

**Applicant Guidelines for the Doctor of Philosophy Degree Program  
in Academic Year 2018 (October Enrollment)  
Graduate School of Economics, Nagoya City University**

1 Prescribed enrollment

A small number of students

2 Eligibility of applicants

All applicants must satisfy one or more of the following:

- (1) A person who has a Master's degree or who is expected to have one by the end of September 2018;
- (2) A person who has a Master's degree or corresponding degree from a university in a foreign country or who is expected to have one by the end of September 2018;
- (3) A person who has a Master's degree or corresponding degree from completing a correspondence course of schooling provided in Japan by a foreign country or who is expected to have one by the end of September 2018;
- (4) A person who has a Master's degree or a corresponding degree from completing a program at a foreign educational institution in Japan, where the program is recognized by the Minister of Education, Culture, Sports, Science and Technology of Japan and is positioned in the school education system of the foreign country as a university program, or who is expected to complete the program by the end of September 2018;
- (5) A person who has a Master's degree or a corresponding degree from completing a course at the United Nations University, founded based on the resolution of December 11, 1972, prescribed in Clause 2, Article 1 of the *Act of Special Measures* in enforcement of the agreement between the United Nations and Japan on the headquarters of the United Nations University, or who is expected to have one by the end of September 2018;
- (6) A person who has academic ability equivalent to or higher than those who have a Master's degree, who has completed a course at a foreign school or educational institute as described in (4) or at the United Nations University, and who has passed the examination described in Clause 2, Article 16 of the *Standards for Establishment of Universities*;
- (7) A person designated by the Minister of Education, Culture, Sports, Science and Technology of Japan;
- (8) A person who has academic ability equivalent to or higher than those who have a Master's degree and who will be 24 years old or older at the end of September 2018.

**Notice: Before submitting your application, consult in advance with the faculty member you wish to select as a supervisor.**

Notice: Any applicants who fall under article (6), (7), or (8) must apply for the screening for eligibility [*Kobetsu Shikaku Shinsa*]. Details of the screening are as follows:

- A Materials to be submitted: Application for Eligibility Screening (Form P1), Curriculum Vitae for Eligibility Screening (Form P2), Academic Achievement Report for Eligibility Screening (Form P3 D), Transcript, and Certificate of Graduation or Possibility Book for the graduate. All of these are designated forms except for the Transcript and Possibility Book.
- B Application Period: Applicants must apply from Friday, April 6 to Tuesday, April 24, 2018. All materials must be received within this period.
- C Notification of the Result: Your application result will be provided as soon as possible. Applicants who are not notified of their result by Friday, May 11, 2018 should contact

- the Administration Office. \*
- D Delivery Address for Submitting Materials: See the **Student Affairs Division, Administration Office.**
- E A person who intends to submit transcript and certificate of graduation or possibility book for the graduate prepared by the office of the president of the university in CHINA, must follow the necessary procedure at China Academic Degree and Graduate Education Development Center (See the notice in page 3).
- F If applying from a foreign country, be sure to entrust your application procedure to a proxy residing in Japan. Application by post from a foreign country will not be accepted. Notifications from NCU will be addressed to your proxy.

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Contact Information: The Administrators, Office of the School of Economics, Nagoya City University  
 E-mail: admissions@econ.nagoya-cu.ac.jp  
 \* Inquiries must be sent only by e-mail.

### 3 Application period and procedure

Applicants to the first competition have to put all forms in the envelope designated by the university and send them by registered express mail. All forms must be received from Monday, May 21, to Friday, June 1, 2018.

No application forms are received in-person at the office or received outside the designated period of application.

If applying from a foreign country, be sure to entrust your application procedure to a proxy residing in Japan. Application by post from a foreign country will not be accepted. Notifications from NCU will be addressed to your proxy.

An admission ticket and guidance for the examination will be sent if the application forms are received. Applicants who do not receive an admission ticket and guidance for the examination by Wednesday, June 13, 2018 should contact us immediately.

