

**Application Guidelines  
for the 2023 (October) Academic Year**



**International Program in Public Economics  
(Master/Doctor)**

**International Program in Financial and Business Economics  
(Master/Doctor)**

**International Program in Management and Accounting  
(Master/Doctor)**



**Graduate School of Economics  
Kyushu University**

# Eligibility

Applicants for the doctoral programs must satisfy one of the following conditions:

- (1) Those who have completed (or are scheduled to complete by the date of enrollment) a master's degree or an equivalent degree.
- (2) Those who are at least 24 years of age by the date of enrollment and determined by the Graduate School of Economics of Kyushu University to have an academic ability equivalent to or higher than a master's degree\*.

Applicants for the master's programs must satisfy one of the following conditions:

- (3) Those who have completed (or are scheduled to complete by the date of enrollment) 16 years of school curriculum and have graduated (or are scheduled to graduate by the date of enrollment) with a bachelor's degree or an equivalent degree from a university.
- (4) Those who have completed (or are scheduled to complete by the date of enrollment) 15 years of school curriculum outside Japan and have graduated (or are scheduled to graduate by the date of enrollment) with a bachelor's degree or an equivalent degree from a foreign university.
- (5) Those who are determined by the Graduate School of Economics of Kyushu University to have an academic ability equivalent to or higher than a university graduate\*.

**Eligibility Check:** Only applicable to those applicants who wish to apply in accordance with qualification (2) or (5).

Please send an e-mail no later than **March 10 (Fri), 2023** to the Student Affair Office at [jbkkyomu2ec@jimu.kyushu-u.ac.jp](mailto:jbkkyomu2ec@jimu.kyushu-u.ac.jp), indicating that you want to check your eligibility. The subject title should be "Eligibility Check for International Graduate Program." Please follow the instructions as stipulated in the response e-mail to submit the Application Form, Admission Essay (first two pages only), Certification of Graduation, Academic Transcript, and other relevant documents useful for evaluation. Application Form and Admission Essay are available from the following link. Please **upload (by Drag and Drop) a folder that includes** the above-mentioned document files via the designated link during **March 1 (Wed) to March 10 (Fri), 2023**. The link will be provided in the response mail. The folder should be named as EC\_Your Name + Birthday (e.g., EC\_Adam Smith0605). The result of eligibility check will be notified to the applicants by **March 24 (Fri), 2023**.

Go to [Application Form & Admission Essay](#)

- ◆ The uploading system does not work on Internet Explorer. Please use the latest version of Microsoft Edge, Firefox, Opera, Google Chrome, or Safari.
- ◆ When uploading your folder, please **Drag and Drop** your folder (do not use "select files").

# Language Requirement

- (1) Lectures and seminars will be conducted in English and therefore, students are expected to have a good command of English.
- (2) Concerning the Japanese language, it is preferable to study it in some measure to get used to the life in Japan smoothly.

# Application Documents

**Application registration: Go to [registratoin page](#)**

For application, applicants have to register their application via the above link, and then **upload (Drag and Drop) a folder that includes required files** (item (A) to (I) in the table below) through the designated link that will appear in the response mail (electronic submission). Please see below to name your files. Please do NOT upload files that are not folder-stored. The folder name should be Your Name + Birthday (e.g., Adam Smith0605).

In addition, applicants need to submit (E) Certificate of Graduation, (F) Academic Transcript, and (J) Two Letters of Recommendation by postal mail or other international delivery services. Note that no electronic submission is required for (J) Two Letters of Recommendation.

Item	Contents and Form	Electronic submission for Doctoral Programs	Electronic submission for Master's Programs	File Name for electronic submission	Postal mail submission
(A) Application Form	Download the "Application Form" from <a href="https://www.econ.kyushu-u.ac.jp/english/pta_index/pa_index2/pa_15/">https://www.econ.kyushu-u.ac.jp/english/pta_index/pa_index2/pa_15/</a> .	●	●	AP_Your Name + Birthday (e.g., AP_Adam Smith0605)	
(B) Admission Essay	Download the "Admission Essay" from <a href="https://www.econ.kyushu-u.ac.jp/english/pta_index/pa_index2/pa_15/">https://www.econ.kyushu-u.ac.jp/english/pta_index/pa_index2/pa_15/</a> . Affix your signature and one ID photo: front view, no hats, taken in the last three months, 4 cm (H) x 3 cm (W).	●	●	AE_Your Name + Birthday (e.g., PT_Adam Smith0605)	

