



Master of Economics (MEcon) Program: Japanese and Asian Economy and Management

- Application Guidelines / Forms -

Fall Semester 2024

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

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About the Department of Japanese and Asian Studies

In April 2015, the Graduate School of Humanities and Social Sciences at Saitama University (SU) launched a new graduate-level Department of Japanese and Asian Studies (Department). Contemporary society is clearly 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 Graduate School of Humanities and Social Sciences aims to cultivate graduates who are well suited to serve as intellectual leaders in this knowledge-based global society; moreover, it 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 provides 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 Asia 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 are usually 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 to pursue a degree with a disciplinary focus either in economics and business or in the liberal arts. This provides them with a broad, in-depth study of Japanese and Asian economies, management, history, and culture from a global or multicultural perspective. Students will enroll in either the MEcon or the MA program, but they can choose classes from either program in order to obtain an interdisciplinary perspective covering both the social sciences and humanities. Graduates of either the liberal arts, economics, or business options will be well prepared to fill professional positions in international organizations or in industries, governments, non-profit organizations, or management sectors in either Japan or their home

country.

Note that this application guideline is for the MEcon program. The MEcon program, comprising classes on the Japanese and Asian economy, society, and management, 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 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 greatly contribute 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 (MEcon)

Number of Students Admitted Each Year

The Department of Japanese and Asian Studies plans to admit approximately 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. The department will decide on the number of students admitted to each program based on the results of the evaluations of the 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

Courses on the Japanese and Asian Economy and Society	Money, Banking, and Financial Markets
	Japanese Economy
	Public Finance and Socioeconomic Development in Japan
	Asian Economy
	International Trade in Japan and Asia
	International Economic Theory
	Microfinance and Development
	Economic Development in Asia
	Economic Policies in Japan and Asia
	Economic Strategies in Japan and Asia
	Public Policies in Japan and Asia
	Advanced Theory of Public Policies
	Advanced Econometrics
Courses on Japanese and Asian Management	Global Business Strategy
	Global Business in Japan and Asia
	Comparative Studies of Management
	Japanese Enterprises in Asia
	Human Resource Management in Japan and Asia
	Marketing in Japan and Asia
	Supply Chain Management
	Diffusion Studies
	Global Environment and Asia
	Urban Planning in Japan and Asia
	Japanese-style Management
	International Marketing
	Advanced Research in Japanese Society

Thesis Supervision	Seminar I
	Seminar II
	Seminar III
	Seminar IV
	Seminar V
	Seminar VI

MA: Japanese and Asian Culture

Students under the MEcon program are also eligible to participate in the following MA courses.

Courses on Japanese Culture	Japanese Material Culture
	Museum Studies
	The Traditional Performing Arts in Japan
	Urban Geography of Japan
	Regional Geography of Japan
	Edo Culture and the “Bad Places”
	Justice and Vendetta Culture in Pre-modern Japan
	Colloquium in Pre-modern Japanese History
	Seminar in Pre-modern Japanese History
	The Golden Age of the Heian Court
	Gender & Family in Traditional Japan
	What is History?
	Studies in Premodern Japanese History I • II
	Colloquium in Social Geography I
	Seminar in Contemporary Japanese Social Theory I • II
	Seminar in Modern Japanese History
	Principles of Japanese to English Translation
	Seminar in the History of US-Japan Relations I&II
	Japan and the Asia Pacific War
	Cultural Studies of Modern Japanese-European Relations
	Topics in Japanese Studies I&II
	Seminar in Japanese Literature and Theatre I-IV
	The Japanese Welfare State

