



Doctor of Economics (DEcon) Program

- Application Guidelines / Forms -

Fall Semester 2024

**Department of Economics
Graduate School of Humanities and Social Sciences
Saitama University
JAPAN**

Contents

Introduction	1
DEcon Program Overview	1
Degree Conferred	2
Number of Students Admitted Each Year	2
Language Requirement.....	2
List of prospective Supervisors	2
Types of Qualification Required	3
Application Period.....	4
Application Materials	4
Key Addresses and URL	8
Privacy Policy.....	8
Applicants Who Need Assistance	9
Evaluation of Applicants	9
Announcement of Final Results	10
Admission Fee and Tuition	10
TOEFL / IELTS.....	10
How to Pay the Application Fee.....	11
Scholarship	12
Housing	16
Visa.....	16

Introduction

In April 2022, the Graduate School of Humanities and Social Sciences at Saitama University (SU) launched a new doctoral-level economics and business administration program, the DEcon program. Contemporary society is witnessing a transformation toward a knowledge-based society wherein new knowledge, information, and technology provide 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, thereby further promoting the interdependence of nations. Asia is 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 accordance with these trends, the Department of Economics, Graduate School of Humanities and Social Sciences aims to cultivate graduates who are well suited to serve as outstanding intellectual leaders in this knowledge-based global society.

DEcon Program Overview

In response to the requirements of this knowledge-based globalizing society, the university has provided 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 pursue a doctoral degree in economics and management in English by offering the DEcon program. All classwork and thesis supervision are 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.

Graduates of the DEcon program will be well prepared to fill professional positions as an independent and qualified researchers in academics or international organizations, industries, governments, non-profit organizations in either Japan or their home country.

The DEcon program, comprising classes on advanced economics and management studies, rests on the accumulated store of years of fieldwork by numerous faculty who excelled in systems design and policy recommendation and were committed to creating new socioeconomic models. Students enrolled in this program will work to create innovative theoretical frameworks and analytical methods to solve socioeconomic challenges that each student tackles. After completing the DEcon program, the graduates are expected to contribute to developing a new intellectual frontier of economic and social development that they work for.

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

Degree Conferred

Doctor of Economics or Doctor of Business Administration

Number of Students Admitted Each Year

There is no particular number of students admitted for the DEcon program, while the total number admitted for Doctor program for economics and business administration is 12, including the existing doctoral program instructed in Japanese. The School will decide on the number of students admitted to the DEcon program based on the results of the evaluations of the applicants.

Language Requirement

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

List of Prospective Supervisors

Faculty members available for the supervision of DEcon program students and their areas of research are as follows (in the alphabetical order);

Name	Research area
AOKI Keiko	Experimental & Behavioural Economics
ARUGA Kentaka	Environmental and Natural Resource Economics
ASADA Hidekatsu	Economic Policy
BOLT Timothy Barry	International Trade; Health Economics
ENDO Tamaki	Asian Economy
IHARA Motoi	Asian Business and Japanese Enterprises
KAWABATA Yasuko	International Marketing
KITILAKSANAWONG Wiboon	Comparative Studies of Management
MARUMO Kohei	Advanced Econometrics
NAGASHIMA Masaharu	Economic Development in Asia
NAKAGAWA Shinobu	Japanese Economy
NOH Sung-Chul	Japanese-style Management
OSADA Takeshi	Money, Banking and Financial Markets
PARK Youngwon	Global Business Strategy
SHI Jin	Supply Chain Management
TAKAHASHI Masayuki	Public Finance and Socioeconomic Development in Japan
UCHIDA Naomi	Urban Planning in Japan and Asia

Detailed information on the faculty staff members in this list is available at:

http://s-read.saitama-u.ac.jp/researchers/search_en

Types of Qualification Required

Applicants should meet any one of the following criteria:

- (1) Those who have earned a master's degree or professional degree or are expected to earn it from a university in Japan by September 30, 2024;
- (2) Those who have been granted any degree equivalent to a master's degree or professional degree in any foreign country or are expected to be granted it by September 30, 2024;
- (3) Those who have completed correspondence courses provided by any foreign school in Japan and have been granted any degree equivalent to a master's degree or professional degree or are expected to be granted it by September 30, 2024;
- (4) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology (see below); and
- (5) Those who have been recognized by the Graduate School as having the scholastic ability of or higher than those who have earned a master's degree as a result of an individual examination of application eligibility and have reached the age of 24 or will reach the age of 24 by September 30, 2024 (see below).

