

AY 2024

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

Admission for International Students

April 2024 Enrollment

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 not only adequate linguistic abilities, but also competency in their use; who have not only general analytical skills, but also the necessary academic foundation to exercise them. It is our mission to cultivate such talented individuals into leaders of professional economists who have outstanding ability in making policy proposals and an exceptional sense of ethics, so that they may play leading roles in our society.

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 (Doctoral Program) Admission for International Students

The Graduate School of Economics(henceforth abbreviated as GSE) invites students to apply for admission into the Doctoral Program for the 2024 academic year according to the terms and conditions specified below:

September 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 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 March 31, 2024;
- (2) A degree equivalent to a master's degree or professional degree in a foreign country has been granted or is expected to be granted to the applicant by March 31, 2024;
- (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 or is expected to be granted to the applicant by March 31, 2024;
- (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) or is expected to be granted to the applicant by March 31, 2024;
- (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 or is expected to be granted to the applicant by March 31, 2024;

* Applicants are required to possess a College Student Visa.
Please contact the admissions staff of GSE 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 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: December 4, 2023(Mon) –4pm (JST) December 20, 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 Nagoya University

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 20, 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 18, 2023 (Mon) – 4pm (JST), December 21, 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 are expected to complete the Master’s program at GSE do not need to submit the documents specified in following paragraphs (4) to (6) .

(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

With the prospect of obtaining a doctoral degree, describe 1) your previous research activity and 2) your research plan for the next three years. The form is issued by the GSE.

(4) Three copies of the applicant's master's thesis or a comparable essay, and three copies of a summary of your master's thesis or comparable essay.

- a. If the applicant's master's thesis is not related to economics or business administration, or if the applicant received a master's or a professional degree without writing a thesis, then the applicant must prepare an essay comparable to a master's thesis on a theme related to economics or business administration.
- b. A summary of your master's thesis or comparable essay 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

(5) Academic Transcript: a. A transcript issued by the university (undergraduate school) most recently attended.

- b. A transcript from the applicant's master's program.

(6) Certificate of Master's Degree Completion (Expected Completion)

(7) 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 18, 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 GSE to receive the score from ETS (in the USA) by the last day of the application period. The school code for 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.

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

(9) 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

The examinee's ticket shall be notified through the Internet Application System.
Print and bring it to Examination.

(1) Foreign Language Examination

Applicants are to be screened based on Documents that prove English proficiency.

(2) Online Oral Examination

You will have your online oral examination on February 19 (Fri) ,2024,at the time specified
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 the academic potential of examinees, mainly yet not exclusively in the research plan and in the subject of the master's thesis or the comparable essay. The interviewers may also check the proficiency of foreign languages if they are indispensable for the examinee's research topic.

An individual notification containing the information on the oral examination on February 8 (Thu). However, if the notification is not received by February 13 (Tue), please contact the admissions staff of GSE.

6. Notification of Selection Results

(1) Date and Time: February 21 (Wed) around 6 p.m. ,2024(scheduled)

- (2) Notification: The results will be posted on GSE website. An individual notification will also be sent to those who pass the examination.

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 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.

9. 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 of GSE of their needs, with the following documents (1)-(3), by November 24 (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 of GSE.

(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.

2024 年度受入可能教員リスト(博士後期課程) List of the faculty who can accept students. (Doctoral 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
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	※	
修士（見込） 論文名 Title of Master's Thesis		
後期課程において研究 しようとする主題目 Main topic of research you hope to study in the Doctoral 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)	
大学院 (Graduate 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.

氏名 Name

[illegible]

名古屋大学大学院経済学研究科 Nagoya University Graduate School of Economics

受験番号	×
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研究計画 Research Plan

[illegible]

※タイプ打ち，3枚以内で文書を作成すること。図を記載してもよい。図は手書きでもよい。
Type or edit your text with word processing within three pages. You may include digital or hand-drawn diagrams.