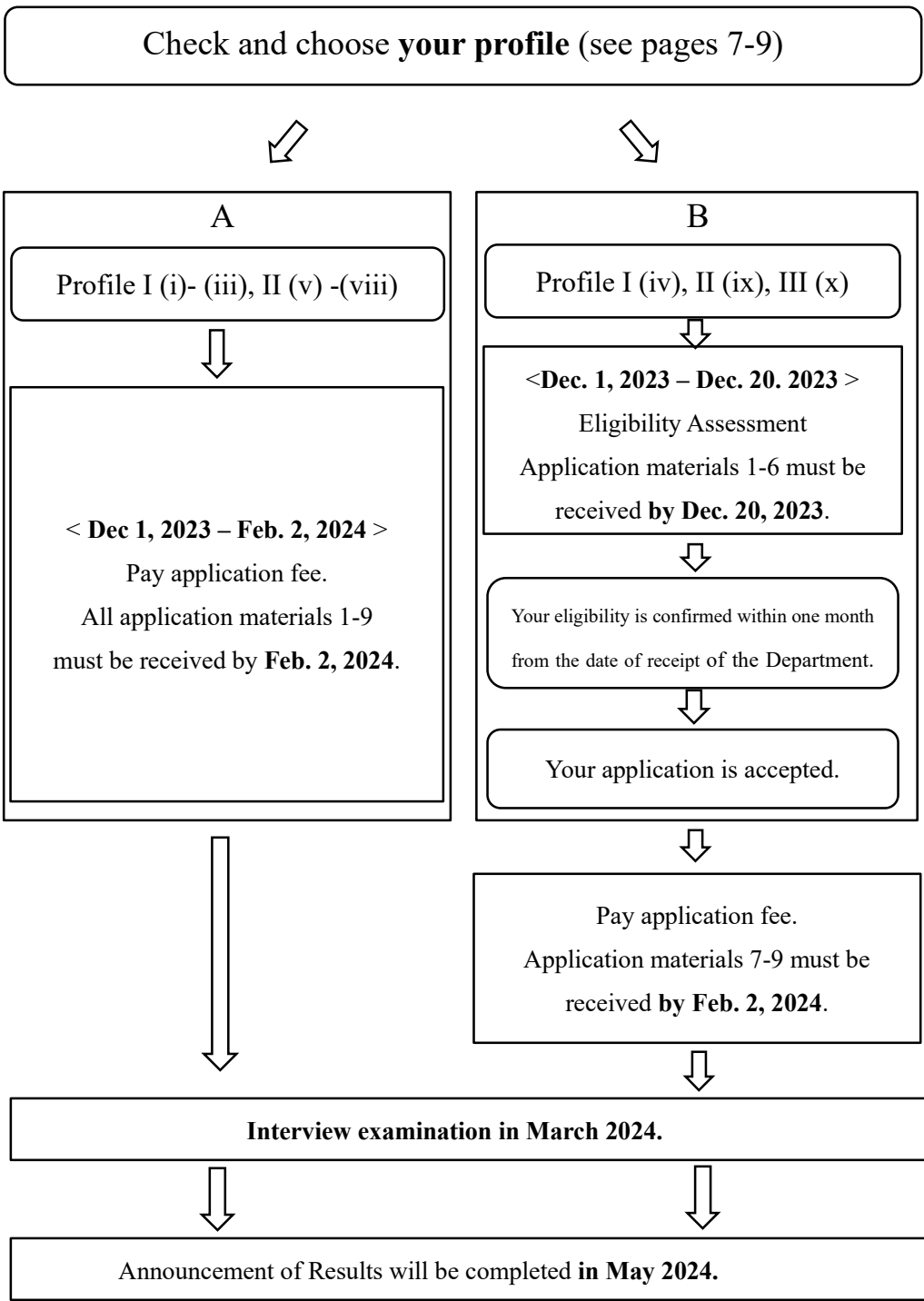
Courses on Asian Culture	Governance and Development in Asia and Africa
	Population Change and Migration in Asia
	Contemporary Art & Media in Australia and Asian I-III

Note: The Department of Japanese and Asian Studies also offers courses on the 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 9 through 12 for details on application materials 1 through 9).



