

# **Application Guidelines for the 2024 (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**



**九州大学**  
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 15 (Fri), 2024** 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 link below. Please upload (by Drag and Drop) a folder that includes the above-mentioned document files via the designated link during **March 4 (Mon) to March 15 (Fri), 2024**. 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 29 (Fri), 2024**.

 [Link: click here for 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 Requirements

- (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

The electronic files for Item (A), (B), and (J) are available at [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/).

Item	Contents	Electronic submission for Doctoral Programs	Electronic submission for Master's Programs	File Name for electronic submission	Postal mail submission
<b>(A) Application Form</b>	Submit in Excel format (PDF is not accepted).	●	●	AP_Your Name + Birthday (e.g., AP_Adam Smith0605)	
<b>(B) Admission Essay</b>	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., AE_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 + Birthday (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 before the application date) 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 should be submitted electronically by the recommenders. At least one recommender must be a faculty member of the university where the applicant graduated or will graduate.	●	●	RL_Your Name_Recommender's Name (e.g., RL_Adam Smith_Isaac Newton)	
<p>(Note) Submission of English attestation documents is exempted when either of the following cases apply.</p> <ol style="list-style-type: none"> <li>1. Applicants who have nationalities of countries where English is used as the primary language.</li> <li>2. Applicants who can instead submit a certificate (such as official letter or 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.</li> </ol>					


# Submitting Your Application

The applicants should apply for the program by taking the following steps (also see flow chart in the last page.)

## Step 1: Application registration and electronic submission (Items (A) – (I))

The applicants have to register their application via the link below, in which they will have to provide the information of two recommenders. Please be noted that one recommender must be a faculty member of the university from which you received or will receive the highest academic degree. After the application registration, an automatic response email will be sent to the applicant as well as the recommenders, who will receive a link and information for submitting a recommendation letter electronically (the submission should be no later than **April 19 (Fri), 2024**). Please contact Student Affairs Office (see below for e-mail address) if you did not receive the mail within 24 hours after submission.

The applicants have to upload a folder that includes item (A) – (I) files via the designated link (provided in the response email) during **April 8 (Mon) ~ April 19 (Fri), 2024**. Please do NOT upload files that are not folder-stored. Please name the folder as Your Name + Birthday (e.g., Adam Smith0605), and follow the instruction in Application Documents to name your files.

- The application registration website will open on **April 8 (Mon), 2024**.
-  [Link: click here for Application Registration](#)
- 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").
- 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.

## Step 2: : Postal Mail Submission (Items (E) and (F))

In addition, the applicants need to send the (E) Certificate of (Scheduled) Graduation, and (F) Academic Transcript to the Student Affairs Office by registered postal mail or other international delivery services. See below for the addressee's information.

- These documents (Items (E) and (F)) should arrive no later than **April 26 (Fri), 2024**.
- Neither documents nor application fees will be returned.
- For inquiries, please contact:

Student Affairs Office, Faculty of Economics, Kyushu University 744, Motooka, Nishi-ku, Fukuoka 819-0395 Japan Email: <a href="mailto:jbkkyomu2ec@jimu.kyushu-u.ac.jp">jbkkyomu2ec@jimu.kyushu-u.ac.jp</a>
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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 (Japan Standard Time)

For the **2024 Fall** enrollment, the application period is **April 8(Mon) ~ April 19 (Fri), 2024**.

### (2) Interview Period

Short-listed applicants will be contacted for an oral examination (interview) in **May or June**. Details of the interview will be sent to the applicant by email. The interview will be conducted using an online meeting tool.

### (3) Result Notification:

The result will be notified to the applicants by the end of **June, 2024**. Please be aware that 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 9 (Fri), 2024**.

(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 **2023** and are subject to change.

## Student Visa Procedures

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

# Key Addresses & Websites Information

## Mailing Address

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

## 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):	<b>March 4 (Mon) ~ 15 (Fri), 2024</b>
Notification of eligibility check result (if applicable):	<b>By March 29 (Fri), 2024</b>
Online application registration:	<b>April 8 (Mon) ~ 19 (Fri), 2024</b>
Electronic submission of application documents:	<b>April 8 (Mon) ~ 19 (Fri), 2024</b>
Electronic submission of recommendation letter (by the recommender):	<b>By April 19 (Fri), 2024</b>
Postal mail submission of application documents:	<b>By April 26 (Fri), 2024</b>
Notification of results:	<b>By the end of June, 2024</b>
Completion of Entrance procedures:	<b>By August 9 (Fri), 2024</b>

# Flow Chart of Application

- ◆ 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").

