MEcon Program in Japanese and Asian Studies

- Application Guidelines / Forms -

MEcon Program: Japanese and Asian Economy and Management

For Fall Semester, 2018

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 economy and culture of Japan and Asian in English by offering two programs wherein one can earn a master’s degree entirely in English: The Master of Economics (MEcon) Program in Japanese and Asian Economy and Management and the Master of Arts (MA) Program in Japanese and Asian Culture. 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 either in economics and business or in the liberal arts, providing them with broad, in-depth study of Japanese and Asian economy, management, history and culture from a global or multi-cultural perspective. Students will enroll in either the MEcon or the MA program, but can choose classes from either program in order to obtain an interdisciplinary perspective covering both the social sciences and humanities. 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.

**Note that this application guideline is for MEcon program.**

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.

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.

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

**Degree Conferred**

Master of Economics

**Number of Students Admitted Each Year**

The Department of Japanese and Asian Studies plans to admit around 38 students to the MEcon Program (Japanese and Asian Economy and Management), the MA Program (Japanese and Asian Culture), 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

### MEcon: Japanese and Asian Economy and Management

<table>
<thead>
<tr>
<th>Courses on Japanese and Asian Economy and Society</th>
<th>Money, Banking and Financial Market</th>
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<tbody>
<tr>
<td></td>
<td>Economic Structure of Japan</td>
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<td>Public Finance and Socioeconomic Development in Japan</td>
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<td>Asian Economy</td>
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<td>International Trade in Japan and Asia</td>
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<td>Social Development</td>
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<td>Microfinance and Development</td>
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<td>Economic Development in Asia</td>
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<td>Economic Policies in Japan and Asia</td>
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<td>Public Policies in Japan and Asia</td>
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<td>Advanced Econometrics</td>
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<td>Econometrics Methods in Macroeconomics</td>
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<th>Courses on Japanese and Asian Management</th>
<th>Global Business Strategy</th>
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<td>Global Business in Japan and Asia</td>
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<td>Japanese Enterprises in Asia</td>
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<td>Human Resource Management in Asia</td>
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<td>Japanese-style Management</td>
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<td>Development of Japanese-style Marketing</td>
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<td>Diffusion Studies in Asia</td>
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<td>Global Environment and Asia</td>
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<td>Applied Urban Planning in Asia</td>
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<td>Advanced Research in Japanese Society</td>
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<tr>
<th>Thesis Supervision</th>
<th>Seminar I</th>
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<td>Seminar II</td>
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<td>Seminar IV</td>
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<td>Seminar V</td>
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<td>Seminar VI</td>
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</table>
## MA: Japanese and Asian Culture

<table>
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<tr>
<th>Courses on Japanese Culture</th>
<th>Courses on Asian Culture</th>
<th>Thesis Supervision</th>
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<tbody>
<tr>
<td>Japanese Material Culture</td>
<td>Governance and Development in Asia and Africa</td>
<td>Seminar I</td>
</tr>
<tr>
<td>Seminar in Premodern Japanese Literature</td>
<td>Population Change and Migration in Asia</td>
<td>Seminar II</td>
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<tr>
<td>Seminar on the Performing Arts in Premodern Japan</td>
<td>Contemporary Art &amp; Media in the Asian-Pacific Region I</td>
<td>Seminar III</td>
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<tr>
<td>The Traditional Performing Arts in Japan</td>
<td>Contemporary Art &amp; Media in the Asian-Pacific Region II</td>
<td>Seminar IV</td>
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<tr>
<td>Gender &amp; Family in Traditional Japan</td>
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<td>Seminar V</td>
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<tr>
<td>Edo Culture</td>
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<td>Seminar VI</td>
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<tr>
<td>Culture and Justice in Premodern Japan</td>
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<td>Colloquium in Pre-modern Japanese History</td>
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<td>Seminar in Premodern Japanese History</td>
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<td>Seminar in Modern Japanese History</td>
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<td>Seminar in the History of US-Japan Relation I</td>
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<tr>
<td>Seminar in the History of US-Japan Relation II</td>
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<td>Japan and the Asia Pacific War</td>
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<tr>
<td>Cultural Studies of Modern Japanese-European Relations</td>
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**Note:** The Department of the Japanese and Asian Studies also offers courses on Japanese economy, management and culture 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.)