Types of Qualification Required

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

- (i) Applicants who have graduated, or are scheduled to graduate by September 30, 2024, 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 September 30, 2024. They need to fulfill the requirements of Japan's National Institution for Academic Degrees and Quality Enhancement of Higher Education as well as apply to the National Institution for Academic Degrees and Quality Enhancement of Higher Education for degree conferment by April 2024. (⇒ See *Quick Guide A*)
- (iii) Applicants who have obtained, or are scheduled to obtain by September 30, 2024, a bachelor's degree from a Japanese vocational school. (⇒ See *Quick Guide A*)
- (iv) Applicants who will have at least three years of residence in a Japanese university by September 30, 2024, and who have demonstrated academic excellence. (⇒ See *Quick Guide B*)

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

- (v) Applicants who have completed, or are scheduled to complete by September 30, 2024, 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 have received education through correspondence courses provided by a country or countries other than Japan while residing in Japan and who 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; Lakeland University, Japan; and others designated by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and who

- are otherwise identical to applicants in category (vi). (⇒ See *Quick Guide A*)
- (viii) Applicants who have received, or are scheduled to receive by September 30, 2024, 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 by September 30, 2024, 15 years of education in a foreign country. (⇒ See *Quick Guide B*)

III. Other Applicants:

- (x) Applicants who do not meet any one of the criteria from (i) to (viii) as presented 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 September 30, 2024. (⇒ See *Quick Guide B*)

[Special Remarks on Application Eligibility]

- 1) The department individually assesses the eligibility of applicants who consider applying via criteria 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 on September 30, 2024. 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 April 2024.
- 3) **APPLICANT PROFILE II (viii)**

The 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 MEXT as being an equivalent to such.

Applicants who are unsure whether they fit PROFILE II (viii) are recommended to apply under PROFILE II (ix).

4) APPLICANT PROFILE III (x)

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

Application Period

1) **Dec. 1, 2023 – Dec. 20, 2023:** 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 **December 20, 2023**)

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

(All application materials MUST reach us by **February 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; email 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.² Then 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 phone numbers, and official email addresses of two persons you have asked to fill in the Recommendation Forms.

2. The research plan must include the title of your research, what you have studied so far, what you wish to study in the program. Please see the guidance on page X. Students applying to the MEcon program must include a specific topic and a tangible research plan for completion of the master's thesis. Therefore, your

research plan should be narrowly scoped, convincing us that this can be completed within two years.

2. Writing sample

Please submit a sample of your written work, which can be a copy of your undergraduate thesis, a major term paper, or other formal paper. Print your name in English on the upper left-hand corner of the first page.

3. Academic transcripts for undergraduate 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.

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 bachelor'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 meet profile I (ii) should instead submit a certificate of degree conferment or a certificate of receipt of degree conferment application.

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 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'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 December 1, 2021, will be considered valid for your application. (See “TOEFL/IELTS” on page 17).

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.

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 graduate 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 normally expect one of these recommendations to be 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.

(See *how to pay application fee* on pages 17-18)

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 certificate for submission with the application documents.

In the case of applicants fitting profile B, this fee is payable only after the eligibility is

confirmed by the department.

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 pp. 9-12).
- 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 should 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 canceled, 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 Japanese and Asian Studies
Graduate School of Humanities and Social Sciences
Saitama University
255 Shimo-Okubo, Sakura-ku,
Saitama City 338-8570
JAPAN

Email of Office of the MEcon program: 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/grad/en/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 Japanese and Asian Studies 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.

Applicants will be notified of the results of their documentary review in March 2024 by email.

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 email. The interviews are conducted online (Zoom). Accordingly, if the applicant fails to reply to the email within the designated period, the applicant will be automatically disqualified for the interview. The interview may be waived for extraordinarily competent applicants who will receive notifications via email.

[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 email. The applicants who pass the final selections will be notified by email by no later than May 2024 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 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.