名古屋大学大学院経済学研究科 Nagoya University Graduate School of Economics

受験番号	×
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研究計画 Research Plan

[illegible]

※タイプ打ち，3枚以内で文書を作成すること。図を記載してもよい。図は手書きでもよい。
Type or edit your text with word processing within three pages. You may include digital or hand-drawn diagrams.

名古屋大学大学院経済学研究科 Nagoya University Graduate School of Economics

受験番号	×
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To the Dean of the Graduate School of Economics, Nagoya University:

PLEDGE

In sitting for an online interview in the AY 2024 Nagoya University Graduate School of Economics Doctor'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.



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.



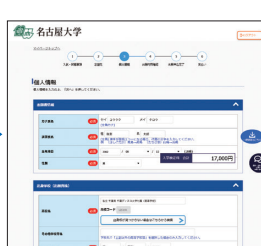
③ Select the entrance exam to take and read the important notes.



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)**.



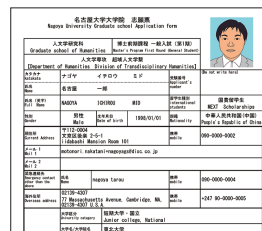
⑧ Application registration is completed. Click **Continue to pay** to proceed the examination fee payment screen.



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)

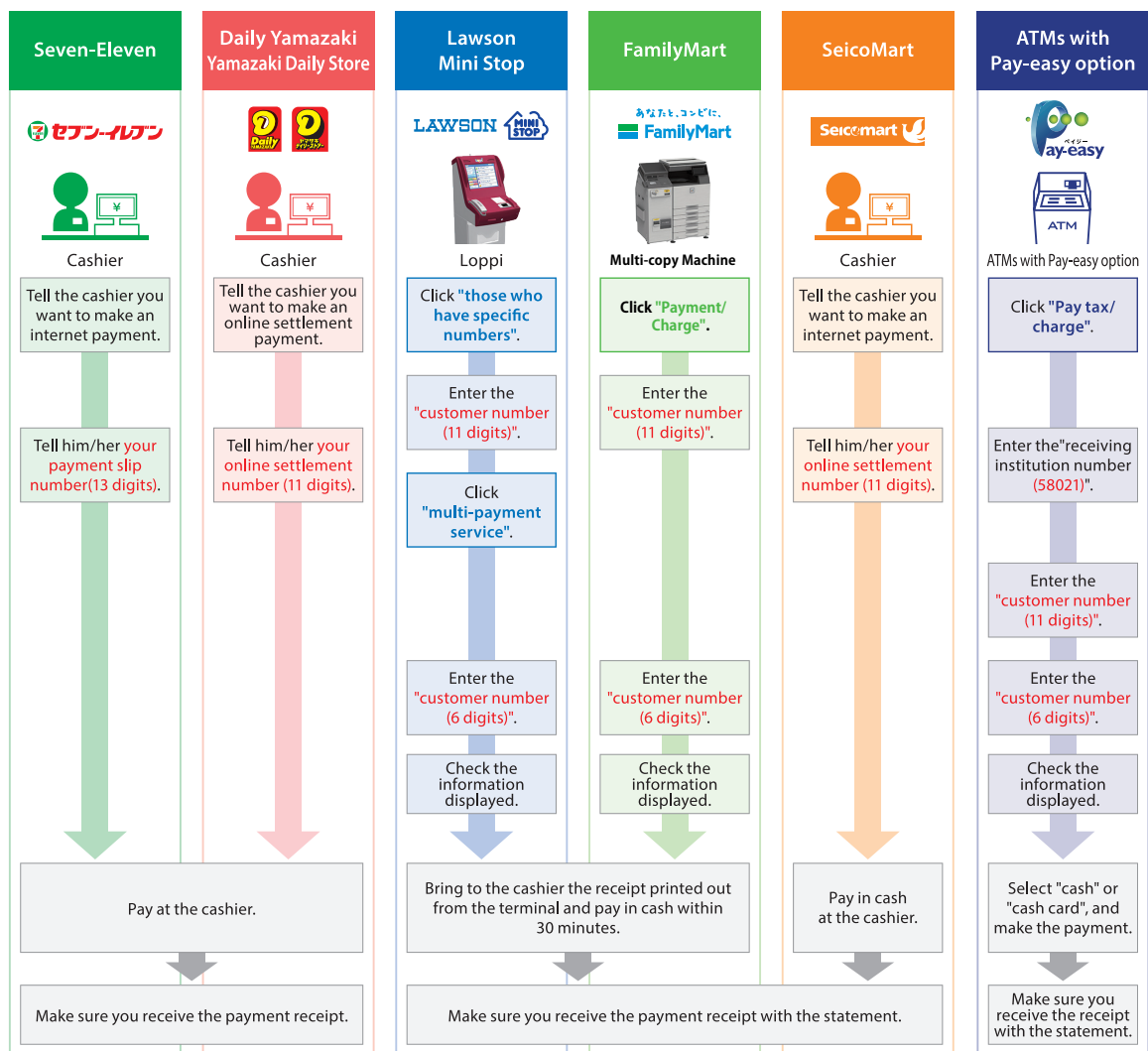
Write down the number displayed after your Web application is registered, and pay at any one of the ATMs with Pay-easy option as instructed on the screen.