Certification of the Application Eligibility (4) and (5)

- (1) The scope of "Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology" as stipulated in the Application Eligibility criteria (4) refer to those who satisfy the following requirements (i) and (ii):
 - (i) Those who have engaged in research at a university or research institute for two (2) years or longer after graduating from a university or completing the 16-year programs of school education in any foreign country; and
 - (ii) Those who have research results that are deemed equivalent to or higher than a master's degree thesis in terms of books, academic papers, academic presentations, academic reports, or patents.
- (2) The scope of "Those who have been recognized by the Graduate School as having the scholastic ability as or higher than those who have earned a master's degree as a result of an individual examination of application eligibility and have reached the age of 24 or will reach the age of 24 by September 30, 2024)" stipulated in the Application Eligibility criteria (5) refers to those who satisfy the following requirements (i) and (ii):
 - (i) Those who have graduated from a university, college, college of technology, specialized training college, or vocational school, or have completed any other educational facility, and have business experience at a university or other research institute, or in the politics or economy-related field; and
 - (ii) Those who have research results that are deemed equivalent to or higher than a master's degree thesis in terms of books, academic papers, academic presentations, academic reports, or patents.

- (3) The Graduate School of Humanities and Social Sciences will conduct an examination for the certification of the application eligibility and refrain from receiving the application documents until the examination is finished.

Nov. 7, 2023 – Nov. 22, 2023: Application Eligibility Assessment Period

(If your eligibility is (4) or (5), application materials 1-6 except 7-9 MUST reach us by **November 22, 2023**)

Application Period

1) Nov. 7, 2023 – Nov. 22, 2023: Draft research plan confirmation period

Before sending the application documents, **all the applicants are requested to send a draft research proposal with the name of a prospective supervisor listed on page 2 via the Administrative Office of the Department of Economics, Graduate School of Humanities and Social Sciences Secretariat by e-mail (mecon@gr.saitama-u.ac.jp) in this period.**

A prospective supervisor will send confirmation if a draft research plan is deemed appropriate for supervision in light of his/her expertise and current capacity of supervising students.

Your application will not be accepted if you do not receive this confirmation.

2) Dec. 1, 2023 - Feb. 2, 2024: Application Period

(All application materials MUST reach us by **Feb. 2, 2024**)

All the dates are in Japan Standard Time.

Application Materials

1. Application Forms

Regarding the application forms, please enter the following: your profile number; name; date of birth; nationality; address; phone number; e-mail address; academic background; employment history; research activity history; an English proficiency test score for the Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS) or an equivalent test; grade point average (GPA) (if available); two academic references;¹ intended field of study; statement of financial support; any request for special needs; and a research plan or statement of purpose and the name of the prospective academic supervisor who confirmed your draft research plan.² Then submit the completed application forms and other documents by postal mail to:

Economics Department,
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 phone numbers, and official e-mail addresses of two persons you have asked to fill in the Recommendation Forms.
2. The research plan or statement of purpose must include the title of your research, what you have studied so far, what you wish to study in the program, and your future career goals (approx. 2,000 words). Students applying to the DEcon program must include a specific topic and a tangible research plan to complete the doctorate thesis. Therefore, your research plan needs to clarify the research questions to be explored and your intended "value-added" to proceeding literature in the research area.

2. Writing sample

Please submit a sample of your written works up to three, which can be a copy of your master's thesis or another relevant published paper that demonstrates your research capabilities. Please attach abstract up to 250 words of each paper. Print your name in English on the upper left-hand corner of the first page.

3. Academic transcripts for postgraduate (master's level) education

Academic transcripts must include the school's official seals or signatures. Please submit the transcripts for all the schools that you attended if they were transferred between schools. Moreover, be sure to submit 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 provided.