[Notes]

- 1) The tuition for the first semester will be 267,900 yen (535,800 yen for the full year). The admission fee and tuition are for 2023 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:

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

Application Fee: 30,000 yen

An 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 are currently living 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 canceled. 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 MEcon 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 MEcon 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 MEcon Program Scholarships

1. Economics Society Scholarship

The Economics Society of Saitama University 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 two years of the course with regard to 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.

2. Partial Scholarship

The Economics Society offers 200,000 yen to every first-year international student who matriculates in the MEcon 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

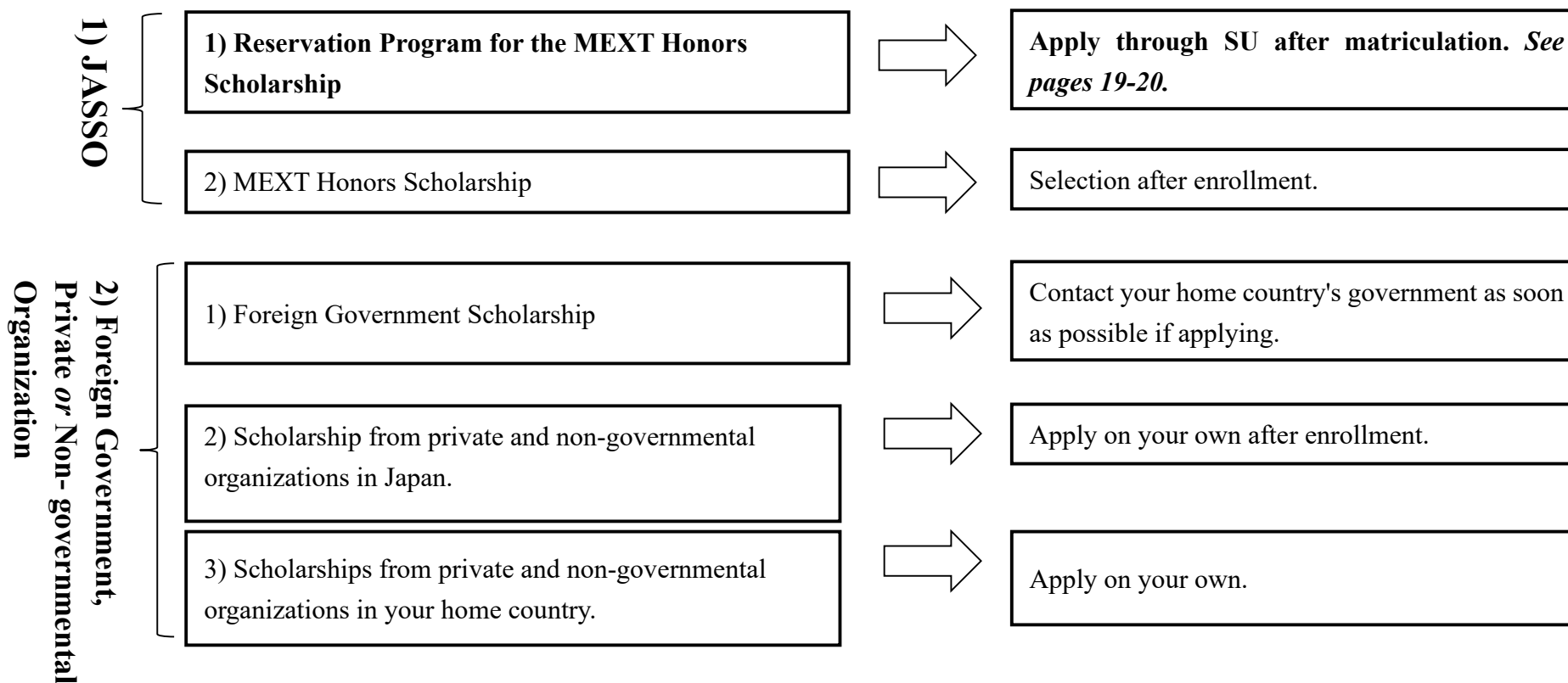
JAPAN

Tel: +81 48(858)9061

Fax: +81 48(858)9675

ryugaku@gr.saitama-u.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.

