト管理会計論』中央経済社 • 櫻井通晴『管理会計』同文館出版 	財務会計・管理会計の各分野から 1 題ずつ出題する。 One question each from Financial Accounting and Managerial Accounting.

（注）参考図書：できるだけ最新版を用いて学習すること。

Note: We recommend using the latest version of each book listed as a reference when preparing for the examination.

2024 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
篠田 和彦	SHINODA, Kazuhiko	計量経済学	Econometrics
清水 克俊	SHIMIZU, Katsutoshi	金融論	Banking, Finance, and Monetary Economics
周 愚	ZHOU, Yu	ミクロ経済学、マーケットデザイン、産業組織論	Microeconomics, Market Design, Industrial Organization
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
御子柴 みなも	MIKOSHIBA, Minamo	マクロ経済学	Macroeconomics
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 2023 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	第3志望 指導教員 Third Choice
希望研究テーマ You hope to study in the Master's Program			
(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

- 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.
- ※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.
- 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	
-----------------------------	--

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.

インターネット出願の流れ

出願完了までの流れは、以下の通りです



STEP

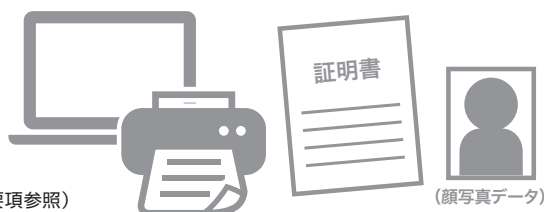
1



事前準備

インターネットに接続されたパソコン、プリンターなどを用意してください。
必要書類※は、発行まで時間を要する場合があります。
早めに準備を始め、出願前には必ず手元にあるようにしておいてください。

※必要書類…顔写真データ、各種証明書(※詳細は各研究科学生募集要項参照)



(顔写真データ)

STEP

2



インターネット出願サイトにアクセス

インターネット
出願サイト

<https://e-apply.jp/ds/nagoya-gs/>



STEP

3



マイページの登録

画面の手順に従って、必要事項を入力してマイページ登録を行ってください。
なお、マイページの登録がお済みの方は、STEP4に進んでください。



①初めて登録する方は
マイページ登録 から
ログインしてください。



②メールアドレスの登録を行って
仮登録メールを送信 を
クリックしてください。



③ユーザー登録画面から
ログインページへ を
クリックしてください。



④登録したメールアドレスに
初期パスワードと
本登録用URLが届きます。
※@e-apply.jpのドメインからのメール
を受信できるように設定してください。



⑤ログイン画面から
登録したメールアドレスと④で
届いた『初期パスワード』にて
ログイン を
クリックしてください。



⑥初期パスワードの変更を
行ってください。



⑦表示された個人情報を入力して
次へ を
クリックしてください。



⑧個人情報を確認して
この内容で登録する を
クリックしてください。



⑩上記ページが表示されたら
マイページ登録は完了です。

※出願受付中の場合のみ、**出願手続きを行う** > ボタンをクリックすると出願手続きに進めます。
出願受付期間外の場合は、これより先に進めませんので **ログアウト** ボタンをクリックしてください。

4

画面の手順や留意事項を必ず確認して、画面に従って必要事項を入力してください。



①マイページログイン後の
出願手続きを行う > ボタン
から登録画面へ



②研究科の選択




③入試区分と留意事項の確認



④出願専攻等の選択



⑤顔写真のアップロード


写真選択へ  ボタンをクリックし
写真を選択します。

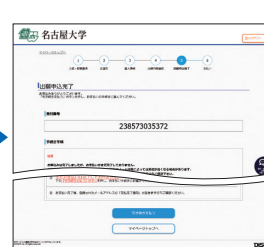


⑥個人情報(氏名・住所等)の入力



⑦出願内容の確認

 志願票(サンプル) ボタンをクリックすると志願票、写真票、宛名シートが確認できます。



⑧申込登録完了

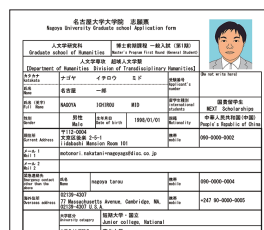
引き続き支払う ボタンをクリックし検定料のお支払い画面へ。



お支払い期限は申込日を含め4日間です。ただし、Web出願締切がそれよりも早く到来する場合、Web出願締切が期限となります。

⑨入学検定料の支払い方法

- コンビニエンスストア
- ペイジー対応銀行ATM
- ネットバンキング ●クレジットカード



⑩出願に必要な書類PDF
(イメージ)
※検定料納入後に出力可能となります。

入学検定料の支払い方法で「コンビニエンスストア」または「ペイジー対応銀行ATM」を選択された方は、支払い方法の選択後に表示されるお支払いに必要な番号を下記メモ欄に控え、通知された「お支払い期限」内にコンビニエンスストアまたはペイジー対応銀行ATMにてお支払いください。