Forms and materials must be sent by post to

Student Affairs Division, Administration Office Nagoya City University  
 1 Kawasumi, Mizuho-cho, Mizuho-ku, Nagoya, Aichi 467-8601, Japan

### 4 Forms and materials needed to apply

Form or Material	Remarks
1 Application Form/ Photo Identification Slip/Admission Ticket for the Examination	<p>[Designated forms (Forms D1 and D1-1) must be used]</p> <ul style="list-style-type: none"> <li>• Affix your photograph to the application form. The photograph should be taken with you directly facing the camera. It should show your upper body and bare head, with no background. It should be in color, measuring 4 cm high × 3 cm wide, and taken within the last 3 months.</li> <li>• Enter the address where you are (or a proxy is) certain to be contactable.</li> </ul>
2 Curriculum Vitae (CV) <small>Note 1</small>	<p>[Designated form (Form D2) must be used]</p> <ul style="list-style-type: none"> <li>• In “Academic Background,” start from your initial admission to university (including the course and department).</li> <li>• If you have work experience, provide the details in “Employment History.”</li> <li>• The document must be written in English.</li> </ul>

<p>3 Transcript Notes 1, 2, and 3</p>	<ul style="list-style-type: none"> <li>• Must be prepared by the office of the president of the university you are enrolled in or have graduated from and be written in English.</li> <li>• If you fall under article (2) or (3) and apply on the strength of one these articles, submit a transcript prepared by the higher education institution equivalent to the university you have graduated from. A photocopy is not acceptable.</li> <li>• If it is too difficult to obtain a reissued transcript, a photocopy can be received. Its authenticity will be verified during your entrance formalities.</li> <li>• These documents must be written in English.</li> </ul>
<p>4 Certificate of Graduation or Possibility Book Notes 1, 2, and 3</p>	<ul style="list-style-type: none"> <li>• Must be prepared by the university you are enrolled in or have graduated from.</li> <li>• If you fall under article (2) or (3) and apply on the strength of one of these articles, the certificate of your Master's degree or corresponding degree must be prepared by the higher education institution equivalent to the university you have graduated from. A photocopy is not acceptable.</li> <li>• If it is too difficult to obtain a reissued transcript, a photocopy can be received. Its authenticity will be verified during your entrance formalities.</li> <li>• These documents must be written in English.</li> </ul>
<p>5 Master's Thesis or corresponding project Note 1</p>	<ul style="list-style-type: none"> <li>• A person who will complete a Master's course by the end of September in 2017 must submit three copies of his/her thesis or corresponding project.</li> <li>• These must be written in English.</li> </ul>
<p>6 TOEFL iBT, TOEFL PBT or TOEIC score</p>	<ul style="list-style-type: none"> <li>• Your application must be accompanied by an official score report or certificate on TOEFL iBT, TOEFL PBT or TOEIC prepared by the Educational Testing Service (ETS), verifying the outcome of a test taken after September in 2014.</li> <li>• Any score reports downloaded at the TOEIC website in Korea are not available.</li> </ul>
<p>7 Summary of Thesis or corresponding project Note 1</p>	<ul style="list-style-type: none"> <li>• Three copies of a summary of the Master's thesis or corresponding project must be submitted. The summary should be 1,500 to 2,000 words in length.</li> <li>• These must be written in English.</li> </ul>
<p>8 Research Proposal</p>	<p>[Designated form (Form D3)]</p> <ul style="list-style-type: none"> <li>• The proposal should be 400 to 500 words in length.</li> <li>• The document must be written in English.</li> </ul>
<p>9 Resident Card</p>	<ul style="list-style-type: none"> <li>• Must be submitted if you do not have Japanese nationality and keep resident status in Japan. If your period of stay is short, a photocopy of the Japanese visa in your passport must be submitted.</li> <li>• A photocopy of your passport must be submitted if you are a resident outside Japan.</li> </ul>
<p>10 Entrance Examination Fee (JPY 30,362)</p>	<p>[Paying the examination fee in Japan] When paying the examination fee, fill in the transfer request form (a designated form) with the required information, and present it with JPY 30,362 at a bank or other financial institution for transfer. (Yucho Bank does not accept this kind of transfer. Do not use an ATM or similar machine; do the transfer in-person with a teller.)</p> <p>The relevant bank fees are payable by the applicant.</p> <p>Submit the "Examination Fee Payment Certificate (Slip B)" received from the bank or other financial institution, together with the other application documents. (Do not submit the "Receipt of Transfer Amount (and Transfer Fee) (Slip A)," which should be retained by you.)</p> <p>[Paying the examination fee from overseas] Transfer the examination fee of JPY 30,362 to the following account by Friday, June 1, 2018 (must arrive by this date). Submit a copy of the foreign remittance request</p>

