Application Procedures and Guidelines
for
The Master’s Program, International Program in Economics,
Graduate School of Economics, the University of Tokyo (UTIPE)
[Enrollment in April/September 2017]

International Program in Economics at Graduate School of Economics, the University of Tokyo (hereafter UTIPE), began with a Master’s program in April, 2010 for English-speaking students. The Doctoral program is open to those who complete the Master’s program with distinction. UTIPE has two purposes: i) to nurture students as scholars and educators with international perspectives based on advanced analytical skills in modern economics; ii) to teach students practically and globally useful expertise in economics. Therefore, students with both English proficiency and an advanced knowledge in mathematics and/or economics are particularly welcome.

1. Eligibility

Applicants must hold Bachelor’s degree(s) and fulfill at least one of the following requirements:

i) Those who have completed or will complete the equivalent of 16-year school education outside of Japan by the time of enrollment in the program.

ii) Those who have completed or will complete the equivalent of 15-year school education outside of Japan by the time of enrollment in the program. (Note 1)

iii) Those who will be at least 22 years of age as of the enrollment date, and who have been recognized by this graduate school, through individual screening of entrance qualifications, as having achieved academic equivalent of a university graduate. (Note 2)

Note 1) Those who intend to apply under requirement (ii) above should submit additional documents (see Addition 1) to the UTIPE office of Graduate School of Economics, the University of Tokyo, by post at the time of the submission of their application in order to determine their eligibility.

Note 2) (a) Requirement (iii) above applies to those who do not qualify under requirement (i) and (ii) above, but who have graduated (or completed a program of study) from an educational institution equivalent to a four-year university in Japan, and who have been deemed, through individual screening of entrance qualifications by this graduate school, as having attained the academic equivalent of a university graduate. (b) Those who intend to apply under requirement (iii) must have their qualifications individually screened before submitting an application. Such persons are asked to provide additional documents (see Addition 2) to the UTIPE office of Graduate School of Economics by post by June 17, 2016. Additional information may also be required.

* Applicants who meet one of the following criteria are NOT eligible to apply:
Those who have earned or will earn a degree from a university in Japan  
Those who have earned or will earn a degree from a university that have joint-degree programs with a university in Japan, and if the home university of an applicant is situated inside Japan.  
Those who have been educated for more than 2 years in Japan, including the primary, secondary and/or higher education(s)

2. Course Overview
UTIPE offers a two-year Master degree program in English, and the program does NOT require Japanese language ability to obtain the degree. At most 10 students per year have been accepted for the program offered by the Department of "Studies of Contemporary Economy" (Gendai Keizai) of Division of Economics, and the students may choose to enroll either in April or September. To complete the program, UTIPE students are required to complete a minimum of 30 credits by the end of two years including the completion of a Master thesis, which will be supervised by one of the UTIPE professors (See Appendix 1) and the thesis defense. The core courses comprise of Macroeconomics, Microeconomics and Econometrics. UTIPE students have a wide selection of courses to choose from both in English and Japanese (See the list of courses: http://www.gaia.e.u-tokyo.ac.jp/utipe/courses/index.html); however, it is advised to check the language of instruction before the course registration.

3. Fees (As of 2015, subject to change.)
Application Fee 10,000 yen  
Admission Fee 282,000 yen  
Tuition 535,800 yen per year  
* MEXT scholarship students are exempt from the above fees; however, MEXT scholarship applicants are required to pay the application fee.

4. Selection
Admission selection is based on the evaluation of documents submitted by the applicants. In some cases, an oral examination via online may be required for selected applicants.

5. Application Documents
* All documents/certificates must be original either in English or Japanese, unless otherwise instructed.
A. Application Form (Select one of the commencing terms, which may not be revised once submitted)
B. Official proof of graduation  
   - One official document of graduation, certified with the seal/stamp of the university from which an applicant earned the bachelor degree. (Please do not send the original diploma.)
Those who have not yet graduated at the time of application are required to submit a certificate of enrollment with expected degree and date of graduation, certified with the seal/stamp of the university.

C. Official transcripts
   - All official transcripts listing all courses and grades, certified with the seal/stamp of each institution in higher education(s) from which an applicant have attended/enrolled, including joint degree program. The transcripts for summer programs and exchange programs may be submitted as copies.
   - Explanation on the grading system should be part of the official transcript, or if separate, should provide a copy of the related official webpage.

   Note: The name of the degree awarded, and the conferred date should be included in either the official proof of graduation or the official transcript.

D. Three letters of recommendation
   - At least ONE letter written by an academic personnel who is in a position to judge the applicant’s academic abilities.