Applicants who graduated or expected to graduate the MEcon course of Saitama University do not need submit this document.

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. Submission of the photocopy of the certificate is not acceptable. Applicants who obtained a master's degree from a school in a country other than Japan should also submit a certificate of degree conferment unless the degree conferment can be confirmed on academic transcripts.

Applicants who graduated or expected to graduate the MEcon course of Saitama University do not need submit this document.

5. Documents showing other strengths related to academic works (e.g., command of the Japanese language)

If available, please 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; accordingly, attach a translation if

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's 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 have their official scores directly sent from the testing institution. Specifically, the Educational Testing Service (ETS) institutional code for SU is 7673. Note that in all cases, only the results of tests taken after June 1, 2021 will be considered valid for your application. (See “TOEFL/ IELTS” on pages 10-11).

Applicants with scores from an equivalent proficiency test must submit them together with their other application materials.

[Special Remarks on English Language Requirement Waivers]

- 1) The English language requirement will be waived if the applicant is a native English speaker or completed their bachelor's or master's degree in English as the medium of instruction in the United States, the United Kingdom, Ireland, Australia, New Zealand, or English-language universities in Canada, South Africa, India, the Philippines, Hong Kong, and Singapore.
- 2) Applicants who completed their bachelor's or master's degree in English as the medium of instruction in countries other than those listed in 1) above 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 (except for applicants who completed the MEcon program of Saitama University)

8. Two Applicant Recommendation Forms

You will need to submit Applicant Recommendation Forms from two persons qualified to judge your academic abilities. You must provide at least one reference from someone who can comment on your readiness for doctorate-level studies—preferably a professor who taught you. These references should describe your academic work in detail. If you have completed significant independent research, such as a thesis, the admissions committee will expect one of these recommendations from your thesis supervisor. References must be submitted via the recommendation form. Subsequently, 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 of 30,000 yen following the directions below. Applicants who are expected to complete the MEcon program of Saitama University in September 2024 do not need to pay the application fee.

(See how to pay the application fee on page 11)

When you have completed the payment procedures, please print out the Proof of Payment form, and paste it onto the attached sheet for the application fee certificate for submission with the application documents.

In the case of applicants by the Eligibility (4) or (5) (see page 3), this fee is payable only after the department confirms the eligibility.

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

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

- 1) The application procedure slightly varies depending on the individual's eligibility profile.
- 2) Required application materials should 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 pages 4-7).
- 3) Do not use nicknames or abbreviations when writing names on the application documents.
You must write your name in Roman letters, as it appears in your passport.
- 4) It is recommended that documents be sent 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. Please be sure to submit both the original documents and the certified translations.
- 7) Application documents submitted cannot be returned.
- 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 application material 7, must be sent to the following address:

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

E-mail of Office of the DEcon program: mecon@gr.saitama-u.ac.jp

- 2) Website: <http://hss.saitama-u.ac.jp/english/index.html>

Privacy Policy

SU is committed to protecting the individual privacy of applicants and students by restricting the use of all collected information as specified by the 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 purposes.

Applicants Who Need Assistance

For applicants with physical disabilities or who need assistance, please consult with the Department of Economics, Graduate School of Humanities and Social Sciences in advance.

Evaluation of Applicants

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

Document Review

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

Applicants may be rejected on the examination of their research plan and profile. The research plan should get the confirmation by the prospective supervisor and the plan will be assessed by additional faculty academic staff.

In-Person Interview by Zoom

An interview with each applicant by SU academic staff is scheduled to be conducted in March 2024 to determine the final candidates for admission. The time and date for the interviews are arranged by e-mail. The interviews are conducted online (Zoom). Accordingly, if the applicant fails to reply to the e-mail within the designated period, the applicant will be automatically disqualified for the interview. The interview may be waived for extraordinarily competent applicants who receive notifications via e-mail.

[Important points concerning online interviews]

Please review and adjust your PC environment. You must prepare the following items for the interview and test your equipment and software together well before the interview.

- 1) Software: Zoom should be used for the interview unless otherwise specified.
- 2) Internet connection: Broadband (i.e., high-speed Internet connectivity) is strongly recommended
- 3) Equipment: You need a built-in or separate web camera and microphone.