	<p>form. Type of Transfer: Electronic transfer  Bank Transfer Fees: Paid by the remitter  <b>1) The remitter should pay Japanese bank fees, remitter’s bank fees, and all fees associated with the transfer.</b>  2) If you transfer money in a foreign currency, your application will not be accepted.  3) The Entrance Examination Fee is non-refundable.  Purpose of Transfer: Application fees  [Application Fields]  Bank Name: The Bank of Mitsubishi UFJ, LTD  Bank Branch: Takiko Branch</p> <p>Account Number: 1232518  Beneficiary Name: Nagoya City University  Address: 1 Kawasumi, Mizuho-cho, Mizuho-ku, Nagoya-shi, Aichi 467-8601 JAPAN  Currency: JPY  Swift Code: BOTKJPJT</p> <p>The examination fee is not refundable in principle. However, in a few circumstances, the paid examination fee may be refunded. Confirm this on the NCU website.</p> <ul style="list-style-type: none"> <li>• The examination fee was transferred twice.</li> <li>• The application documents were not submitted after the examination fee was transferred (or the application was not accepted).</li> </ul>
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Note 1: If you apply on the strength of article (6), (7), or (8), documents 2, 3 and 4 are not needed.

Note 2: For academic transcript, diploma, and certificate of completion from a university in the People’s Republic of China, arrange for these certificates to be sent directly from China Academic Degrees & Graduate Education Development Center (CDGDC) to the Student Affairs Division of NCU (registered code: C901902). (Certificates received by the applicant and personally submitted to NCU are not valid.) These certificates are acceptable only when they reach NCU by the deadline for applications (or by the deadline for the screening of eligibility for examination, when taking the screening). The certificates should be issued in English (non-English certificates are not acceptable). For details of the procedure, check the website of CDGDC (<http://www.cdgdc.edu.cn>). (As it takes approximately a month for certificates to be sent following the procedure, applicants are advised to make arrangements early.)

Note 3: If the name written on your academic transcript, diploma, or other certificate is different from your current name, a document that certifies your name change (e.g., a family register) should also be provided.

## 5 Choosing a division and supervisor

By consulting the Supplement to the Applicant Guidelines, which briefly introduces each division and the professors’ specializations, you can specify the division in which you want to study. Based on your preference, your division will be decided at the time your result of admission screening is announced. Your division cannot be changed after you are admitted.

6 A person with a disability and needs extra care on having an entrance examination and studying has to notify Student Affairs Division (See page 2).

## 7 Screening measures for admission and dates

### (1) Screening Measures for Admission

Written and oral examinations are required for applicants.

(2) Date, Time, and Subjects for the Examination

Date	Time	Subjects
Saturday, June 30, 2018	10:00 a.m.–	Oral examination Based on the research proposal submitted. You have to choose a language for the examination in advance. English and Japanese are acceptable.

(3) Examination Venue and Meeting Time

The venue is the Takiko (Yamanohata) Campus, Nagoya City University. You will be notified of the time when you receive an admission ticket for the examination.

8 Date results will be announced: Friday, July 27, 2018 at 2:00 p.m.

The result of admission screening will be posted on the first floor of Bldg. 3 (Economics Bldg.). Only the examinee's number is shown, not his/her name. Simultaneously, examinees are notified of their results by post. If applying from abroad, the result will be notified to your proxy by post.

9 Enrollment formalities

(1) Time period of the procedure: 9:30-12:00 on Friday, Aug 31, 2018

If you are unable to complete the admission procedure within the specified time, send the required documents for admission by registered express post to arrive by Thursday, Aug 30, 2018.

(2) Details

The details of the procedure will be provided to you together with the results of the examination.