Check and choose your profile (see pages 6-7)

A
Profile I (i)- (iii), II (v) -(viii)
< Dec 1, 2017 – Feb. 15, 2018 >
Pay application fee.
All application materials 1-9 must be received by Feb. 15, 2018.

B
Profile I (iv), II (ix), III (x)
< Dec. 1, 2017 – Jan. 15, 2018 >
Eligibility Assessment
Application materials 1-6 must be received by Jan. 15, 2018.

Your eligibility is confirmed within one month after submitting.
Your application is accepted.

Pay application fee.
Application materials 7-9 must be received by Feb. 15, 2018.

Announcement of Results will be completed by May 10, 2018.
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, 2018 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, 2018, 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. 2018. (⇒ See Quick Guide A)

(iii) Applicants who have obtained or are scheduled to obtain a bachelor’s degree by Sep. 30, 2018 from Japanese vocational schools. (⇒ See Quick Guide A)

(iv) Applicants who will have three years of residence in a Japanese university by Sep. 30, 2018 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, 2018 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, 2018, 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, 2018. ( ⇒ 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, 2018. ( ⇒ 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, 2018. 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. 2018.

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) **Dec. 1, 2017 – Jan. 15, 2018**: 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 **Jan. 15, 2018**.)

2) **Dec. 1, 2017 – Feb. 15, 2018**: Application Period
   (All application materials MUST reach us by **Feb. 15, 2018**)
   **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 M.Econ 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, 2015 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 summit 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 Certificate

   Please 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, 2018. 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 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 10, 2018), 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 2017 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 Feb. 15, 2018.

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.

<table>
<thead>
<tr>
<th>Saitama U MEcon Pro</th>
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<tr>
<td>Institutional Code: 7673</td>
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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:

<table>
<thead>
<tr>
<th>Saitama U MEcon Pro</th>
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</thead>
<tbody>
<tr>
<td>255 Shimo-Okubo, Sakura-ku,</td>
</tr>
<tr>
<td>Saitama City 338-8570</td>
</tr>
<tr>
<td>JAPAN</td>
</tr>
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### How to Pay the Application Fee

**Application Fee: 30,000 yen**

Early payment of the Application Fee is recommended. This fee must be received in Japan by **Feb. 15, 2018 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 in Japan
If you can read Japanese, please see the guide “コンビニエンスストアでの入学費用料支払方法”.

Be sure to paste 取扱明細書/取扱証明書 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.

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<tr>
<th>Type</th>
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<tbody>
<tr>
<td>Payment method</td>
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<tr>
<td>Bank Transfer Fee</td>
<td>Payer’s Responsibility</td>
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<td>Lifting Charge</td>
<td>Payer’s Responsibility</td>
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<td>Amount</td>
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<td>Purpose</td>
<td>Application Fee</td>
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<td>Message</td>
<td>Applicant’s name etc.</td>
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<td>Bank name</td>
<td>Sumitomo Mitsui Banking Corporation</td>
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<tr>
<td>Branch</td>
<td>Omiya Branch</td>
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<tr>
<td>Account number</td>
<td>514-7569751</td>
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<tr>
<td>Beneficiary</td>
<td>Saitama University</td>
</tr>
<tr>
<td>Bank address</td>
<td>2-107 Daimoncho Omiya-ku Saitama-city Saitama JAPAN 330-0846</td>
</tr>
<tr>
<td>Swift code</td>
<td>SMBCJPJT</td>
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</tbody>
</table>

※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 2017 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:


(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

(I) 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 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 2017 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 MEcon Program in Oct. 2018, duration of the scholarship is six months, from Oct. 2018 to Mar. 2019. 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 Scholarships

1. Economics Society Scholarship
The Economics Society offers up to two international students enrolled in the MEcon program a scholarship covering the amount of the MEcon program tuition fees (in effect, a tuition waiver) for the 2 years of the course upon continued excellent academic performance.