<b>(C) Master's Thesis or Draft</b>	An electronic file in Word or PDF format. Other writing samples can be included.	●		MT_Your Name + Birthday (e.g., MT_Adam Smith0605)	
<b>(D) Summary of Master's Thesis</b>	An electronic file in Word or PDF format with approximately 1,000 English words	●		MS_Your Name + Birthday (e.g., MS_Adam Smith0605).	
<b>(E) Certificate of (Scheduled) Graduation</b>	Certificate officially issued by the final school attended	●	●	CG_Your Name + Birthday (e.g., CG_Adam Smith0605)	●
<b>(F) Academic Transcript</b>	Certificate officially issued by the final school attended	●	●	AT_Your Name + Birthsday (e.g., AT_Adam Smith0605)	●
<b>(G) Document Attesting to English Language Proficiency</b>	<b>TOEFL (iBT, iBT@Home Edition, PBT), TOEIC, IELTS or CAMBRIDGE</b> score card (obtained within 2 years of the date of the application) or relevant document. Conditions for exemption are noted at the end of the table.	●	●	ES_Your Name + Birthday (e.g., ES_Adam Smith0605)	
<b>(H) GRE Results or GMAT Results</b>	Recommended but not mandatory. Scores obtained within 5 years from the date of the application are valid.	○	○	GR_Your Name + Birthday (e.g., GR_Adam	

				Smith0605)	
<b>(I) Proof of Application Fee Payment</b>	After making a payment at <a href="https://e-shiharai.net/english">https://e-shiharai.net/english</a> , save the “Results.”	●	●	PP_Your Name + Birthday (e.g., PP_Adam Smith0605)	
<b>(J) Two Letters of Recommendation</b>	Two recommendation letters in sealed envelope should be submitted by registered postal mail or other international delivery services. At least one recommender must be a faculty member of the university where the applicant graduated or will graduate. The letter format is available from <a href="https://www.econ.kyushu-u.ac.jp/english/pa_index/pa_index2/pa_15/">https://www.econ.kyushu-u.ac.jp/english/pa_index/pa_index2/pa_15/</a> .			No electronic submission	●

(Note) The following applicants are exempt from submitting English attestation document.

1. Applicants who have nationalities of countries where English is used as the primary language.
2. Applicants who can instead submit a certificate (such as official letter, transcript showing instruction language, etc.) proving that they have completed (or are scheduled to complete by the date of enrollment) a degree at an institution where the language of instruction is English in a country where English is the primary language.

## Submitting Your Application

Applicants should apply for the program by taking the following THREE steps (also see flow chart in page 8).

### Step 1: Electronic registration for application: **Go to [this page](#)**

Please register your application via the above link. You will receive an automatic response e-mail. Please contact Student Affairs Office (see below for e-mail address) if you did not receive the mail within 24 hours after submission.

\* The application registration website will open on **April 10 (Mon), 2023**.

### Step 2: Electronic Submission (Items (A) – (I))

Please upload a folder that includes item (A) – (I) files via the designated link (provided in the response mail) during **April 10 (Mon) to April 21 (Fri), 2023**. Please do NOT upload files that are not folder-stored. Please name the folder as Your Name + Birthday (e.g., Adam Smith0605). Please follow the instruction in Application Documents to name your files.

**Note: The uploading system does not work on Internet Explorer. Please use the latest version of Microsoft Edge, Firefox, Opera, Google Chrome, or Safari.** **Note: When uploading your folder, please Drag and Drop your folder (do not use "select files").**

### **Step 3: Postal Mail Submission (Items (E), (F), and (J))**

Please send the (E) Certificate of (Scheduled) Graduation, (F) Academic Transcript, and (J) Two Letters of Recommendation (in sealed envelope) to the Student Affairs Office by registered postal mail or other international delivery services. See below for the addressee’s information. These documents should arrive by **April 24 (Mon), 2023**.

※Do not use nicknames or abbreviations when writing your name on the application documents. You must write your name exactly as it appears in your official family register (or an official document such as passport and alien registration certificate).

※No change can be made on application documents after submission. Neither documents nor application fees will be returned.

※For inquiries, please contact:

Student Affairs Office Faculty of Economics, Kyushu University Email: jbkkyomu2ec@jimu.kyushu-u.ac.jp
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## Application Fee

The application fee is 30,000 yen. You can make a payment with your credit card by accessing the following site with your computer: <https://e-shiharai.net/english>. After making a payment, save the “Results” as a document for your application.

