

Application Guidelines for Research Students

Faculty of Economics, Kyushu University

■ Application Requirements

- (1) Undergraduate research student: an applicant who possesses a bachelor's degree or an applicant who is recognized by the Faculty of Economics, Kyushu University as possessing an equivalent or higher academic ability.
- (2) Graduate research student: an individual who possesses a master's degree or an individual who is recognized by the Faculty of Economics, Kyushu University as possessing an equivalent or higher academic ability.

Note: the category of requirements (1) and (2) will be judged by the faculty council or the graduate school committee by reviewing the application based on the applicant's desire and his/her prospective supervisor's recommendation.

■ Application Procedure

- (1) Application method

An applicant who wishes to apply for admission as a research student **is required to obtain an informal approval from his/her prospective supervisor and pay the screening fee** before submission of application documents.

- (2) Application documents and other matters

Refer to the following page (Application documents and other matters)

■ Primary Screening

Primary screening will be conducted by a related committee upon receipt of a recommendation from the expected supervisor. An admission decision will be made by the faculty council or the graduate school committee after reviewing the primary screening results.

■ Fees (estimated)

- (1) Screening fee・・・¥9,800.
(As stated on the attached sheet, payment should be made in Japanese yen)
- (2) Admission fee・・・ ¥84,600.
(Students may make a payment in Japanese yen after enrollment.)
- (3) Tuition fee・・・ ¥356,400.
(Students may make a payment in Japanese yen after enrollment.)

Notes:

- Tuition fees are to be paid in two equal installments: the first semester tuition fee is paid in April, while the second semester tuition fee is paid in October.
- First and second semester tuition fees: ¥29,700 per month x 6 months = ¥178,200.
- The above amount for tuition fees is subject to change. If it is revised in the student's enrollment year or during his/her attendance period in the university, the newly revised amount will be applied from that point forward.

■ Enrollment Permit

An enrollment permit will be issued to students who pass the admission examination.

The required admission and tuition fees should be paid before the specified deadline, otherwise the enrollment permit will be cancelled.

■ Application Period

(1) For international students

- For applicants who desire to enroll from the first semester (in April) :
From October to the end of November of the previous year
- For applicants who desire to enroll from the second semester (in October) :
From April to the end of May of the same year

※Provided that the applicants are residing in Japan, the following application periods are applied.

- For applicants who desire to enroll from the first semester (in April) :
From January to the end of February of the same year
- For applicants who desire to enroll from the second semester (in October) :
From July to the end of August of the same year

(2) For Japanese students

- For applicants who desire to enroll from the first semester (in April) :
From January to the end of February of the same year
- For applicants who desire to enroll from the second semester (in October) :
From July to the end of August of the same year

Contact Address:

Student Affairs Section

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Application documents	Japanese Students	International Students	
		Residing in Japan	Residing out of Japan
1. Application Form (designated form)	○	○	○
2. CV (designated form)	○	○	○
3. Research Proposal For undergraduate students: about 2000 Japanese characters or 1000 English words For graduate students: about 4000 Japanese characters or 2000 English words	○	○	○
4. Academic Transcripts, and Certificate of (expected) Completion from your last school. (If a certificate is issued in a language other than Japanese or English, please attach a Japanese translation.)	○	○	○
5. Academic Transcripts, and Certificate of (expected) Completion from your last graduate school (master's or doctoral course), or certificate of withdrawing from your last graduate school upon earning all required credits. (Certificate of a candidate of Ph.D. degree is acceptable.) (If a certificate is issued in a language other than Japanese or English, please attach a Japanese translation.)	(○)	(○)	(○)
6. Certificate of Bachelor's Degree (Not required if the bachelor's degree status is stated in the certificate of completion.)	○	○	○
7. Recommendation letter by a faculty member of the school you received the highest academic degree (bachelor or higher) (If a certificate is issued in a language other than Japanese or English, please attach a Japanese translation.)	○	○	○
8. Introduction to your Study in the School or Graduate School (For example, the theme and summary of your graduation thesis, in about 2000 Japanese characters or 1000 English words.)		○	○
9. Publication list, research background, and summary of your main papers	(○)	(○)	(○)
10. Certificate of Health Examination (designated form)	○	○	○
11. Letter of Guarantee (designated form) (A guarantor must be a parent, or a brother/sister of the applicant. The current address should be clearly written, even though the guarantor resides outside of Japan.)		○	○
12. Copy of your ID Certificate issued by your home country.		○	○
13. Certificates of Language Proficiency Passing certificate of Japanese Language Proficiency Test N1, or TOEFL Certificate (minimum score of 79 TOEFL iBT) (A score obtained within 2 years from the date of application is valid.)		○	○
14. The Score of the University Entrance Examination (Only for those who attended an official university entrance examination in their home countries where national unified university entrance examinations are officially conducted.)		(○)	(○)
15. Certificate of Completion of Military Service or Certificate of Exemption from Military Service (Only for applicants whose nations require mandatory military service.)			(○)
16. Residence Card (For students who have already arrived in Japan.)		○	
17. Two ID Photos (4cm high x 3cm wide)	○	○	○
18. Screening Fee: ¥9,800.- (Payment must be made in Japanese yen.)	○	○	○

Note: documents marked with “○” are all required.