



**MA & MEcon Programs
in
Japanese and Asian Studies
- Application Guidelines / Forms -**

MA Program: Japanese and Asian Culture

**MEcon Program: Japanese and Asian Economy and
Management**

For Fall Semester, 2017

**Department of Japanese and Asian Studies
Graduate School of Humanities and Social Sciences
Saitama University
JAPAN**

About the Department of Japanese and Asian Studies

In April 2015, the Graduate School of Humanities and Social Sciences at Saitama University launched a new graduate-level Department of Japanese and Asian Studies. Contemporary society is clearly witnessing a transformation toward a knowledge-based society wherein new knowledge, information and technology provides a vital foundation for human action in various political, economic and social arenas. At the same time, advancing globalization is stimulating a remarkable upsurge in the international mobility of people, goods and capital, and thereby further promoting the interdependence of nations. Asia is without doubt one of the most culturally and economically dynamic regions of this increasingly interdependent global society, a fact that underscores the importance of research and education that deepens our understanding of this part of the world. In accord with these trends the newly instituted Graduate School of Humanities and Social Sciences aims to cultivate graduates well-suited to serve as intellectual leaders in this knowledge-based global society and is making the study of Asia a central component of this initiative.

Master's Programs Overview

In response to the requirements of this knowledge-based globalizing society, the university is providing new learning opportunities for a broad mix of Japanese students, international students, and working adults. One such innovation addresses the needs of graduate students who wish to study the culture and economy of Japan and Asian in English by offering two programs wherein one can earn a master's degree entirely in English: The Master of Arts (MA) Program in Japanese and Asian Culture and the Master of Economics (MEcon) Program in Japanese and Asian Economy and Management. All classwork and thesis supervision in these two programs may be conducted in English. Students wishing to begin or continue Japanese language studies after their entrance into the university are encouraged to do so (we offer both beginning and advanced Japanese language instruction), but language study is not compulsory.

The two programs offer students the options of pursuing a degree with a disciplinary focus in either the liberal arts or in economics and business, providing them with broad, in-depth study of Japanese and Asian history, culture, economy and management from a global or multi-cultural perspective. Students will enroll in either the MA or the MEcon program, but can choose classes from either program in order to obtain an interdisciplinary perspective covering both the humanities and social sciences. Students with the requisite language ability will have the option of also taking classes in Japanese (but will not be required to do so). Graduates of either the liberal arts or economics and business options will be well-prepared to fulfill professional positions in international organizations or in the industries, government, non-profit

organizations, and management sectors of either Japan or their home country.

The MA program in Japanese and Asian Culture offers students an interdisciplinary selection of classes and thesis supervision covering Japanese and Asian history, literature, material culture, media, contemporary art, traditional performing arts, and other cultural studies topics. Under the direction of leading scholars, the program provides successful applicants with an ideal forum through which to hone their analytical skills and enhance their ability to comprehend the multiple cultural and historical perspectives characterizing today's global society, and thus will leave graduates well-prepared to pursue their professional goals in Japan or abroad.

The MEcon program, comprised of classes on Japanese and Asian economy, society, and management, rests on the accumulated store of years of fieldwork by numerous faculty who excel in systems design and policy recommendation, and is committed to creating new socio-economic models for a sustainable Asia. Students enrolled in this program will master theories and methods useful for solving economic problems and graduate with the ability to contribute greatly to the further development of their home societies and of Asia in general.

We welcome motivated students from all over the world and look forward to your application!

Degree Conferred

MA: Master of Arts

MEcon: Master of Economics

Number of Students Admitted Each Year

The Department of Japanese and Asian Studies plans to admit around 38 students to the MA Program (Japanese and Asian Culture), the MEcon Program (Japanese and Asian Economy and Management), and other programs conducted in Japanese combined. The Department will decide the number of students admitted to each program after considering numerous factors including the quality of applicants to each program.

Language Requirement

All the lectures and seminars listed below will be conducted in English and students are therefore required to have a good command of English.

Curriculum

MA: Japanese and Asian Culture

Courses on Japanese Culture	Japanese Material Culture
	Seminar in Premodern Japanese Literature
	Seminar on the Performing Arts in Premodern Japan
	The Traditional Performing Arts in Japan
	Gender & Family in Traditional Japan
	Edo Culture
	Culture and Justice in Premodern Japan
	Colloquium in Pre-modern Japanese History
	Seminar in Premodern Japanese History
	Seminar in Modern Japanese History
	Seminar in the History of US-Japan Relation I
	Seminar in the History of US-Japan Relation II
	Japan and the Asia Pacific War
	Cultural Studies of Modern Japanese-European Relations
Courses on Asian Culture	Governance and Development in Asia and Africa
	Population Change and Migration in Asia
	Contemporary Art & Media in the Asian-Pacific Region I
	Contemporary Art & Media in the Asian-Pacific Region II
Thesis Supervision	Seminar I
	Seminar II
	Seminar III
	Seminar IV
	Seminar V
	Seminar VI