## Screening Schedule

### (1) Application Period

For the **2023 Fall** enrollment,

**April 10 (Mon), 2023 – April 21 (Fri), 2023 (Japan Standard Time)**

(2) Interview

Short-listed applicants will be required to take an oral examination (interview). Details of the interview will be sent to each applicant by email. For overseas applicants, the interview will be conducted with a voice communication service on the web.

(3) Result Notification:

The result will be notified to the applicants by the end of **June, 2023**.

We will not respond to any questions regarding your result and evaluation.

## Entrance Procedures and Tuition

All entering students must complete the following procedures by mail or other methods by the following deadline. Failure to do so will be considered as a withdrawal from the program:

- (1) Entrance procedures must be completed by **August 10 (Thu), 2023**.
- (2) Amount to be paid, by the applicant, at the time of entrance procedures
  - A) Entrance fee ¥282,000
  - B) Tuition of the First Semester ¥ 267,900 (¥535,800 for the full year)

Note: The entrance fee and the tuition amount are the figures for year **2022** and are subject to change.

## Student Visa Procedures

Regarding visa requirements, Kyushu University will be happy to assist the applicants throughout the process. Applicants, however, will need to initiate the visa application in a timely manner by their own initiative and costs.

## Key Addresses & Information

(1) Mailing Address

Student Affairs Office, Faculty of Economics, Kyushu University  
744, Motoooka, Nishi-ku, Fukuoka 819-0395 Japan  
Email: [jbkkyomu2ec@jimu.kyushu-u.ac.jp](mailto:jbkkyomu2ec@jimu.kyushu-u.ac.jp)

(2) Web Sites

[https://www.econ.kyushu-u.ac.jp/english/pa\\_index/pa\\_index2/](https://www.econ.kyushu-u.ac.jp/english/pa_index/pa_index2/)

(International Graduate Programs)

<https://www.econ.kyushu-u.ac.jp/english/index/>(School of Economics)

<https://www.kyushu-u.ac.jp/english/index.php> (Kyushu University)

## Important Dates

- Eligibility check (if applicable): **March 1 (Wed) ~ March 10 (Fri), 2023**
- Notification of eligibility check result (if applicable): by **March 24 (Fri), 2023**
- Online application registration: **April 10 (Mon), 2023 ~ April 21 (Fri), 2023**
- Electronic submission of documents: **April 10 (Mon), 2023 ~ April 21 (Fri), 2023**
- Postal mail submission of documents: should arrive by **April 24 (Mon), 2023**
- Notification of results: by the end of **June, 2023**
- Entrance procedures: to be completed by **August 10 (Thu), 2023**



# Flow Chart of Application

- ◆ Note that the uploading system does not work on Internet Explorer. Please use the latest version of Microsoft Edge, Firefox, Opera, Google Chrome, or Safari.
- ◆ When uploading your folder, please **Drag and Drop** your folder (do not use "select files").

## **Step 0. Eligibility Check** **(if applicable)**

Applicants with qualification (2) or (5) should send an e-mail to [jbkkyomu2ec@jimu.kyushu-u.ac.jp](mailto:jbkkyomu2ec@jimu.kyushu-u.ac.jp), asking for eligibility check. Please follow the instruction in the response mail. Other applicants should skip this.

**\*: Required**

## **Step 1. Application Fee Payment\***

- ✓ Applicants pay the fee via this [page](#).
- ✓ Save the "Results".

## **Step 2. Ask for Recommendation Letter**

- ✓ Applicants ask two people for recommendation letters, one of which should be a faculty member of your university.
- ✓ Applicants ask recommenders to send the letters in a sealed envelope to the applicant.

## **Step 3. Application Registration and Electronic Submission \***

- ✓ Applicants fill out the [form](#) and receive an automatic response mail.
- ✓ **Upload a folder** that includes item (A) – (I) files, using the upload link that appears in the response e-mail.
- ✓ **The folder name should be "Your Name + Birthday"** (e.g., Adam Smith0605).
  - ✓ Follow the Application Documents for file names.

## **Step 4. Postal Mail Submission**

- ✓ Please send the (E) Certificate (Scheduled) Graduation, (F) Academic Transcript, and (J) Two Letters of Recommendation (in a sealed envelope) to the Student Affairs Office by registered postal mail or other international delivery services.