*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

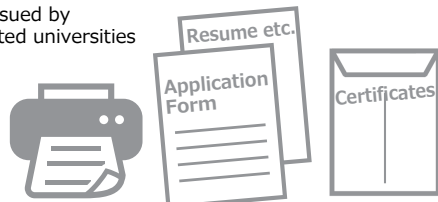


Send Required Documents by Post

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.

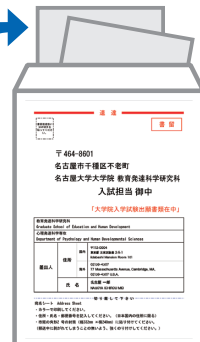
Required documents

- 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**.

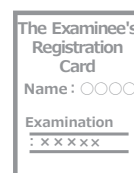
STEP

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.



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

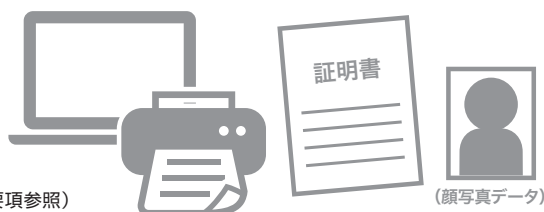
1



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。



⑨登録完了となります。
マイページへ
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。

STEP

4



出願内容の登録

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



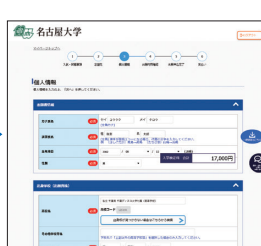
③入試区分と留意事項の確認



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。

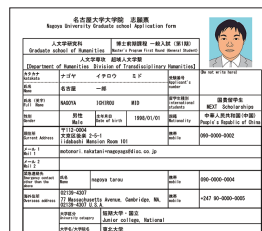


⑧申込登録完了
引き続き支払う ボタンを
クリックし検定料のお支払い画面へ。



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たうえ、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。

セブン-イレブンの場合

払込票番号
メモ(13桁)

1 2 3 4 5 6 7 8 9 10 11 12 13

デイリーヤマザキ、セイコーマートの場合

オンライン決済
番号メモ(11桁)

1 2 3 4 5 6 7 8 9 10 11

ローソン、ミニストップ、ファミリーマート、ペイジー対応銀行ATMの場合

お客様番号
メモ(11桁)

1 2 3 4 5 6 7 8 9 10 11

確認番号
メモ(6桁)

1 2 3 4 5 6

収納機関番号
(5桁)