MEcon: Japanese and Asian Economy and Management

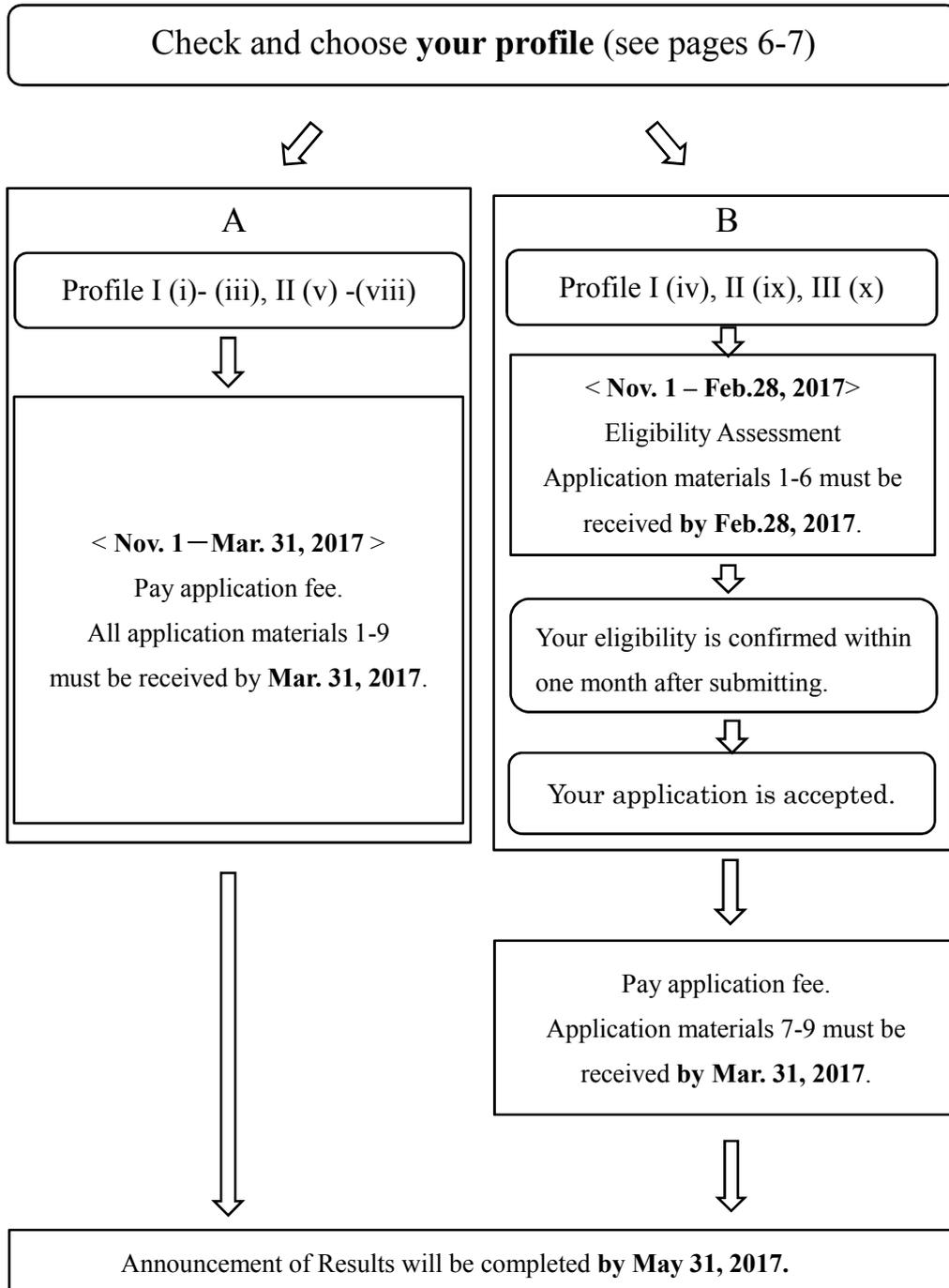
Courses on Japanese and Asian Economy	Money, Banking and Financial Market
	Economic Structure of Japan
	Public Finance and Socioeconomic Development in Japan
	Asian Economy
	International Trade in Japan and Asia
	Social Development
	Microfinance and Development
	Economic Development in Asia
	Economic Policies in Japan and Asia
	Public Policies in Japan and Asia
	Advanced Econometrics
	Econometric Methods in Macroeconomics
Courses on Japanese and Asian Management and Society	Global Business Strategy
	Global Business in Japan and Asia
	Japanese Enterprises in Asia
	Human Resource Management in Asia
	Japanese-style Management
	Development of Japanese-style Marketing
	Japanese Material Culture
	Diffusion Studies in Asia
	Global Environment and Asia
	Applied Urban Planning in Asia
	Advanced Research in Japanese Society
Thesis Supervision	Seminar I
	Seminar II
	Seminar III
	Seminar IV
	Seminar V
	Seminar VI

Note: The Department of the Japanese and Asian Studies also offers courses on Japanese culture, and economy and management in Japanese. Students in the English master's degree programs who have sufficient skills in Japanese may also take these courses for credit.

Quick Guide

— Submission of your application materials —

(See pages 8-11 for details on application materials 1 through 9.)



First, Determine Your Profile

I. Applicants who received higher education at Japanese educational institutions and meet one of the following profiles:

(i) Applicants who have graduated or are scheduled to graduate by Sep. 30, 2017 from a Japanese university. (⇒ See *Quick Guide A*)

(ii) Applicants who are scheduled to graduate from programs at Japanese junior colleges and colleges of technology by Sep. 30, 2017, who fulfill requirements by Japan's National Institution for Academic Degrees and Quality Enhancement of Higher Education, and who will have applied to the National Institution for Academic Degrees and Quality Enhancement of Higher Education for degree conferment by Apr. 2017. (⇒ See *Quick Guide A*)

(iii) Applicants who have obtained or are scheduled to obtain a bachelor's degree by Sep. 30, 2017 from Japanese vocational schools. (⇒ See *Quick Guide A*)

(iv) Applicants who will have three years of residence in a Japanese university by Sep. 30, 2017 and who have demonstrated academic excellence. (⇒ See *Quick Guide B*)

II. Applicants who received higher education at educational institutions in a country or countries other than Japan and meet one of the following profiles:

(v) Applicants who have completed or are scheduled to complete by Sep. 30, 2017 a 16-year program of formal education from elementary school through university in a country or countries other than Japan. (⇒ See *Quick Guide A*)

(vi) Applicants who received education through correspondence courses provided by a country or countries other than Japan while residing in Japan and are otherwise identical to applicants in category (v). (⇒ See *Quick Guide A*)

(vii) Applicants who were enrolled in foreign educational institutes located in Japan, such as Temple University Japan Campus, Far Eastern Federal University Hakodate Campus, and Tianjin University of Traditional Chinese Medicine Japan Campus, and are otherwise identical to applicants in category (vi). (⇒ See *Quick Guide A*)

(viii) Applicants who have received or are scheduled to receive by Sep. 30, 2017, a degree equivalent to a bachelor's degree through graduation from a program requiring three or more years to complete at an overseas university or other overseas institute. (⇒ See *Quick Guide A*)

(ix) Applicants who have completed or are scheduled to complete 15 years of education in a foreign country by Sep. 30, 2017. (⇒ See *Quick Guide B*)

III. Other Applicants:

(x) Applicants who do not meet any one of the profiles (i)-(viii) above, but who have been recognized by the graduate school of SU in their individual application eligibility assessment as having an ability equivalent or superior to a university graduate, and who are at least 22 years old or will be 22 years old by Sep. 30, 2017. (⇒ See *Quick Guide B*)

[**Special Remarks on Application Eligibility**]

1) The graduate school individually assesses the eligibility of applicants who meet profiles I (iv), II (ix), and III (x) PRIOR to the submission of an application and the payment of any fees.