Announcement of Final Results

The results of the screening process are announced by e-mail. The applicants who pass the final selections will be notified by e-mail by the end of May 2024.

Admission Fee and Tuition

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

Incoming students must pay a full admission fee of 282,000 Japanese yen at the time of the admission procedure. Applicants who are expected to complete the MEcon program of Saitama University in September 2024 do not need to pay the admission fee.

[Notes]

- 1) The tuition for the first semester will be 267,900 yen (535,800 yen for the whole year). The admission fee and tuition are for 2024 and are subject to change. Tuition is subject to change during the years of enrollment, and the revised tuition must be paid from the time the change takes place.
- 2) Tuition/Admission Fee Exemptions may be provided to a limited number of applicants in special cases.
- 3) Further information will be provided to applicants who pass the final selections.

TOEFL / IELTS

The official score report MUST reach us by February 2, 2024.

- 1) The Official Score Report of the TOEFL test must be sent directly from the ETS to the SU. The official score report is different from the examinee score report sent to individual examinees. Please 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. Also, keep the Score Report Request Acknowledgement sent to you from the ETS after requesting the Official Score Report to be issued just in case the graduate school needs to verify the fact that you made a request to the ETS.

<u>Saitama U 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 the one that is sent to applicants taking the IELTS. Please make sure you make arrangements early, so the test report form will

arrive at SU by the deadline. 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>Saitama U DEcon Pro 255 Shimo-Okubo, Sakura-ku, Saitama City 338-8570 JAPAN</p>
--

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 **February 2, 2024 or earlier**. When making payments, fees may be applied. Any and all such fees are the responsibility of the applicant.

If you currently live in Japan, Payment Method 1 cannot be used. Instead, please use Payment Method 2.

Payment Method 1: (For Applicants living outside Japan)

Follow the instruments on the Online Payment of Graduate Schools, Saitama University website at http://www.saitama-u.ac.jp/student/life/expenses_faq/saitama-u.flywire.pdf

Please enter 000 as your student ID in the "Information for Saitama University" location.

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.

Note: If payment is not made before the deadline, the application will be automatically cancelled. In addition, it should be noted that this payment period is shorter for those who apply just before the application deadline.

If you cannot pay by Flywire, please contact us at: mecon@gr.saitama-u.ac.jp

Payment Method 2: (For applicants living in Japan)

Please make a payment at a convenience store. 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" included near the end of these guidelines. 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.

Scholarship

I Government Scholarship

1. Japan Student Services Organization (JASSO) Scholarship

<https://www.jasso.go.jp/en/index.html>

(1) Research Program for the MEXT Honor Scholarship for Privately Financed International Students

The Japan Student Services Organization (JASSO) offers the Reservation Program for the MEXT Honors Scholarship for Privately Financed International Students (hereafter "Reservation Program for Honors Scholarship") to students who attend a university or other institutions 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 the DEcon Program MEET these criteria, although a 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). This amount is subject to change each year. For reference, the monthly stipend for the 2023 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 enrolled in the DEcon Program in October 2024, the duration of the scholarship is six months, from October 2024 to March 2025. 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 by students will not be accepted. The application for the 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 the MEXT Honors Scholarship offered by JASSO. Applications for the scholarship should be made through SU. Please note that the JASSO scholarship is highly competitive.

2. Foreign Government Scholarships

Foreign government scholarships are available for those who are dispatched to Japan to study by the government of their home country. Please inquire about the relevant authority in your country for further details.

Foreign government scholarship recipients will receive priority in their housing applications for the International House.

II DEcon Program Scholarships

Partial Scholarship

The Economics Society offers 200,000 yen to every first-year international student who matriculates in the DEcon program and moves to Japan from abroad, but only if they do not receive any support from any other scholarship covering their travel expenses.

