

Application Procedures and Guidelines
for
The Doctoral Program, International Program in Economics,
Graduate School of Economics, the University of Tokyo (UTIPE)
【Enrollment in September 2015】

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 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 the Doctoral program of UTIPE (Enrollment in September 2015) are:

- 1) Those who are expected to complete UTIPE Master's program at Graduate School of Economics, the University of Tokyo by the time of enrollment (September 2015) in the program.
- 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 the time of enrollment (September 2015) in the program.
- 3) Those who have completed a course of study at a school overseas and have passed or will pass 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) by the time of enrollment (September 2015), 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 the time of enrollment (September 2015), 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 24, 2015 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.

Those 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 other than UTIPE master's program, Graduate School of Economics, the University of Tokyo
- Those who have earned or will earn a degree from United Nations University
- 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 three-year Doctoral degree program in English, and the program does NOT require Japanese language ability to obtain the degree. At most 5 students per year have been accepted for the program offered by the Department of "Studies of Contemporary Economy" (Gendai Keizai) of Division of Economics, the University of Tokyo. To complete the program, UTIPE students are required to complete a minimum of 20 credits by the end of three years including the completion of a Doctoral thesis, which will be supervised by one of the UTIPE professors (See Appendix 1) and the thesis defense. The Doctoral thesis needs to consist of more than three relevant papers which can be published in international academic journals. 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.

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.

3. Fees (as of 2014 and subject to change.)

Application Fee: 30,000 yen

Admission Fee: 282,000 yen

Tuition: 535,800 yen per year

※ MEXT scholarship students are exempt from the application fee as well as the admission fee and tuition fee, however, MEXT scholarship applicants are required 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)

Admission is based on the 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

* All documents should be written in English or Japanese.

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 September 1, 2013:

1. Copy of the Examinee Score report (Enclose with other application materials), and;
 2. Official Score Report (Request ETS to send directly to the UTIPE office [Institution Code: 7101])
 - 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 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, TOEFL scores are required to submit.
- H. GRE (General Test) taken after September 1, 2013:
1. Copy of the Examinee Score report (Enclose with other application materials), and;
 2. Official Score Report (Request ETS to send directly to the UTIPE office [Institution Code: 4179])

Note: If the official score report of either TOEFL or GRE from ETS is unable to reach us within the application period, the application will only be considered if an applicant submitted a copy of the Score Report with all the other documents within the application period, and made the request at ETS beforehand.

- I. 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 or professional performances.
- J. Three photos (Size: 4cm x 3cm): Write your name on the back of photos and one of them should be pasted on the application.
- K. Printed confirmation page of the Application fee via E-payment:
 - Visit the website (<http://e-shiharai.net/english/>) to complete the payment for the application fee of 30,000yen. 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.
 - Those who intend to apply for this program in Eligibility1-1) are exempt from the application fee.
- L. Medical Certificate of a physical exam undertaken within the last three months.

6. Application Period

1) For Eligibility 1-1):

The application period is from June 30 to July 1 in 2015 for enrollment in September 2015.

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 18 to May 28, 2015 for enrollment in September 2015.

*Applications ARRIVING at the office of UTIPE on and after May 29, 2015 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 post

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 (UTIPE)

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 August 18, 2015 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 July 8, 2015.

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 August 26, 2015.

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) The admission Fee is not-refundable upon completion of the enrollment procedures.
- 6) 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 have been enrolled, the information will also be used for Educational affairs, Student support, and Collection of tuitions fees.
- 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.

Applicants are advised to visit the following UTIPE web sites to obtain 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>

FAQs: <http://www.gaia.e.u-tokyo.ac.jp/utipe/qa/index.html>