2) APPLICANT PROFILE I (ii)

Applicants who are scheduled to obtain a bachelor's degree by Sep. 30, 2017. This profile covers those applicants who are scheduled to graduate from programs in Japanese junior colleges and colleges of technology that are recognized as fulfilling requirements by Japan's National Institution for Academic Degrees and Quality Enhancement of Higher Education, according to Article 6, Paragraph 1 of the Rules for Degrees and who would have applied for degree conferment to the National Institution for Academic Degrees and Quality Enhancement of Higher Education by Apr. 1, 2017.

3) APPLICANT PROFILE II (viii)

Overseas universities or other overseas institutes indicated here, are limited to those whose education and research activities have been evaluated by persons who have been accredited by the country's government or a related institution, or have been separately designated by the Ministry of Education, Culture, Sports, Science and Technology as being equivalent to such.

Applicants who are unsure whether they fit PROFILE II (viii) or not, are recommended to

apply under PROFILE II (ix).

4) APPLICANT PROFILE III (x)

Profile III (x) refers to applicants who do not qualify as university graduates, but who have graduated from junior colleges, colleges of technology, vocational schools, and miscellaneous educational institutions.

Application Period

1) **Nov. 1, 2016– Feb. 28, 2017**: Application Eligibility Assessment Period

(If your eligibility profile is I (iv), II (ix), or III (x), application materials 1-6 except 7-9 MUST reach us by **Feb. 28, 2017**.)

2) **Nov. 1, 2016 – Mar. 31, 2017**: Application Period

(All application materials MUST reach us by **Mar. 31, 2017**)

All the dates are in Japan Standard Time.

Application Materials

1. Application Forms

On the application forms enter your profile number, name, date of birth, gender, nationality, address, phone, email, academic background, employment history, research activity history, an English proficiency test score (TOEFL, IELTS or an equivalent test), GPA (if available), two academic references¹, intended field of study, statement of financial support, any request for special needs, and a research plan or statement of purpose². Submit the completed application forms and other documents by postal mail to:

Department of Japanese and Asian Studies
Graduate School of Humanities and Social Sciences
Saitama University
255 Shimo-Okubo, Sakura-ku,
Saitama City 338-8570
JAPAN

1. Provide the names, affiliations, addresses, work phones, and official email addresses of two persons you have asked to fill in Recommendation Forms.

2. The research plan or statement of purpose should include what you have studied so far, what you wish to study in the program, and your future career goals. (Approx. 1,000 words.) Students applying to the MEcon program must include a specific topic and a concrete research plan for completion of the master's thesis.

2. Writing sample

Submit a sample of your written work — a copy of your undergraduate thesis, a major term paper, or other formal paper. Print your name in English in the upper left-hand corner of the first page.

3. Academic transcripts for undergraduate education

Academic transcripts must include the school's official seal or signature. Submit transcripts for all the schools you attended if you transferred between schools. Be sure to also submit the standards for grade assessment. If a course title, a grade, or any other information in the certificates contains codes or abbreviations, an explanation should be attached.

4. Certificate of graduation (or prospective graduation) from an institute of higher education

The certificate of graduation (or prospective graduation) must include the school's official seal or signature. Applicants who obtained a bachelor's degree from a school in a country other than Japan should also submit the certificate of degree conferment unless the degree conferment can be confirmed on academic transcripts.

Applicants who meet profile I (ii) should instead submit the certificate of degree conferment or the certificate of receipt of degree conferment application.

5. Documents showing other strengths

If available, submit these documents.

6. Document validating your nationality and residence status

This document may be, for example, a copy of your passport or a certificate issued by an embassy office in Japan. It should be prepared in English; attach a translation if it is issued in any other language. If you reside in Japan, you must also submit a certified copy of your residence record.

7. English proficiency test scores or university certificate

All applicants whose native language is NOT English or who have not completed their bachelor or master's degree in English as the medium of instruction must submit test scores from TOEFL, IELTS, or an equivalent proficiency test. Applicants with TOEFL or IELTS scores must arrange to have official scores sent directly from the testing institution. The ETS institutional code for SU is 7673. Note that in all cases only the results of tests taken after Dec. 1, 2013 will be considered as valid for your application. (See "TOEFL/ IELTS" on pages 14-15)

Applicants with scores from an equivalent proficiency test must submit those together with

their other applications materials.

[Special Remarks on the English Language Requirement Waivers]

- 1) The English language requirement will be waived if the applicant is a native of or completed his/her bachelor or master's degree in English as the medium of instruction in the U.S, the United Kingdom, Ireland, Australia, New Zealand or English-language universities in Canada, South Africa, India, the Philippines, Hong Kong, or Singapore.

- 2) Applicants who completed their bachelor or master's degree in English as the medium of instruction in other countries, need not submit TOEFL or IELTS scores, but must instead provide an official letter from the university certifying that English was the language of instruction.

8. Two Applicant Recommendation Forms

You will need Applicant Recommendation Forms from two persons qualified to judge your abilities. You must provide at least one reference from someone who can comment on your readiness for graduate studies, preferably a professor who taught you. These should describe your academic work in detail. If you have done significant independent research, such as a thesis, the admissions committee will normally expect one of these recommendations to be from your thesis supervisor. References must be submitted on the Recommendation Form. Each Recommendation Form must be sealed in an envelope with the writer's seal or signature over the flap.