5 8 0 2 1

※収納機関番号は、ペイジーで
お支払いの際に必要となります。

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

4 ペイジー対応銀行ATMでの支払い

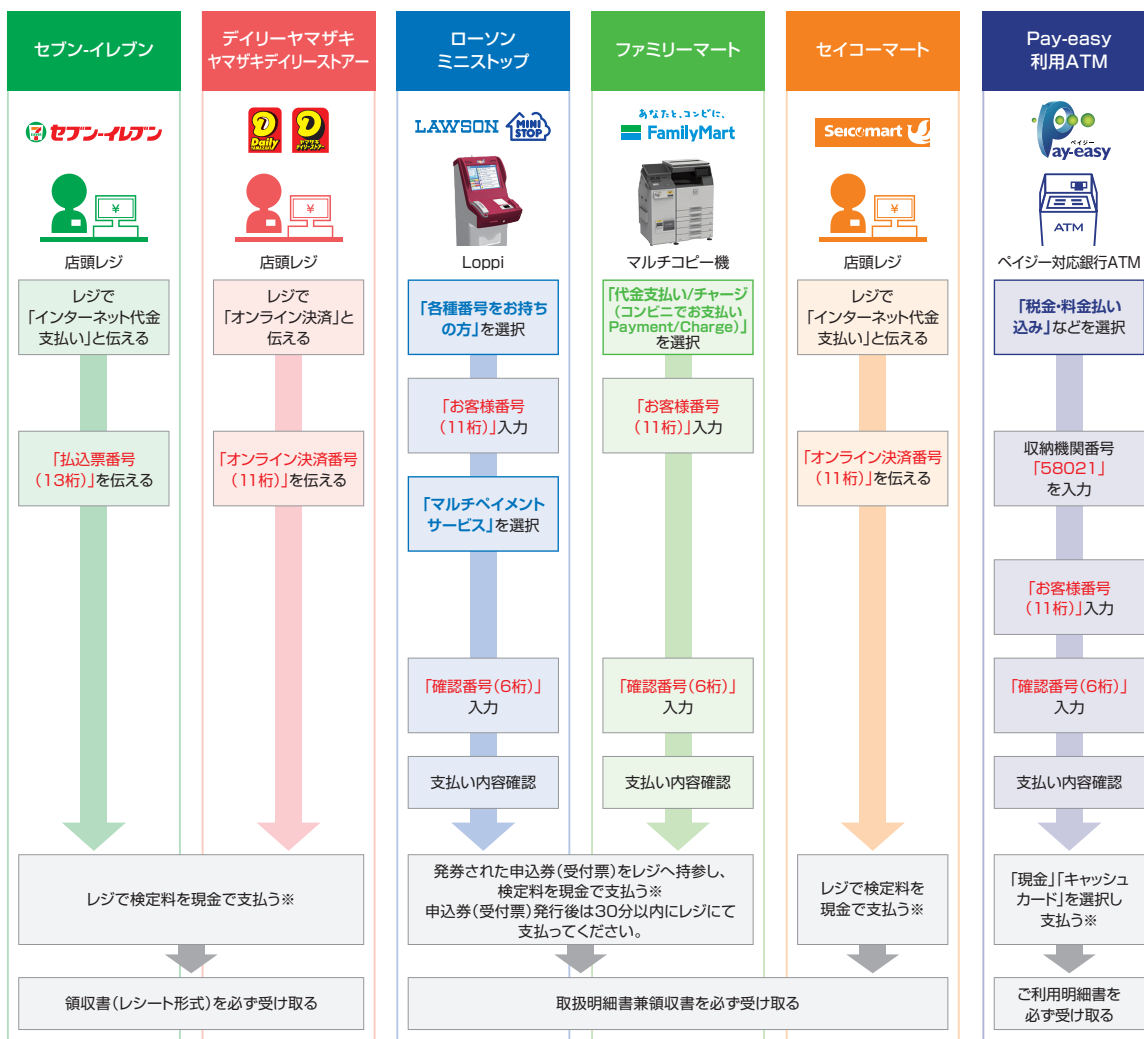
出願内容の登録後に表示されるお支払いに必要な番号を控えて、ペイジー対応銀行ATMにて画面の指示に従って操作のうえお支払いください。



※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。

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。

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



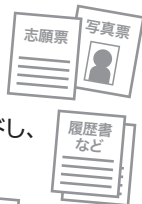
必要書類の印刷と郵送

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