

Application Procedures and Guidelines  
for  
The Doctoral Program, International Program in Economics,  
Graduate School of Economics, the University of Tokyo  
(Enrollment in October 2013)

International Program in Economics at Graduate School of Economics, the University of Tokyo, began with a Master's program in April, 2010 for English-speaking students. The Doctoral Program was launched in April 2012.

The Doctoral Program has two purposes: to nurture personnel who can transmit information from a Japanese perspective both to their home country and abroad by means of educating students with an aim of their papers being published in international academic journals; to develop talent who can conduct forefront research on theory and practice of socio-economic systems in Japan and Asia, and communicate their results to the international society and make/propose policy under the supervision of full-time faculty members of Graduate School of Economics who have teaching experiences in Europe and U.S.. Therefore, students with advanced knowledge in mathematics, economics and English proficiency above that required for the Master's program are particularly welcome.

#### 1. Eligibility

Applicants who are eligible to apply for International Program in Economics, Graduate School of Economics, the University of Tokyo (Enrollment in October 2013) are:

- 1) Those who are expected to complete our Master's program (International Program in Economics) at Graduate School of Economics, the University of Tokyo by September 30, 2013).
- 2) Those who have completed or are expected to complete graduate education in universities outside of Japan with degrees equivalent to the Master's degree awarded in Japanese universities by September 30, 2013.

\*Those who have graduated or are expected to graduate from universities that have joint-degree

programs with Japanese universities should make contact with Office of International Program in Economics, Graduate School of Economics, the University of Tokyo, in advance before April 26, 2013.

- 3) Those who have completed a course of study at a school overseas and have passed or will have by September 30, 2013 examinations and screenings equivalent to those specified in Article 16-2 of the Standards for Establishment of Graduate Schools (1974 Ministry of Education, Science and Culture Ordinance No.28), shall be recognized by this graduate school as having abilities at least equivalent to those who have a Master's degree.
- 4) Those who have been engaged in research for more than two years, or who are expected to reach two years in research by September 30, 2013, at a university, research institute or other institution abroad, after completing sixteen years of school education in a foreign country. Such applicants shall be recognized by Graduate School of Economics as having abilities at least equivalent to those who have a research based Master's degree.

Notes: Those who intend to apply under Eligibility 1-3) or 1-4) above shall submit the documents designated by the graduate school office of Graduate School of Economics by April 26, 2013, as eligibility is confirmed individually before the submission of their application. Please inquire in advance at the graduate school office of Graduate School of Economics about the eligibility to apply and documents required to be submitted.

\* In principle, the following applicants are not eligible under Eligibility 1-2):

- A) Those who have graduated or are expected to graduate from Japanese universities other than the University of Tokyo.
- B) Those who have graduated or are expected to graduate from United Nations University.

## 2. Course Overview

The Doctoral Program of International Program in Economics is to accept a few students a year. Japanese abilities are not required for obtaining a degree. The students belong to the Department of "Studies of Contemporary Economy"(Gendai Keizai Senko). The standard duration of this program shall be three years. In order to complete this program, students need to register themselves as full-time students for at least three years and take a minimum of 20 credits during their duration of study.

The students of the Doctoral Program attend a number of workshops and conferences, in order to

acquire the skills required to conduct forefront research and to improve their presentation abilities. As this program has cooperation with public offices and private corporations, the students of this program will cultivate the abilities to solve political and practical problems. At the same time, experiences as a TA (Teaching Assistant) will enhance their teaching abilities. The Doctoral thesis needs to consist of more than three relevant papers which can be published in international academic journals.

### 3. Fees (as of 2012 and subject to change.)

Application Fee: 30,000 yen

Admission Fee: 282,000 yen

Tuition: 260,400 yen (one semester) (annual 520,800 yen)

\*MEXT scholarship students are exempt from the application fee as well as the admission fee and tuition fee, but MEXT scholarship applicants need to pay the application fee.

\* Those who intend to apply for this program in Eligibility 1-1) are exempt from the application fee as well as the admission fee.

### 4. Selection

#### 1) Applicants for Eligibility 1-1)

Selection is based on an evaluation of an applicant's Master's degree thesis, school records in our Master's program and an oral examination.

#### 2) Applicants for Eligibility 1-2) , 1-3) and 1-4)

First stage of examination: Evaluation of documents and Master's degree thesis or its equivalent

Second stage of examination: Oral examination is conducted for the applicants who passed the first examination stage.