9. Application Fee Remittance Certificate

Please pay the application fee **30,000 yen** following the directions below.

(See *How to Pay Application Fee* on pages 15-16)

After you remit the application fee, enclose the Evidence of Payment of Application Fee or a photocopy of the receipt received when payment was made, with your application forms at the time of application.

In the case of applicants fitting profile B, this fee is payable only after your eligibility is confirmed by the Graduate School.

Note that the application fee received by the University is NON-refundable.

[Important Points on Completing Application Materials and Submitting Your Application]

- 1) The application procedure varies slightly, according to the individual's eligibility profile.

- 2) Required application materials include the following forms:
 - Application Form 1
 - Application Form 2
 - Application Form 3
 - Applicant Recommendation Form (2)
 - Attachment Sheet for Application Fee Remittance CertificatePlease be sure to download, print out, complete and submit all of these forms, in addition to the other required application materials (described on pp. 8-10).

- 3) Do not use nicknames or abbreviations when writing your name on application documents. You must write your name in Roman letters as it appears in your passport.

- 4) It is recommended that you send documents by registered express mail or an equivalent air courier (e.g. Federal Express, DHL, UPS).

- 5) No changes to any of the documents are allowed after submission.

- 6) For non-English-language documents, the document-issuing school or authority must provide a corresponding English or Japanese translation of the original language. If the school or authority does not provide such a service, the documents must be translated and verified by an outside translation organization and certified to be the same as those issued by the school or authority. Be sure to submit both the original documents and the certified translations.

- 7) Application documents submitted cannot be returned. Nevertheless, documents that cannot be reissued will be returned upon request by May 10, 2017. If you submit such materials, attach a note identifying them.

- 8) If, after admission, it is discovered that any of the documents have been falsified or any necessary details or documents have been omitted, admission will be cancelled, even in the event that the candidate has already matriculated to the university.

Key Addresses and URL

- 1) All documents [except the application material 7] must be sent to the following address:

Department of Japanese and Asian Studies
Graduate School of Humanities and Social Sciences
Saitama University
255 Shimo-Okubo, Sakura-ku,
Saitama City 338-8570
JAPAN

Office of the MA program: Phone: +81-48-858-3044

Email: maprogram@gr.saitama-u.ac.jp

Office of the MEcon program: Phone: +81-48-858-3286

Email: mecon@gr.saitama-u.ac.jp

- 2) Website: <http://hss.saitama-u.ac.jp/english/index.html>
(MEcon: <http://www.eco.saitama-u.ac.jp/graduate/en/index.html>)

Privacy Policy

Saitama University is committed to protecting the individual privacy of applicants and students by restricting the use of all collected information as specified by Policies on the Protection of Personal Information Held by Saitama University based on the Act on the Protection of Personal Information Held by Independent Administrative Agencies. In accordance with these policies, the information on this application may be used by SU officials only for appropriate administrative and research purposes.

Applicants with Special Needs

Applicants with physical disabilities, or special needs are welcome at the Department of Japanese and Asian Studies and should contact the Graduate School Office as soon as possible to discuss their particular needs.

Evaluation of Applicants

Evaluation of applicants involves a two-stage process: an initial review of documentation and an interview. The Interview will be conducted only with applicants who have passed the initial documentary review.

Document Review

Document Review will be the principal method of selecting applicants for admission.

Applicants will be notified of the results of the documentary review within one month of submission of all required documentation.

IP-Phone or In-Person Interview

Interviews will be conducted to help determine the final candidates for admission. The time and date for the interview are arranged by email. The interview may be waived for extraordinarily competent applicants who will receive notification by email.

[Important Points concerning the IP-Phone Interview]

Please get your PC environment prepared so that you can run Skype for an interview. You must prepare the following items for the interview and test your equipment and software together well in advance of the interview.

- 1) Software: Skype (free software). You can download and install this for free.
- 2) Your Skype name: You can create your Skype account (Skype name) while installing the software.
- 3) Internet connection: Broadband (i.e. high-speed internet connectivity)
- 4) Equipment: You will need a built-in or separate web camera and microphone.

Announcement of Final Results

The results of the screening process will be announced by email. Applicants who pass the final selections will be notified by email (by no later than May 31, 2017), with additional details to follow by postal mail.

Admission Fee and Tuition

Successful applicants must complete the admission procedure by postal mail by the designated date. Failure to do so will be considered as a withdrawal from the program.

Incoming student must pay precisely the admission fee (282,000 yen) in Japanese yen at the time of the admissions procedure.

[Notes]

- 1) Tuition for the first semester will be 267,900 yen (535,800 yen for the full year). The admission fee and the tuition figures are for 2016 and are subject to change. The tuition is subject to change during the years of enrollment. The revised tuition must be paid from the time the change takes place.
- 2) Tuition / Admission Fee Exemptions may be provided in limited number of special cases.
- 3) Further information will be provided to the applicants who pass the final selections.

TOEFL / IELTS

The official score report MUST reach us by Mar. 31, 2017.

- 1) The Official Score Report of TOEFL must be sent directly from the Educational Testing Service (ETS) to SU. The Official Score Report is different from Examinee Score Report sent to individual examinees. Make sure you make arrangements early, using the following institutional codes so the Official Score Report will arrive at SU by the deadline. The TOEFL administration offices in each country explain the procedure for requesting the Official Score Report to be issued, the number of days required for issuing the Official Score Report, etc. on their websites. Keep the Score Report Request Acknowledgement sent to you from ETS after requesting for the Official Score Report to be issued just in case the graduate school needs to verify the fact that you made a request to ETS.

<u>Saitama U MA & MEcon Pro</u>

Institutional Code: 7673

- 2) The IELTS Test Report Form must be sent directly from the IELTS administration office in each country to SU. The Test Report Form is different from what is sent to applicants taking IELTS. Make sure you make arrangements early so the Test Report Form will arrive at SU by the dead line. The IELTS administration office in each country will explain the procedure

for requesting the Test Report Form to be issued, the number of days required for issuing the Test Report Form, etc. on their website. Use the following address:

<p><u>Saitama U MA & MEcon Pro</u> 255 Shimo-Okubo, Sakura-ku, Saitama City 338-8570 JAPAN</p>
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How to Pay the Application Fee

Application Fee: ¥ 30,000

Early payment of the Application Fee is recommended. This fee must be received in Japan by **Mar. 31, 2017 or earlier**.