MEcon program

APPLICATION FORM 1

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

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

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

1. Applicant Information

Family Name: _____

Given Names: _____

Name in Chinese Characters (if applicable): _____

Nationality: _____ Date of Birth: _____
DD MM YYYY

Gender: ☐ Male ☐ Female Marital Status: ☐ Single ☐ Married

Permanent Address: _____

City/State _____ Country _____ Postal Code _____

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

E-mail Address: _____

Mailing Address (if different from above): _____

City/State _____ Country _____ Postal Code _____

Phone: [_____] _____
Country code

Emergency Contact:

Name: _____ Relation to Applicant: _____

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

2. Academic Background

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

Qualifications For Admission (Undergraduate)		
1 National	(Official Name of School)	Date of Graduation (Expected / Completed)
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 (If applicable)
—		Undergraduate (Expected /Completed)
—		Upper Secondary School
—		Lower Secondary School
—		Elementary Education

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

In reverse chronological order, please list all work experience/activities including your current position or status. List positions you have held (other than as a student), including professional experience, laboratory work, or occupations. Include military service and teaching experience, if any.

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

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

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

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

4. References

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

Name	Affiliation	Address	Work Phone No.	E-mail	Relationship

5. Intended Field of Study

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

☐ Japanese and Asian Economy and Society

☐ Japanese and Asian Management

6. Statement of Financial Support

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

☐ Grants/Scholarship (confirmed sources only)

☐ Employer ☐ Government ☐ Other

Name of Provider _____

☐ Self supported

☐ Family supported

☐ Loan

7. Applicants with Special Needs

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

☐ Yes ☐ No

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

The Research Plan is an essential document for evaluating your research skills and the clarity of your research plan. Please include all of the following in between 1,000 and 1,500 words:

1. The title of the proposed research

2. Context of your research proposal

Please describe the outline, purpose, and intended outcome of your research plan, including the hypotheses to be tested. A brief literature review could be included to demonstrate your preparation.

3. Methodology and schedule proposed for conducting your research plan

Please describe the methodology you will use to verify your hypotheses. Please list data to be used for empirical and quantitative analysis. Please clarify your research plan's timeline.

4. Your academic accomplishments as the foundation for your research plan

Please describe your academic accomplishments that will serve as a foundation for your research strategy, such as courses taken and a summary of your undergraduate theses/reports. Please describe your statistical analysis skills if you intend to conduct a quantitative analysis.

RESEARCH PLAN

Name: _____,

Legal family name (surname)	First name (given name)	Middle name
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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

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日生まれの方の志願者→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



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。



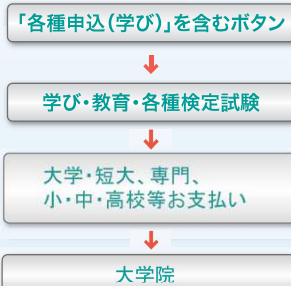
<http://www.lawson.co.jp>

<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。



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

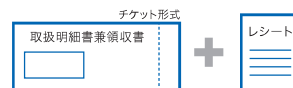
①コンビニのレジでお支払いください。

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)。

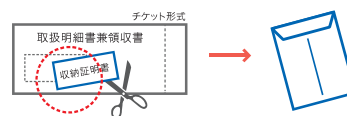


*お支払い済みの入学検定料はコンビニでは返金できません。
*お支払期限内に入学検定料のお支払いがない場合は、入力された情報はキャンセルとなります。
*すべての支払方法に対して入学検定料の他に、払込手数料が別途かかります。

払込手数料 (税込)	入学検定料が5万円未満	495円
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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。