E. TOEFL (iBT or PBT) or IELTS (Academic module), taken after September 1, 2014;
   - For TOEFL
     1. Copy of the Examinee Score report, including online version (Enclose with other application materials), and;
     2. Official Score Report (Request ETS to send directly to the UTIPE office [Institution Code: 7101])
   - For IELTS
     1. Copy of the Test Report form (Enclose with other application materials), and;
     2. Official Test Report Form (Request the local test center to send directly to the UTIPE office. See 8 for the shipping address.)
   - Those who have earned or will earn a degree from a university/college in UK, Ireland, US, an English medium university in Canada, Australia, and New Zealand and native English speakers in those nations are exempt from submission of TOEFL and IELTS scores.
   - Those who have earned or will earn a degree from a joint-degree program with a university in one of above nations, but if the home university of an applicant is situated in other regions, either TOEFL or IELTS scores are required to submit.

F. GRE (General Test) taken after September 1, 2014;
   1. Copy of the Examinee Score report, including online version (Enclose with other application materials), and;
   2. Official Score Report (Request ETS to send directly to the UTIPE office [Institution Code: 4179])
Note: For E & F, in case of an above official score report is unable to reach us within the application period, the application will only be considered if a copy of its Examinee Score Report is submitted with all the other documents within the period.

G. Personal Statement: within 500 words
   - Describe the field of your study in the past, your study plan in Japan, reasons for applying to this program and etc.

H. Two photos (size 4cm x 3cm)
   - Write your name on the back of photos and one of them should be pasted on the application.

I. Medical Certificate of a physical exam undertaken within the last three months.

J. Receipt for the Application fee via E-payment:
   - Visit the website (http://e-shiharai.net/english/) to complete the payment for the application fee of 10,000yen. Once completed, print the payment confirmation page with the receipt number. Please note that the application fee will not be refunded under any circumstances.
   - MEXT scholarship students may be exempted from this payment if the certificate of the scholarship is submitted with other application materials.
   - MEXT scholarship applicants are required to pay the application fee.

6. Application Period
   July 19, 2016 to August 1, 2016.
   All application documents must reach the office of UTIPE within the application period. Applications ARRIVING at the office on and after August 2, 2016 will NOT be considered.

   MEXT scholarship applicants for 2017, who passed the primary screening at the embassy should complete their application within the period above, and also submit the following additional documents by post by August 31, 2016.

   i). A copy of a set of documents (Application, Certified academic records of the University attended, and research program) submitted to the Japanese Embassy/Consulate General all with a confirmation seal of the Japanese Embassy/Consulate General affixed, and;

   ii). A certificate of passing the primary screening issued by the Japanese Embassy/Consulate General.

7. Notification of Result
   Admission decision will be announced to all applicants on and after September 15, 2016 via email. If the result mail does not arrive by September 20, 2016, please contact the UTIPE Office via mail on and after
September 21, 2016. An official letter will be sent to only successful applicants by postal mail.

8. **Address**

All application documents should be sent in one package directly to the following address via registered post or reliable couriers. However, a letter of recommendation may be accepted separately if the referees wish to send the letter separately.

Office of International Program in Economics (UTIPE)
Graduate School of Economics, the University of Tokyo
Hongo 7-3-1, Bunkyo-ku, TOKYO 113-0033 JAPAN

9. **Miscellaneous**

(1) The incomplete application documents will not be considered. Application documents cannot be revised after submission nor is the Application Fee refundable. No documents submitted for application will be returned to the applicants.

(2) Applicants with disabilities should consult with Graduate School Office prior to the application, so that considerations for facilitating them in classrooms, etc. may be arranged.

(3) The admission Fee is not-refundable under any circumstances.

(4) The University of Tokyo shall use the personal information received only for the purpose of Selection procedures, Notification of results and Enrollment procedures. For those who have been enrolled, the information will also be used for Educational affairs, Student support, and Collection of tuition fees.

(5) The results used in the selection of entrants may be used in future studies for the improvement of both the entrance examination and the education at the University of Tokyo.

(6) The offer of admission may be withdrawn at any time, even after enrollment, if any of the submitted documents are found to be untrue.

(7) The students in UTIPE shall belong to the department of "Studies of Contemporary Economy" upon advancement to the doctoral program of Graduate School of Economics.

Visit the following UTIPE web sites for the latest information of the program.

Please feel free to contact us via mail (utipe@e.u-tokyo.ac.jp) if necessary.

UTIPE website: [http://www.gaia.e.u-tokyo.ac.jp/utipe/index.html](http://www.gaia.e.u-tokyo.ac.jp/utipe/index.html)

FAQs: [http://www.gaia.e.u-tokyo.ac.jp/utipe/qa/index.html](http://www.gaia.e.u-tokyo.ac.jp/utipe/qa/index.html)