When making payment, fees may apply. Any and all such fees are the responsibility of the applicant.

1) Payment by Credit Card

Application Fees may be paid by credit card.

Follow the instruments on the Online Payment of Graduate Schools, Saitama University website at <http://e-apply.jp/e/saitama-gs-c/>.

When you have completed the payment procedures, print out the Proof of Payment form, and paste it onto the Attachment sheet for the Application Fee Remittance Certificate for submission with the application documents.

The deadline for the payment is four days after application (including the application date).

Note: If payment is not made before the deadline, your application will be automatically cancelled. Also, be aware that this payment period is shorter for those who apply just before the application deadline.

2) Remittance in Japan

Please choose among the following methods of remittance.

(1) Bank transfer

Using the designated ‘Application Fee Payment Request Form’, remit the application fee from any financial institution (other than Japan Post Bank Co., Ltd.) within the remittance period. (⇒ See “How to Use the Application Fee Payment Request Form”)

Do not transfer by ATM (Automatic Teller Machine), mobile phone, PCs, etc.

(2) Payment at a convenience store

If you can read Japanese, please see the guide “コンビニエンスストアでの入学検定料支払方法”.

Be sure to paste 取扱明細書/収納証明書 onto the Attachment Sheet for Application Fee Remittance Certificate with the application documents.

3) Remittance from outside Japan

Remit the application fee from an overseas financial institution by the method specified below.

Be sure to paste a photocopy of the completed overseas remittance request form onto the Attachment Sheet for Application Fee Remittance Certificate with the application documents.

Type	Telegraphic Transfer
Payment method	Advise and pay
Bank Transfer Fee	Payer's Responsibility
Lifting Charge	Payer's Responsibility
Amount	¥ 30,000
Purpose	Application Fee
Message	Applicant's name etc.
Bank name	Sumitomo Mitsui Banking Corporation
Branch	Omiya Branch
Account number	514-7569751
Beneficiary	Saitama University
Bank address	2-107 Daimoncho Omiya-ku Saitama-city Saitama JAPAN 330-0846
Swift code	SMBCJPJT

※Please do NOT write anything (e.g. “ORDINARY DEPOSIT” or “A/C No.”) before or after the account number.

Scholarship

I Government Scholarship

1. MEXT Scholarship

<http://www.mext.go.jp/english/highered/1303739.htm>

The Japanese Government (Monbukagakusho: Ministry of Education, Culture, Sports, Science and Technology, hereafter “MEXT”) offers scholarships and support for international travel expenses for international students who study in higher education institutions. Recipients are selected on the recommendation of one of the following:

- ① A Japanese embassy or consulate general (Embassy Recommendation).
- ② The Japanese university at which the student is currently enrolled if he/she is privately-financed and already studying in Japan (Domestic Selection).

The scholarships provide a monthly stipend (147,000 yen as of 2016 but possibly subject to change) for up to three years of study contingent upon excellent academic performance. SU offers a tuition waiver to students with the MEXT scholarships. MEXT scholarship recipients will receive priority in their housing applications for the International House.

(1) Embassy Recommendation

Scholarship recipients are recruited and initially screened by a Japanese embassy or consulate general, depending on the country. The application process differs by country, therefore please inquire at the Japanese embassy or consulate general in your country for details.

For more information, check the MEXT website below:

<http://www.studyjapan.go.jp/en/toj/toj0302e-10.html>

(2) Domestic Selection

MEXT offers scholarships and international travel expenses to an applicant’s home country for privately financed international students who are currently enrolled and studying in Japan. Applicants with excellent academic records are recommended to MEXT through SU. The duration of the scholarship starts the next Japanese academic year (i.e. April) and will be offered until the end of standard course term.

2. JASSO Scholarship

http://www.jasso.go.jp/en/study_j/scholarships/index.html

(1) Reservation Program for MEXT Honors Scholarship for Privately Financed International Students

Japan Student Services Organization (hereafter “JASSO”) offers the Reservation Program for MEXT Honors Scholarship for Privately Financed International Students (hereafter “Reservation Program for Honors Scholarship”) to the students who attend a university or other institution of higher education in Japan. In conjunction with this scholarship, JASSO sponsors a reservation program that sets aside scholarships for privately financed international students who enroll in a graduate school in Japan directly from overseas (i.e. applicants do not have to visit Japan before enrollment).

Privately financed international students who enroll in SU’s MA Program or MEcon Program MEET these criteria, although the scholarship is not always guaranteed.

The Reservation Program for Honors Scholarship (graduate level) is paid monthly in the amount determined for that Japanese school year (April-March). The amount is subject to change each year. For reference, the monthly stipend for the 2016 school year was 48,000 yen.

After a scholarship has been reserved for an applicant, it is awarded for a certain period, based on the time that the applicant enrolls in a Japanese graduate school. For students enrolling in the MA Program or the MEcon Program in Oct. 2017, duration of the scholarship is six months, from Oct. 2017 to Mar. 2018. Students need to compete for the MEXT (regular) Honors Scholarships or other scholarships for privately financed international students during the subsequent period.

All applications must be processed through SU. Direct applications from students will not be accepted. The application for Reservation Program for Honors Scholarship must be made after matriculation.

[Important Points on other scholarships related to the Reservation Program for Honors Scholarship]

The Reservation Program for Honors Scholarship cannot be awarded to students scheduled to receive one of the government or non-government/private scholarships.

(2) MEXT Honors Scholarship for Privately Financed International Students

Privately financed international students studying at SU are eligible to apply for MEXT Honors Scholarship offered by JASSO. Applications for the scholarship should be made through SU. Please note that the JASSO scholarship is highly competitive.