III Non-Government and Private Scholarship

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

For more information, check the website below:

<https://www.studyinjapan.go.jp/en/planning/by-style/pamphlet/>

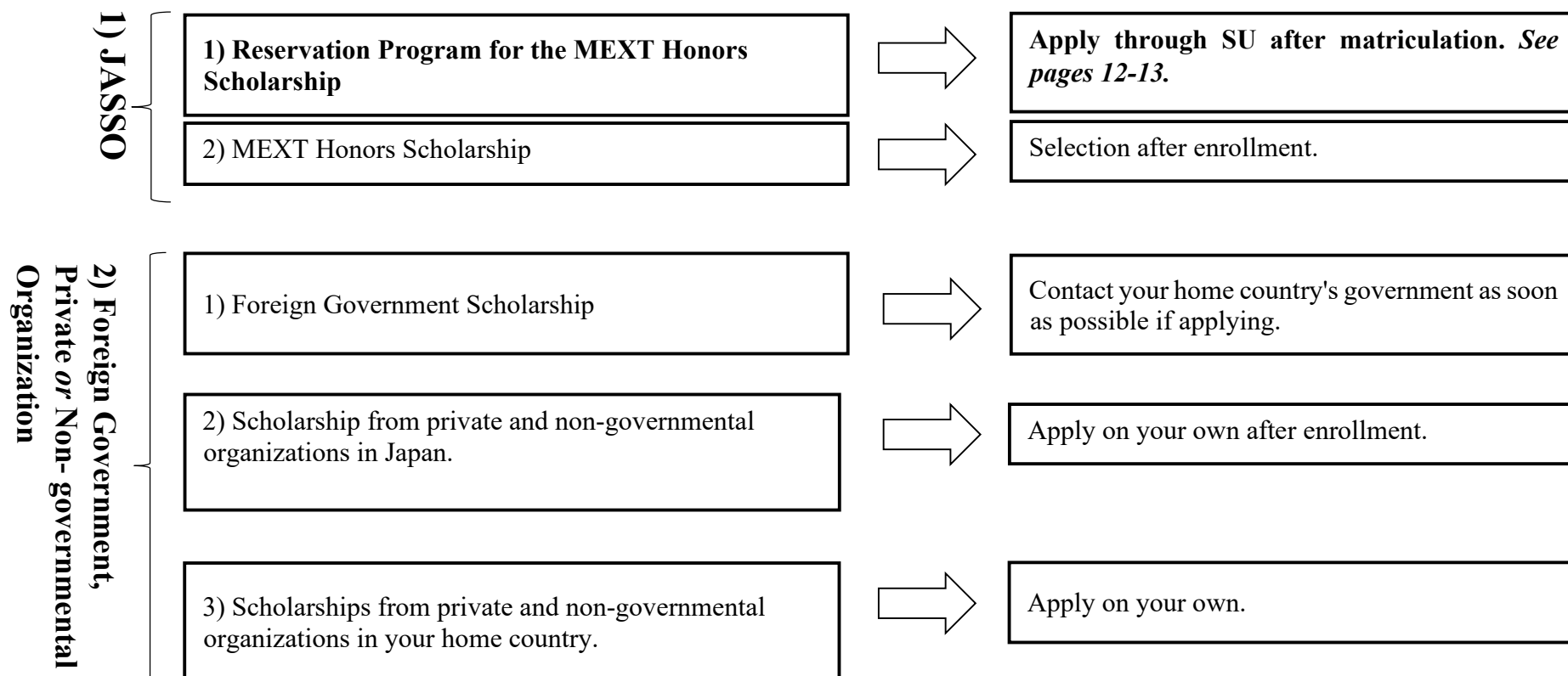
For further information, please contact:

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.ac.jp

The following chart shows scholarships offered by 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 international students, researchers, faculty, and administrative staff of SU that aims to promote multicultural exchanges and mutual understanding. The commuting time to SU is five minutes on foot. The International House has furnished two rooms, family rooms, and single rooms with Internet connections.

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 their applications to the Office of International Affairs. Please understand that because the number of rooms is limited, an application does not guarantee a room in the facility. The maximum allowed period of residency is one year.

As of 2023, 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, please visit the following website:

<http://en.saitama-u.ac.jp/studentlife/accommodation-for-international-students-2/>

Visa

If you are not a Japanese citizen or a 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 a certificate of eligibility (COE) and other necessary documents.