Note that you can apply for this Scholarship only if you apply for a tuition fee exemption. Once you have paid your tuition, you cannot request an exemption for that.

2. Partial Scholarship
The Economics Society offers 200,000 yen to every 1st year international student who matriculates in the MEcon program and moves to Japan from abroad, but only if she/he does not receive any support from any other scholarships covering that travel.
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:

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.

| 1) MEXT | 2) Domestic Selection | Contact Japanese Embassy or Consulate as soon as possible if applying. |
| 2) JASSO | 1) Reservation Program for MEXT Honors Scholarship | Apply through SU after matriculation. See pages 18-19. |
| 3) Foreign Government, Private or Non-governmental Organization | 2) MEXT Honors Scholarship | Selection after enrollment |
| | 1) Foreign Government Scholarship | Contact your home country's government as soon as possible if applying. |
| | 2) Scholarship from Private and Non-governmental organizations in Japan | Apply on your own after enrollment. |
| | 3) Scholarships from Private and Non-governmental organizations in your home country. | Apply on your own |
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 2018, 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.
MEcon program

APPLICATION FORM 1

Profile Number

Applicant Reference Number

For official use only

Attach a photo of yourself taken within
the last 3 months.
Write your name and
nationality in block
crosses 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).

<table>
<thead>
<tr>
<th>Qualifications For Admission (Undergraduate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 National (Official Name of School)</td>
</tr>
<tr>
<td>2 Public (Faculty)</td>
</tr>
<tr>
<td>3 Private (Department)</td>
</tr>
<tr>
<td>4 Foreign (Degree Name)</td>
</tr>
</tbody>
</table>
Please list all schools you have attended or are attending in reverse chronological order.

<table>
<thead>
<tr>
<th>Period of Attendance (MM/YYYY)-(MM/YYYY)</th>
<th>Name of School (including department and major)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Graduate School (If applicable)</td>
</tr>
<tr>
<td></td>
<td>Undergraduate (Expected/Completed)</td>
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<tr>
<td></td>
<td>Upper Secondary School</td>
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<tr>
<td></td>
<td>Lower Secondary School</td>
</tr>
<tr>
<td></td>
<td>Elementary Education</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Period of Employment (MM/YYYY)-(MM/YYYY)</th>
<th>Employment Record</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of Organization, Division, Position</td>
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</tbody>
</table>

Complete this section clearly and correctly, and include the time period, name of organization, division and position.

(sample) 09/2012 – 11/2014 AAACoLtd, BBB Division Assistant Manager

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Address</th>
<th>Work Phone No.</th>
<th>E-mail</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

5. Intended Field of Study
Please check the box corresponding to the group of classes wherein you intend to study:

☐ Japanese and Asian Economy and Society
☐ Japanese and Asian Management

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: DD MM YYYY

Registration Number: ________________________________

iBT Scores:

<table>
<thead>
<tr>
<th>Reading</th>
<th>Listening</th>
<th>Speaking</th>
<th>Writing</th>
<th>Total</th>
</tr>
</thead>
</table>

PBT Scores:

<table>
<thead>
<tr>
<th>Section1</th>
<th>Section2</th>
<th>Section3</th>
<th>Total</th>
</tr>
</thead>
</table>

Date you requested ETS to submit Scores: DD MM YYYY

IELTS Test

Test Date: DD MM YYYY

Registration Number: ________________________________

Academic module Scores:

<table>
<thead>
<tr>
<th>Listening</th>
<th>Reading</th>
<th>Writing</th>
<th>Speaking</th>
<th>Total</th>
</tr>
</thead>
</table>

General training module Scores:

<table>
<thead>
<tr>
<th>Listening</th>
<th>Reading</th>
<th>Writing</th>
<th>Speaking</th>
<th>Total</th>
</tr>
</thead>
</table>

Date you requested ETS to submit Scores: DD MM YYYY

OTHER EQUIVALENT PROFICIENCY Test

Test Date: DD MM YYYY

Registration Number: ________________________________

Scores:

<table>
<thead>
<tr>
<th>Listening</th>
<th>Reading</th>
<th>Writing</th>
<th>Speaking</th>
<th>Total</th>
</tr>
</thead>
</table>

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 M Econ program must include a specific topic and a concrete research plan for completion of the master's thesis.
Applicant Recommendation Form

Graduate School of Humanities and Social Sciences,
Saitama University

Name of Applicant

(Family) (First) (Middle)

To the Recommender: The person named above has applied to our graduate school and has specified your name as an evaluator. Please evaluate this applicant's academic ability, personal traits, and other relevant information. Please use this form for your evaluation, seal the evaluation in an envelope, and sign across the seal, and then return it directly to the applicant. The applicant will forward the application forms together with the confidential evaluation to the graduate school. To allow the applicant to submit a complete application within the application period, your prompt attention would be sincerely appreciated. Your evaluation will be kept strictly confidential by our office.

Admissions Office, Graduate School of Humanities and Social Sciences,
Saitama University

<table>
<thead>
<tr>
<th></th>
<th>Exceptional Top 5%</th>
<th>Excellent Top 10%</th>
<th>Very Good Top 25%</th>
<th>Good Top 50%</th>
<th>Below Top 75%</th>
<th>Below 50%</th>
<th>Unable to Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Ability</td>
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<td>Analytical Ability</td>
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<td>Originality/Creativity</td>
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<td>Flexibility</td>
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<td>Ability to Communicate in English</td>
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<tr>
<td>Ability to Write in English</td>
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<td>Ability to Work with Others</td>
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<tr>
<td>Leadership</td>
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</table>

Please continue on the reverse side.
**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**

<table>
<thead>
<tr>
<th>(Family)</th>
<th>(First)</th>
<th>(Middle)</th>
</tr>
</thead>
</table>

**Relationship with Applicant**

<table>
<thead>
<tr>
<th><strong>Title</strong></th>
</tr>
</thead>
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<table>
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<tr>
<th><strong>Institution</strong></th>
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</table>

<table>
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<tr>
<th><strong>Present Address</strong></th>
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</table>

<table>
<thead>
<tr>
<th><strong>Telephone</strong></th>
<th><strong>E-mail</strong></th>
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</thead>
</table>

**Date** ____________________  **Signature** ____________________

**DD / MM / YYYY**
Attachment Sheet for Application Fee Remittance Certificate

Certificate should be pasted securely in this frame.

<table>
<thead>
<tr>
<th>經理確認欄</th>
<th>研究科受付欄</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

塚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

① 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.

② 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.

③ 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.

④ 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
(For pasting to the application forms)

Application Fee (and Transfer Fee) Receipt
(For applicant to keep)
Application Fee Payment Request Form
コンビニエンスストアでの入学検定料払込方法

1. お申込み
   - セブン-イレブン
     - http://www.seicco.jp
     - 最寄りの「セブン-イレブン」に設置されている「マルチコピー機」へ。
     - TOP画面の「学び・教育」よりお申込みください。

2. お支払い
   - ラッピ
     - http://www.circlek.com
     - 最寄りの「サークルK」に設置されている「ラッピ」へ。
     - TOP画面の「学び・教育」よりお申込みください。
   - FamilyMart
     - http://www.family.co.jp
     - 最寄りの「ファミリーマート」に設置されている「Famiポート」へ。
     - TOP画面の「学び・教育」よりお申込みください。

3. 出願
   - 「受験明細書」または「受験明細書兼領収書」の「受験証明書」部分を切り取り、入試要項などの指示に従って郵送してください。

[入試出願に関するお問い合わせ先] 募集要項に記載の連絡先へお問い合わせください。
[検定料の払込に関するお問い合わせ先] 池上大学総務課出納室 TEL:048-858-3942（受付時間）平日9:00〜17:00
[操作などのお問い合わせ先] 学び・教育サポートセンター http://e-apply.jp/e/guide/（コンビニ店舗でのお支払いはできません。）