3. Foreign Government Scholarships

Foreign Government Scholarships are available for those who are sent to Japan to study by the government of their home country. Please inquire at the relevant authority in your country for details.

Foreign Government Scholarship recipients will receive priority in their housing applications for the International House.

II MEcon Program Scholarship

1. Rengo Scholarship

Rengo offers one of the MEcon international students the tuition waiver of 2 years upon excellent academic performance.

2. Economics Society Scholarship

The Economics Society offers one of the MEcon international students the tuition waiver of 2 years upon excellent academic performance.

3. Partial Scholarship

The Economics Society offers all of the 1st year international students who matriculate the MEcon program 200,000 yen to support their study in SU.

III Non-Government and Private Scholarship

Every year, approximately 30 private organizations award scholarships to students. We proactively advertise and recommend international students for these private scholarships although both the number of recipients and the amount paid are limited.

For more information, check the website below:

http://www.jasso.go.jp/en/study_j/scholarships/brochure.html

For further information, please contact:

Study in Japan Unit, Information Service Division, Student Exchange Department

Japan Student Services Organization (JASSO)

2-2-1 Aomi, Koto-ku,

Tokyo 135-8630

JAPAN

Tel: +81 3 (5520) 6111

Fax: +81 3(5520) 6121

The Office of International Affairs

Saitama University

255 Shimo-Okubo, Sakura-ku,

Saitama City 338-8570

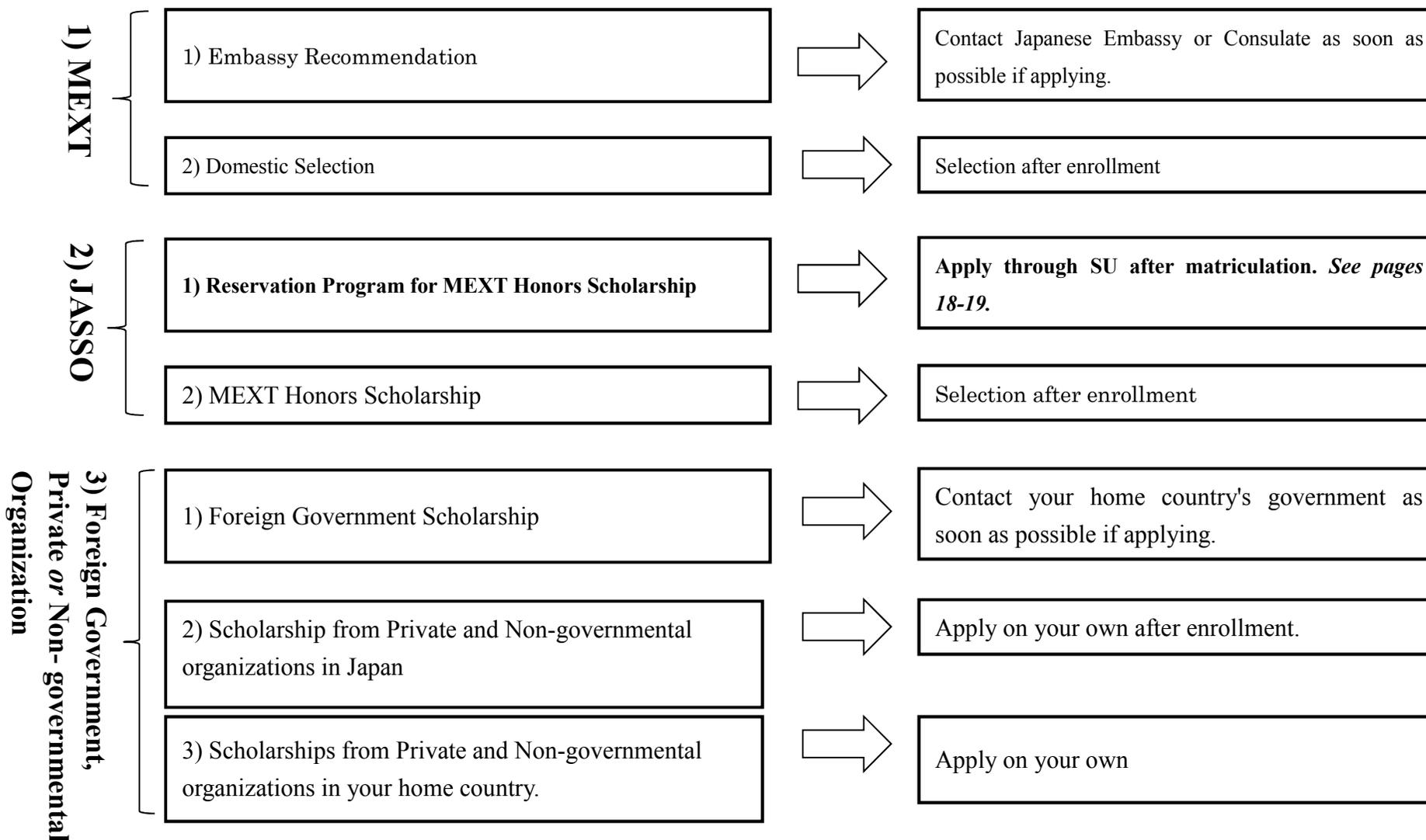
JAPAN

Tel: +81 48(858)9061

Fax: +81 48(858)9675

ryugaku@gr.saitama-u.ac.jp

The following chart shows scholarships offered by MEXT, JASSO (i.e. MEXT Honors Scholarships), foreign governments or other organizations for privately financed international students.



Housing

International House

The International House is a quality housing complex for the international community of students, researchers, faculty and administrative staff of SU that aims to promote multicultural exchanges and mutual understanding. Commuting time to SU is five minutes. The International House has furnished couple rooms, family rooms, and single rooms with internet connection.

Applications to stay in the International House are accepted in July (moving in October) and January (moving in April). Those wishing to move into the International House should forward applications to the Office of International Affairs. Please understand that, because the number of rooms is limited, an application does not guarantee you a room in the facility. The maximum allowed period of residency is one year.