[illegible][illegible][illegible]

収納機関番号 (5桁)	58021	※収納機関番号は、ページで お支払いの際に必要となります。
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申込登録完了後に確認メールが送信されます。メールを受信制限している場合は、送信元(@e-apply.jp)からのメール受信を許可してください。 ※確認メールが迷惑フォルダなどに振り分けられる場合がありますので、注意してください。



入学検定料支払い後は、登録内容の修正・変更ができませんので、入学検定料支払い前に必ず登録内容を確認し、誤りがあれば、再度登録してください。

※「入学検定料の支払い方法」でクレジットカードを選択した場合は、出願登録と同時に支払いが完了しますので注意してください。

入学検定料の支払い

お支払い期限は申込日を含め4日間です。

ただし、Web出願締切がそれよりも早く到来する場合、Web出願締切が期限となります。

1 クレジットカードでの支払い

出願内容の登録時に選択し、支払いができます。

【ご利用可能なクレジットカード】

VISA、Master、JCB、AMERICAN EXPRESS、MUFGカード、DCカード、UFJカード、NICOSカード



出願登録時に支払い完了

2 ネットバンキングでの支払い

出願内容の登録後、ご利用画面からそのまま各金融機関のページへ遷移しますので、画面の指示に従って操作し、お支払いください。

※決済する口座がネットバンキング契約されていることが必要です

Webで手続き完了

3 コンビニエンスストアでの支払い

出願内容の登録後に表示されるお支払いに必要な番号を控えて、コンビニエンスストアでお支払いください。

●レジで支払い可能

●店頭端末を利用して支払い可能



Loppi



マルチコピー機

あなたも、コンビニ、
FamilyMart各コンビニ端末画面・ATMの画面表示に従って必要な情報を入力し、
内容を確認してから入学検定料を支払ってください。

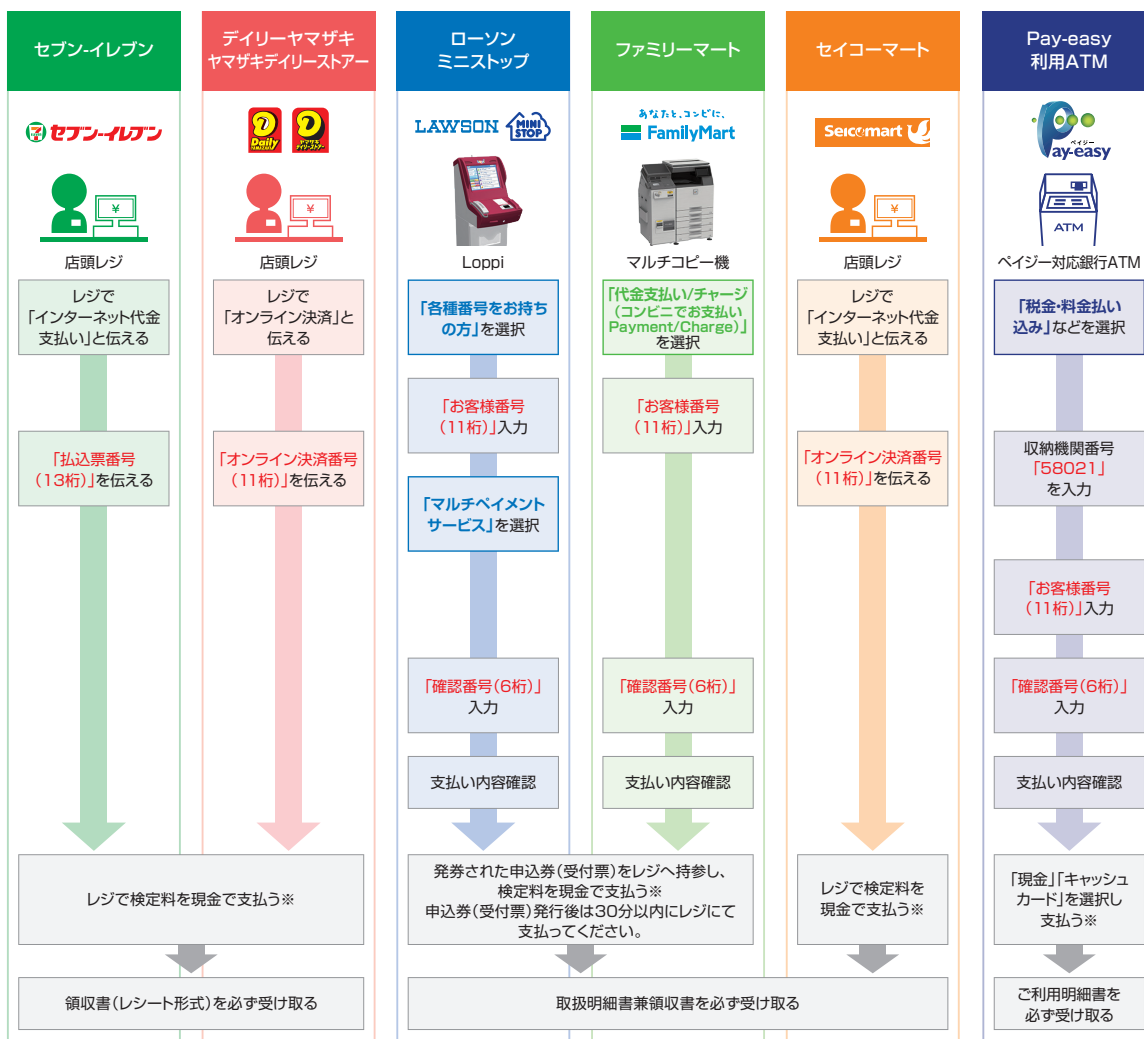
4 ペイジー対応銀行ATMでの支払い

出願内容の登録後に表示されるお支払いに必要な番号を控えて、ペイジー対応銀行ATMにて画面の指示に従って操作のうえお支払いください。



※利用可能な銀行は「支払い方法選択」画面で確認してください。

3 コンビニエンスストア



※ゆうちょ銀行・銀行ATMを利用する場合、現金で10万円を超える場合はキャッシュカードで支払ってください。コンビニエンスストアを利用の場合は現金で30万円までの支払いとなります。

STEP

6