### 5. Application Documents

#### A. Application Form

- B. 3 copies of a Research Proposal: Please summarize your future research theme, objectives and research methods in about 2,000 words
- C. 3 copies of Master's degree thesis or its equivalent
- D. 3 copies of a thesis abstract in about 2,000 words
- E. One copy of published materials (if any): If there are multiple published materials, one copy for each is required.
- F. Official Academic Transcripts from each graduate school or other institutions of higher learning attended and a proof of degree; namely, a brief, formal letter confirming your degree, listing your name, university, degree and graduation date, with your school's official seal/ an attested document certifying that the applicant is expected to complete the graduate school program; if the date is entered on the Official Academic Transcripts, a proof of degree of an attested document certifying that the applicant will complete the graduate school does not need to be submitted.
- G. TOEFL (iBT or PBT) taken after October 1, 2011: Please submit a copy of your Examinee Score Report and make a request that the ETS send the Official Score Report directly to us. If your Examinee Score Report is delivered to us with all the other documents within the application period and you have already taken procedures for ETS to send the Official Score Report to us, we will accept your application and check on the Official Score Report later. TOEFL Institution Code for this graduate school is 7101.
- \* Native English speakers and those who have been awarded undergraduate or graduate degrees from universities and colleges in the U.K., Ireland, U.S., English medium universities in Canada, Australia, and New Zealand may not need to submit TOEFL scores. Those applicants should make contact with Office of International Program in Economics, Graduate School of Economics, to confirm their qualification by April 26, 2013.
- H. GRE (General Test) taken after October 1, 2011: Please submit a copy of your Report of Scores with all the other necessary documents within the application period and make a request that the ETS send the GRE Score Report directly to us. If your Report of Scores is delivered to us with all the other documents within the application period and you have already taken procedures for ETS to send the GRE Graduate Institution Report of Scores to us, we will accept your application and check on the GRE Graduate Institution Report of Scores later. The GRE Institutional Code for this graduate school is 4179.
- I. Three letters of recommendation; written by an academic personnel who is in a position to judge the applicant's academic abilities or professional performances.
- J. Two photos (Size: 4cm x 3cm)
- K. A printed result page of the Application Fee; 30,000 yen paid by E-payment: Visit the website (<http://e-shiharai.net/english/>) and follow the instructions. After completing the e-payment,

please print the result inquiry page that indicates the receipt number. The application fees will not be returned under any circumstances. MEXT students are exempt from the application fee if they submit a certificate of their MEXT scholarship status with other application documents.

\*Those who intend to apply for this program in Eligibility 1-1) are exempt from the application fee.

\* All documents should be written in English or Japanese.

## 6. Application Period

### 1) For Eligibility 1-1):

The application period is from July 1 to July 2 in 2013 for enrollment in October 2013.

The detailed information including the application schedule will be posted on the bulletin board for graduate students of Graduate School of Economics.

### 2) For Eligibility 1-2), 1-3) and 1-4)

Application period is from May 20, 2013 to May 30, 2013 for enrollment in October 2013.

\*Applications ARRIVING at the Office of International Program in Economics on and after May 31, 2013 will NOT be processed.

## 7. Application Procedures

### 1) For Eligibility 1-1):

Only accepted by directly handing to the graduate office

### 2) For Eligibility 1-2), 1-3) and 1-4)

-Only accepted by mail

A. All application documents should be sent in one package directly to the following address.

B. Address

Office of International Program in Economics, Graduate School of Economics,

The University of Tokyo

Hongo 7-3-1, Bunkyo-ku, TOKYO 113-0033 JAPAN

C. Applicants are required to send these documents by registered mail or couriers such as EMS,

DHL and FEDEX.

#### 8. Oral Examination

1) The Oral Examination is held on September 2, 2013 at Graduate School of Economics,

the University of Tokyo (Tokyo, Japan).

2) Announcement of Eligible Applicants for Oral Examination

i) For Eligibility 1-1):

Details will be announced later by Graduate School Office.

ii) For Eligibility 1-2) , 1-3) and 1-4)

Those who passed the first stage of examination will receive the notice via e-mail on July10, 2013.

#### 9. Notification of Application Result

1) For Eligibility 1-1):

Details will be announced later by Graduate School Office.

2) For Eligibility 1-2) , 1-3) and 1-4)

Notification of Application Result will be e-mailed after 10:00am on September 9, 2013.

#### 10. Miscellaneous

1. Applicants for Eligibility 1-1) should submit only the "Application form."

2. When the applicant comes to Japan in order to attend the oral examination, he/she needs to obtain a visa by himself/herself. Graduate School of Economics does not offer an invitation letter for him/her.

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

4. Applicants with physical disabilities should consult with Graduate School Office prior to the application, so that considerations for facilitating them in classrooms, etc may be arranged.
5. After enrollment procedures are completed, the Admission Fee is not refundable.
6. The University of Tokyo shall use an individual's personal information only for the purpose of ① Selection procedures, ② Notification of results and ③ Enrollment procedures. For those students that enroll, this information will also be used for ④ Educational affairs, ⑤ Student support, and ⑥ Collection of tuitions.
7. The examination 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.
8. The offer of admission may be withdrawn at any time, even after enrollment, if any of the submitted documents are found to be untrue.

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Applicants are advised to check the International Program in Economics' website (<http://www.gaia.e.u-tokyo.ac.jp/utipe/>) to obtain updated information. If necessary, they can e-mail at [utipe@e.u-tokyo.ac.jp](mailto:utipe@e.u-tokyo.ac.jp).