As of 2017, international students with Japanese government (Monbukagakusho: MEXT) or foreign government scholarships will be given priority in their housing applications for the International House.

For more information and an application form, visit the following website:

<http://en.saitama-u.ac.jp/studentlife/accommodation-for-international-students/>

Visa

If you are not a Japanese citizen or permanent resident, you must hold a proper visa to stay in Japan. For those who need a student visa, the university will support your visa application by issuing the COE (Certificate of Eligibility) and other necessary documents.

To obtain student visas, applicants must demonstrate that they have the financial means to support themselves as students in Japan.

Profile Number (i - x)	
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Applicant Reference Number	For official use only
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Please check the program to which you are applying:

- MA program
- MEcon program

Attach a photo of yourself taken within the last 3 months. Write your name and nationality in block letters on the back of the photo. (H: 40mm, W: 30mm)

The application form should be typewritten, or neatly handwritten in block letters using the Roman alphabet (unless otherwise specified).

1. Applicant Information

Family Name: _____

Given Names: _____

Name in Chinese Characters (if applicable): _____

Nationality: _____ Date of Birth: _____
DD MM YYYY

Gender: Male Female Marital Status: Single Married

Permanent Address: _____

City/State _____ Country _____ Postal Code _____

Phone: [_____] _____ Mobile: [_____] _____
Country code Country code

E-mail Address: _____

Mailing Address (if different from above): _____

City/State _____ Country _____ Postal Code _____

Phone: [_____] _____
Country code

Emergency Contact:

Name: _____ Relation to Applicant: _____

Phone: [_____] _____ Email Address: _____
Country code

2. Academic Background

Please fill in each blank or circle the number corresponding to the university/equivalent institution you attend(ed).

Qualifications For Admission (Undergraduate)		
1 National	(Official Name of School)	Date of Graduation (Expected / Completed) (MM/YYYY)
	(Faculty)	
2 Public	(Department)	Date of Entrance (MM/YYYY)
3 Private	(Degree Name)	
4 Foreign		

Please list all schools you have attended or are attending in reverse chronological order.

Academic Background		
Period of Attendance (MM/YYYY)-(MM/YYYY)	Name of School (including department and major)	
—		Graduate School (If applicable)
—		Undergraduate (Expected /Completed)
—		Upper Secondary School
—		Lower Secondary School
—		Elementary Education

3. Current Status and Work Experience / Research Activities or Other activities

In reverse chronological order, please list all work experience/activities including your current position or status.

List positions you have held (other than as a student), including professional experience, laboratory work, or occupations. Include military service and teaching experience, if any.

Complete this section clearly and correctly, and include the time period, name of organization, division and position. (sample) 09/2012 – 11/2014 AAA Co.Ltd., BBB Division Assistant Manager	
Period of Employment (MM/YYYY) - (MM/YYYY)	Employment Record Name of Organization, Division, Position
—	
—	
—	
—	
—	
—	

List articles, books, or other material published, and any inventions patented.

List academic honors, prizes, fellowships, scholarships, traineeships, or honorary scholarships you have received, or honor societies to which you have been elected.

If there is insufficient space to outline all your achievements or activities on this page, please attach additional page(s).

4. References

List names and addresses of persons whom you have asked to fill in Recommendation Forms.

Name	Affiliation	Address	Work Phone No.	E-mail	Relationship

5. Intended Field of Study

Please check the box corresponding to the group of classes wherein you intend to study:

- Japanese Culture
- Asian Culture
- Japanese and Asian Economy and Society
- Japanese and Asian Management

6. Statement of Financial Support

Please indicate your planned source of financial support while studying. You may choose more than one.

- Grants/Scholarship (confirmed sources only)
 - Employer Government Other

Name of Provider _____

- Self supported
- Family supported
- Loan

7. Applicants with Special Needs

Do you wish to request special support service at Saitama University?

- Yes No

If you do, please contact us via email at maprogram@gr.saitama-u.ac.jp (MA) or mecon@gr.saitama-u.ac.jp (MEcon).

Grade Point Average (GPA)

Please calculate your GPA and indicate the results below.

To calculate your GPA, multiply the point value of your grade by the total number of units and then divide the total grade points by the total units.

Grade point values are A or A+ = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7, F = 0.0

Undergraduate GPA: Cumulative (overall): _____

Test Score Information

TOEFL Test

Test Date: _____ Registration Number: _____
DD MM YYYY

iBT Scores: _____
Reading Listening Speaking Writing Total

PBT Scores: _____
Section1 Section2 Section3 Total

Date you requested ETS to submit Scores: _____
DD MM YYYY

IELTS Test

Test Date: _____ Registration Number: _____
DD MM YYYY

Academic module Scores: _____
Listening Reading Writing Speaking Total

General training module Scores: _____
Listening Reading Writing Speaking Total

Date you requested ETS to submit Scores: _____
DD MM YYYY

OTHER EQUIVALENT PROFICIENCY Test

Test Date: _____ Registration Number: _____
DD MM YYYY

Scores: _____
Listening Reading Writing Speaking Total

Declaration:

I certify that the information contained in this application, in the statement of purpose, and in the supporting documents is complete and accurate, and I understand that submission of inaccurate information may be sufficient cause for denial of admission or termination of enrollment.

Signature: _____ Date: _____

APPLICATION FORM 3
RESEARCH PLAN / STATEMENT OF PURPOSE

Name: _____ , _____
 Legal family name (surname) First name (given name) Middle name

State your research plan or statement of purpose for applying to graduate school, including what you have studied so far, what you wish to study in the program, and what your future career goal is. This statement may assist the Admissions Committee in evaluating your application and aptitude for study at the Graduate School of Humanities and Social Sciences at Saitama University. Please use the space below for your response and attach additional page(s) if needed. Your statement should be approximately 1,000 words in length.

※Students applying to the MEcon program must include a specific topic and a concrete research plan for completion of the master's thesis.

Applicant Recommendation Form

Please describe the applicant's special personal qualities and/or abilities.

(If you were/are the applicant's supervisor, please comment on his/her writing sample.)