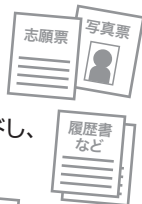
必要書類の印刷と郵送

出願登録、入学検定料の支払後にダウンロードできる書類を全て**カラー印刷**し、その他の必要書類と併せて出願期間内に郵便局窓口から「**書留速達郵便**」で郵送してください。

出願に必要な書類

⚠ 募集要項を必ず確認してください

- インターネット出願サイトから印刷する書類
- 本学研究科のホームページからダウンロードし、作成する書類
- 出身大学等に発行を依頼する証明書



出願書類の郵送先は宛名シートに自動で印字されます。

出願書類提出用宛名シート

市販の角形2号封筒(24cm×33.2cm)に貼り付けて作成

■出願書類

1回の出願登録につき各1部必要です。出願に必要な書類は学生募集要項を参照してください。

※一旦受理した入学検定料・必要書類は学生募集要項で明記しているものを除き一切返却しません。

〈出願完了〉

出願時の
注意点

出願はインターネット出願サイトでの登録完了後、入学検定料を支払い、必要書類を郵送して完了となります。インターネットでの登録が完了しても出願書類の提出期限に書類が届かなければ出願を受理できませんので注意してください。

それぞれの期限は各研究科の学生募集要項を参照してください。

インターネット出願は24時間可能です。必要書類の郵送は各募集要項で定められた時間内に行ってください。ゆとりを持った出願を心がけてください。

STEP

7



受験票の印刷

出願を受け付けた後、受験票の印刷が可能になりましたら、出願時に登録されたメールアドレスへ通知します。メールが届かない場合でも、試験前日までにインターネット出願サイトにログインし、各自で**A4用紙にカラー片面印刷**をして**試験当日に持参**してください。



受験票

氏名: ○○○○
入試: ×××入試

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.



STEP

2



Access the Application Site

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



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)**.



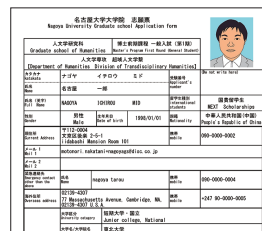
⑧ Application registration is completed. Click **Continue to pay** to proceed the examination fee payment screen.