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

APPLICATION FORM 1

For DEcon program Applicant

Profile Number (i - x)	
---------------------------	--

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 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 (Master's degree)		
1 National	(Official Name of School)	Date of Graduation (Expected / Completed)
2 Public	(Faculty)	(MM / YYYY)
3 Private	(Department)	Date of Entrance
4 Foreign	(Degree Name)	(MM / YYYY)

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 (Expected/Completed)
—		Undergraduate
—		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 the Recommendation Forms.

Name	Affiliation	Address	Work Phone No.	E-mail	Relationship

5. Name of the prospective supervisor who confirmed your research plan

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

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: _____
DD MM YYYY

APPLICATION FORM 3
RESEARCH PLAN

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

State your research plan 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 2,000 words in length.

*Students applying to the DEcon program must include a specific topic and a concrete research plan for completion of the Doctoral thesis.

The research plan needs to be confirmed by the prospective supervisor before the application.

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

	Exceptional Top 5%	Excellent Top 10%	Very Good Top 25%	Good Top 50%	Below Below 50%	Unable to Judge
Academic Ability						
Analytical Ability						
Originality/Creativity						
Flexibility						
Ability to Communicate in English						
Ability to Write in English						
Ability to Work with Others						
Leadership						

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 _____
(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

經理確認欄	研究科受付欄

埼玉大学大学院人文社会科学研究科(博士後期課程)

コンビニエンスストアでの入学検定料払込方法

1 お申込みの前に

お支払い手続きの途中で「8桁の番号」の入力を求められます。
ご自身の生年月日(西暦)を8桁の番号にして入力してください。
例 2001年4月1日生まれの志願者→8桁の番号:20010401

番号メモ
(8桁)

下記のコンビニ端末にてお支払いください

1 お申込み

セブン-イレブン

マルチコピー機

<http://www.sej.co.jp>

最寄りの「セブン-イレブン」にある「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。



学び・教育

入学検定料等支払

大学院

LAWSON
Loppi

MINISTOP
Loppi

<http://www.lawson.co.jp>

<http://www.ministop.co.jp>

最寄りの「ローソン」「ミニストップ」にある「Loppi」へ。



TOP画面の「各種サービスメニュー」よりお申込みください。



「各種申込(学び)」を含むボタン

学び・教育・各種検定試験

大学・短大、専門、
小・中・高校等お支払い

大学院

お申込みの大学院

をタッチし、申込情報を入力して「払込票/申込券」を発券ください。

*画面ボタンのデザインなどは予告なく変更となる場合があります。

2 お支払い

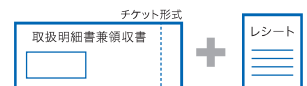
①コンビニのレジでお支払いください。

端末より「払込票」(マルチコピー機)または「申込券」(Loppi)が出力されますので、
30分以内にレジにてお支払いください。



②お支払い後、チケットとレシートの2種類をお受け取りください。

「取扱明細書」(マルチコピー機)または「取扱明細書兼領収書」(Loppi)。



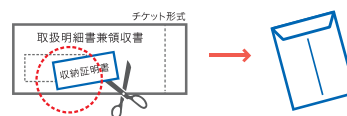
*お支払い済みの入学検定料はコンビニでは返金できません。
*お支払期限内に入学検定料のお支払いがない場合は、入力された情報はキャンセルとなります。
*すべての支払方法に対して入学検定料の他に、払込手数料が別途かかります。

払込手数料 (税込)	入学検定料が5万円未満	495円
---------------	-------------	------

3 出願

「取扱明細書」または「取扱明細書兼領収書」の
「収納証明書」部分を切り取り、
入試要項などの指示に従って提出してください。

貼付する場合、「感熱・感圧紙などを変色させる場合があります」と記載のある糊は
使用しないでください。「収納証明書」が黒く変色する恐れがあります。



*申込み時に入力した**8桁の番号**が
収納証明書に印字されていることを
確認してください。

【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】 埼玉大学 経理課出納担当 TEL048-858-3942 (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 <https://e-apply.jp/e/guide/> ※コンビニ店頭ではお応えできません。