Recommender's Name in Full _____
(Family) (First) (Middle)

Relationship with Applicant _____

Title _____

Institution _____

Present Address _____

Telephone _____ E-mail _____

Date _____

Signature _____

DD / MM / YYYY

Attachment Sheet for Application Fee Remittance Certificate

Certificate should be pasted securely in this frame.

For Official Use

経理確認欄	研究科受付欄

埼玉大学大学院人文社会科学研究科（博士前期課程）

How to Use the Application Fee Payment Request Form

Early payment of the Application Fee is recommended. This fee payment must be completed by the **designated date or earlier**.

Note regarding the transfer of your application fee payment

- Enter your name in the three "payer" spaces on the Application Fee Payment Request Form, bring the whole form to the teller window of a bank (excluding the Japan Post Bank and the post office), and pay the amount noted above. Payments cannot be made through ATMs, the Internet, or other such means.
- No transfer fee is charged if payment is made at the head office or a branch office of Sumitomo Mitsui Banking Corporation. If you make a payment at any other bank, you will be responsible for the cost of transfer.
- After making your payment, make sure that the bank's receipt seal is stamped on the "Evidence of Payment for Application Fee" and the "Application Fee (and Transfer Fee) Receipt" returned from the bank. Paste the Evidence of Payment for Application Fee (left portion) onto the Attachment Sheet for Application Fee Remittance Certificate. You should retain the Application Fee (and Transfer Fee) Receipt with revenue stamp attached.
- Please fill your birth date in the space above your name (YYYY/MM/DD), if there is no number given.

SAMPLE (Fill in the circle part.)

Evidence of Payment for Application Fee

Application Fee (and Transfer Fee) Receipt

(For pasting to the application forms)

(For applicant to keep)

<p align="center">振込金受付証明書</p> <p align="center">平成()年()月()日</p> <p>金額 ￥ 3 0 0 0 0 円</p> <p>受取人 三井住友銀行 大宮支店 普通預金(口座番号) 7569751 なまえ 埼玉大学</p> <p>ご依頼人 番号 (NUMBER) お名前 (NAME) 様 PHONE NUMBER</p> <p>選抜 人文社会科学研究所 (博士前期課程)</p> <p>(取扱店) _____ 銀行 _____ 店</p> <p align="right">【出願書類添付用】(取扱店→依頼人)</p>		<p align="center">(切り離さずにご依頼人にお返しく下さい)</p>	<p align="center">払込金(兼手数料)受取書</p> <p align="center">平成()年()月()日</p> <p>金額 ￥ 3 0 0 0 0 円</p> <p>受取人 三井住友銀行 大宮支店 普通預金(口座番号) 7569751 なまえ 埼玉大学</p> <p>ご依頼人 番号 (NUMBER) お名前 (NAME) 様</p> <p>備考 _____ 手数料 _____</p> <p align="center">上記の金額正に受取りました。</p> <p>(取扱店) _____ 銀行 _____ 店</p> <p align="right">収入 印紙</p> <p align="center">【志願者保管】(取扱店→依頼人)</p>		<p align="center">振込依頼書</p> <p>ご依頼日 平成()年()月()日</p> <p>振込先 三井住友銀行 大宮支店 普通預金(口座番号) 7569751</p> <p>金額 ￥ 3 0 0 0 0 円</p> <p>(フリガナ) サイタマダイガク (なまえ) 埼玉大学</p> <p>(おとこ) (電話) 048-858-3942</p> <p>さいたま市桜区下大久保255</p> <p>番号 (NUMBER)</p> <p>お名前 (NAME)</p> <p>おとこ (HOME ADDRESS)</p> <p>(PHONE NUMBER)</p> <p>※取引銀行へお願い ご依頼人名の前に番号を必ず打電してください。(取扱店保管)</p>
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Application Fee Payment Request Form

振込金受付証明書

平成 年 月 日	
金額	¥ 3 0 0 0 0 円
受取人	振込先 三井住友 銀行 大宮 支店 普 7569751
	なまえ 埼玉大学
ご依頼人	番号 <データ入力時は、下記番号を必ず打電してください>
	お名前 (フリガナ) 様 (電 話) - -
選抜	人文社会科学 研究科 (博士前期課程)

上記のとおり振込みしました。
(取扱店) _____ 銀行
_____ 店

【出願書類添付用】 (取扱店→依頼人)

収納印

振込金 (兼手数料) 受取書

平成 年 月 日	
金額	¥ 3 0 0 0 0 円
受取人	振込先 三井住友 銀行 大宮 支店 普 7569751
	なまえ 埼玉大学
ご依頼人	番号 <データ入力時は、下記番号を必ず打電してください>
	お名前 (フリガナ) 様 (電 話) - -
備考	手数料

上記の金額正に受取りました。
(取扱店) _____ 銀行
_____ 店

【志願者保管用】 (取扱店→依頼人)

収入
印紙

(取扱店→依頼人)

振込依頼書

太枠内は必ずご記入下さい

科目

ご依頼日	平成 年 月 日	電信扱	手数料	金額	¥ 3 0 0 0 0 円
	振込先 三井住友 銀行 大宮 支店 普 7569751				
受取人	(フリガナ) サイ タマ ダイ ガク (なまえ) 埼玉大学	内 訳	金額	手数料	金額
	(ところ) (電話) 048-858-3942 〒338-8570 埼玉県さいたま市桜区下大久保255				
ご依頼人	番号 <データ入力時は、下記番号を必ず打電してください>	収納印または振替印	金額	手数料	金額
	お名前 (フリガナ) おところ (電 話) - -				

*取引銀行へのお願
ご依頼人名の前に番号を必ず打電してください。

(取扱店保管)

○振込依頼書に記載相違等の不備があった場合には、照会等のために振込が遅延することがあります。
○やむを得ない事由による通信機器、回線の障害によって振込が遅延することがあっても当行は責任を負いません。
(切り離さずにご依頼人にお返しください)

○右記の太線の中だけボールペンでご記入ください。
○ATM(現金自動受払機)は使用しないでください。
○振込手数料はご依頼人負担となります。