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)

At Daily Yamazaki, SeicoMart

Online settlement number (11 digits)

At Lawson, Mini Stop, FamilyMart, ATMs with Pay-easy

Customer number (11 digits)

Confirmation number (6 digits)

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



Loppi



Fami Port



4 Paying at ATMs with Pay-easy option

(Only in Japan)

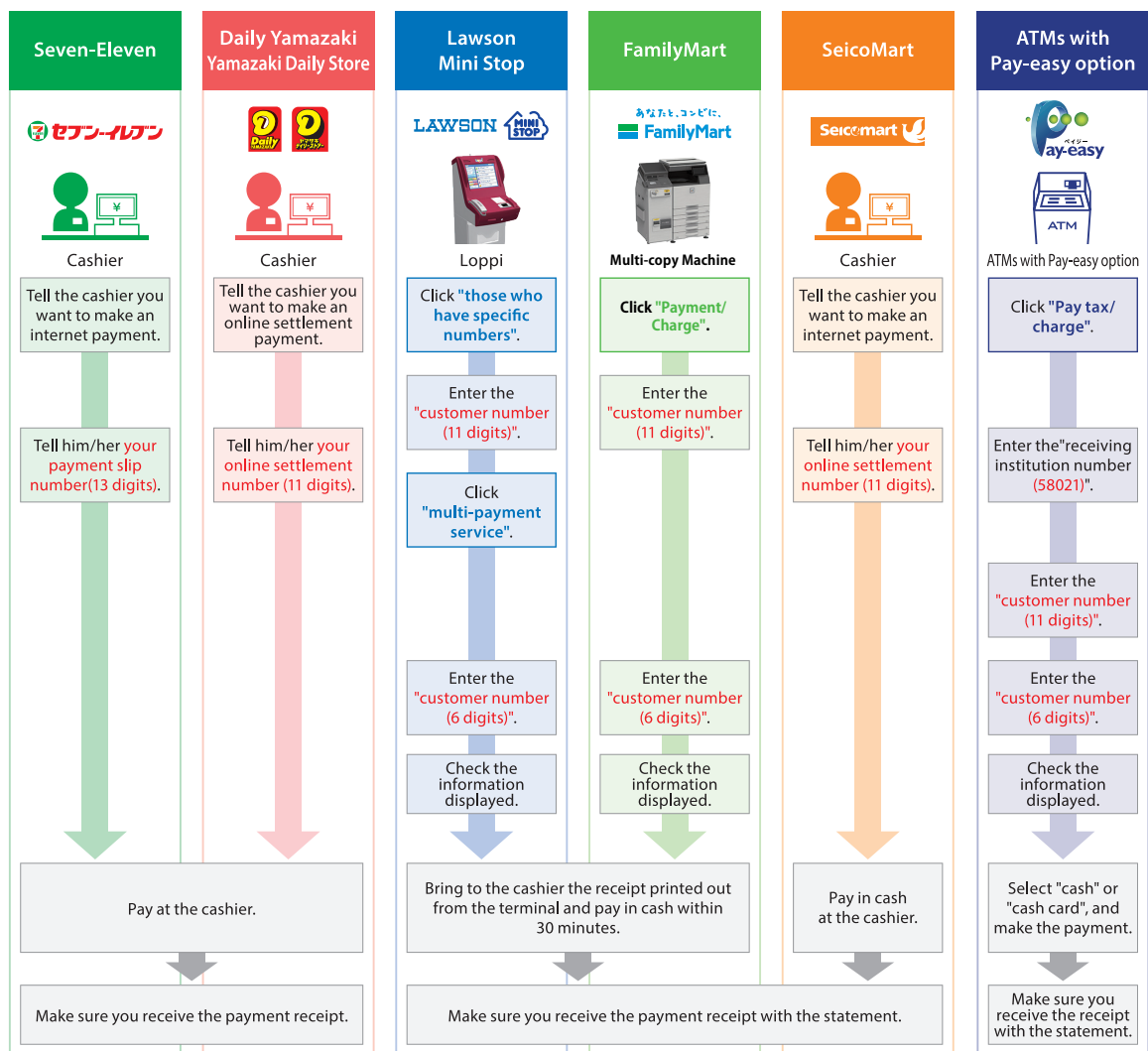
Write down the number displayed after your Web application is registered, and pay at any one of the ATMs with Pay-easy option as instructed on the screen.



*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

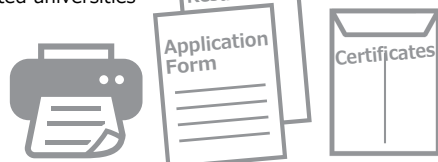


Send Required Documents by Post

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.

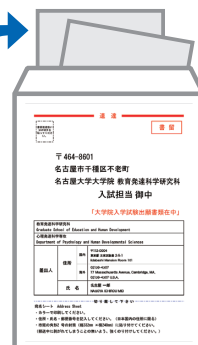
Required documents

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