(3) Fees payable during the admission procedure<sup>5</sup>

A Enrollment fee<sup>6</sup> Nagoya city residents: JPY 232,000<sup>7</sup>  
Others: JPY 332,000

B Disaster and accident insurance for student education and research: JPY 2,600

C Other contributions

(i) Membership fees for the Society of Economics, Nagoya City University JPY 5,000

(ii) Membership fees for the Kenryo Kai Alumni Association JPY 3,000

Note 4: The enrollment fee should be paid through a financial institution before commencing the enrollment formality. The paid enrollment fee is non-refundable.

Note 5: Students proceeding to the Doctor of Philosophy Degree Program after completing the MA Program of this graduate school are exempted from paying the Enrollment fee.

Note 6: Here, "Nagoya City Resident" means any newly enrolled student or their spouse or first-degree family member who can certify by referring to their resident card that they have had an address continuously within Nagoya City at least one year before the date of admission.

Note 7: These amounts are estimates based on the 2017 numbers. Any revisions to the fees shall become effective immediately upon admission.

10 Tuition

JPY 535,800 (first and second semester each JPY 267,900)<sup>9</sup>

Note 8: These amounts are estimates based on the 2017 numbers. Any revisions to the fees shall

become effective immediately upon admission. The tuition for the first semester has to be paid by mid-October 2018 (automatic withdrawal from your account is expected). The amount of tuition may be revised, and revised amounts will be applied if the amount is revised during enrollment.

## 11 Scholarship

- (1) NCU has no scholarship system in place.
- (2) Those who wish to receive a scholarship are encouraged to apply with a private scholarship organization.

## 12 Cautions

- (1) Applications lacking necessary documents cannot be received.
- (2) Applicants making false declarations or entering under false pretenses may have their admission revoked even if they have already been enrolled.
- (3) Forms and materials submitted with the application, including application forms, cannot be returned.
- (4) Should your return address change, notify us immediately.
- (5) As a rule, double enrollment is prohibited.

## 13 Notifications from the university in case of emergency

In case of emergency (e.g., disaster occurrence) or if changes are made to the content of this applicant guidelines, students will be notified through the university's website or mobile site. Particularly, as the examination day draws near, pay close attention to the university's website or mobile site.

Applicants may also be contacted directly. In your application documents, therefore, be sure to provide contact details where you can always be reached.

○ Website: <http://www.nagoya-cu.ac.jp/>

○ Mobile site: <http://daigaku.jc.jp/nagoya-cu/>

### Admission policy of Graduate School of Nagoya City University

Nagoya City University (NCU) aims to be a university in which all citizens feel pride and affinity. In graduate education, based on recognition that research guidance, for graduate students is a challenge in offering research activities; We aim to cultivate researchers and professionals who can gain advanced expertise and an interdisciplinary thinking.

With this philosophy and aim, the graduate school is widely looking for individuals who possess advanced expertise and an eagerness and aptitude for activity both within Japan and abroad, in addition to diverse skills and work experience.

### Admission policy of Graduate School of Economics

Graduate School of Economics, Nagoya City University has an idea training professionals and academics who are highly and fertile cultured on Economics and Management and sending specialists who can cope with difficulties on an economy and management into the world. Following this idea, we welcome students who hopes to flourish in modern economic society with fruition obtained through studying and who hopes to establish basic ability to become an academic in our Research Student program.

**Treatment of your personal information**

The university treats your personal information in accordance with the *Act on the Protection of Personal Information* of Nagoya City.

**(1) Use of your personal information**

- a. Your name, address, and other personal information given in the application and other documents are used for our screening and admission procedures (e.g., application registration, screening, application result announcement, admission procedures).
- b. Your personal information used for screening for admission (e.g., academic transcript) may be used as reference material for academic and other research in order to improve future screenings for admissions and graduate education. (Research results are announced in such a way that individuals cannot be identified.)
- c. After you are admitted, your personal information is used for operations related to educational affairs (e.g., enrollment management, schooling guidance), student support (e.g., health control, tuition waivers, scholarship applications, job placement support), and tuition collection.

**(2) Entrustment of operations to external business operators**

The operations laid out in (1) above may be entrusted to some external business operator(s) under an agreement with them to ensure the proper treatment of personal information.

**Smoking ban at the university**

The university has banned smoking on the premises. All students are requested to observe this policy, and to further cooperate by not smoking on roads or alleys around the university.