

This document is a translation from the authoritative Japanese version.

**Supplementary Information to the
Application Guidelines for Master's Program
Department of Economics
The Graduate School of Economics, The University of Tokyo
2025 Enrollments**

This document contains supplementary information regarding the Application Guidelines for the Master's Program at the Department of Economics in the Graduate School of Economics at the University of Tokyo for prospective enrollment in 2025. Please read this document carefully when preparing your application documents and taking the required examinations.

The Department of Economics is the Advanced International Program (an educational program) at the Graduate School of Economics. Setting English as the main usage language, the program offers advanced specialized courses and research guidance. It is possible to obtain a master's degree by only taking courses offered in English.

The Graduate School of Economics has two divisions and six departments. Within the Division of Economics, there are Departments of Economics, Statistics, Area Studies, and Economic History. Within the Division of Management, there are Departments of Management and Quantitative Finance.

Application guidelines for other departments besides the Department of Economics will be announced separately. Please be aware that students cannot change their departments after enrollment.

1. Oral Examination

For the oral examination, it is necessary to select one of the following fields that most relates to the research plan.

1. Microeconomics, 2. Macroeconomics, 3. Labor Economics, 4. Public Finance and Public Economics, 5. Industrial Organization, 6. Development Economics,
7. International Economics, 8. Urban Economics, 9. Others (Describe in a few words.)

2. Application by Post

- Domestic Post: Enclose all the application documents in a No.2 sized envelope (“kakugata 2” envelope). Print the mailing label from the Web Entry System, paste it on the envelope, and send it via **express or registered mail**.
- International Post: Post all the application documents in one package by trackable courier services such as EMS. Include an unused mailing label which can be printed from the Web Entry System in the package.

3. Research Plan (Post the exactly same one uploaded at Web Entry System)

- (1) The research plan should incorporate the chosen research topic post-enrollment, outlining its purpose, and detailing the planned research methodology. The plan may be composed in either Japanese or English, on either A4 or letter-sized paper, and should not exceed approximately 5,000 characters in Japanese or five double-spaced pages in English.
- (2) Please refer to the sample of the research plan on the website. Write as “Research Plan” at the beginning of the first page, followed by the applicant’s name, and a brief description of the research topic (within 30 characters in Japanese or 15 words in English).
- (3) Use double-sided printing and staple each copy at the upper left corner.
- (4) Submit three copies of the same research plan.

4. Official Transcript and Certificate of (Expected) Graduation

- (1) The transcript/certificate must be an official paper version, issued by the university where the applicant graduated (or is enrolled). A photocopied version is not acceptable.
- (2) Transcripts/Certificates issued in a language other than Japanese or English must be accompanied by its Japanese or English translation.
- (3) If the applicant has an experience of transferring of universities, submit all the transcripts from every university or college that the applicants have attended, including the transcript from the university prior to the transfer. Even in the case that the applicant withdrew from a university, enrolled in another university then graduated (or expected to be graduated) from that school without transferring any credit taken from the withdrawn university, such applicant must submit the transcripts issued from both universities.

- (4) For those who only have the original diploma (graduation certificate) and cannot obtain additional certificates for the application purpose, the submission of original diplomas can be accepted. In this case, applicants should include a return envelope with the postage. The original documents will be returned to the applicants once their graduation has been verified at our office. Trackable mailing methods is recommended for replies. Please be aware that the University will not be responsible in case of its loss or damage during transportation.
- (5) Those who have graduated or are expected to graduate from universities outside Japan must submit graduation certificates or expected graduation certificates with the name of the degree conferred (to be conferred). If the certificate does not include such information, please submit the degree certificate as well. Those who have completed fewer than 12 years of school education from elementary school to high school/secondary school must also submit the early graduation certificate issued by the school or the board of education in the school's region.
- (6) Those who have obtained or are expected to obtain master's degrees must submit their master's program transcripts.
- (7) In cases where credits earned for courses taken during study abroad are recognized as credits at the home university, submit a transcript of the study abroad program together with an explanation of the grading system. In the case of short-term study abroad (within one year), a copy of the academic transcript of the host university is acceptable.
- (8) Those who have graduated or are expected to graduate from the University of Tokyo must submit transcripts from both the Senior Division and College of Arts and Science (Junior Division).

5. Samples of Academic Writings (optional)

- (1) Samples of academic writings refer to books, theses (graduation theses, theses written in seminar courses, or any equivalents), research reports, conference papers, and so forth. Unpublished ones may also be submitted.
- (2) Samples of academic writings written in a language other than Japanese or English should be accompanied by a summary in Japanese (800 Japanese characters or less) or in English (double-spaced in one A4 or letter-sized paper).
- (3) When submitting samples of academic writing, provide a list which indicates titles, publication dates and publication status (published or unpublished) in order of their publication dates. Do not forget to indicate the applicant's name on the list.

See the sample of the list on the website of this graduate school. If any of the samples of academic writings are written collaboratively, specify the area of contributions of the applicant.

- (4) The applicant's name should be written on the cover page of each sample of academic writing.
- (5) Submission of copies is accepted. Originals are not required.

6. Statement of Job Description (Free Format, optional)

Use A4 or letter-sized paper.

Write the statement in either Japanese or English.

7. TOEFL Score Report

- (1) It may take a considerable amount of time to register, sit for, and have your TOEFL exam scores reported so applicants are strongly encouraged to start preparation well in advance.
- (2) Only TOEFL scores taken during the following periods will be accepted:
 - Schedule A (April Enrollment): October 1, 2022 to June 20, 2024
 - Schedule B (October Enrollment): February 1, 2023 to October 20, 2024
- (3) Please note that only the TOEFL iBT and iBT Home Edition versions are accepted. The TOEFL ITP cannot be accepted. Request ETS to send the Institutional(Official) Score Report directly to the Graduate School of Economics, the University of Tokyo. The **TOEFL Institution Codes for the Graduate School of Economics are as follows: University of Tokyo: 7101; Department Code: 99**. There is no need to submit the Test Taker Score Report.
- (4) On the Web Entry System, enter following information: Appointment number, TOEFL test date, and TOEFL scores.
- (5) Although applicants can take the TOEFL multiple times and request ETS to send each score to the Graduate School of Economics, the University of Tokyo, they must choose only one test date and score to be considered as the application documents. Please enter the appointment number for that test into the Web Entry System.
- (6) If the applicant has followed all procedures (having taken the exam within the designated period without any issues during the exam and having requested ETS to send the score report to the university), but the test score has still not been reported by the deadline solely due to problems with ETS, then please enter "99" in the appropriate column in the Web Entry System.
- (7) An applicant requires any special accommodations when taking the TOEFL test due

to disabilities or health-related needs, note that the applicant must consult with ETS in advance to arrange accommodations while still taking the TOEFL within the periods mentioned in (2). In addition to requesting ETS to send the score report, one must also submit any document or mail from ETS that explains what accommodations ETS has provided.

8. GRE General Test Score Report

- (1) Applicants must submit the score report of GRE General Test taken within the following periods.
 - Schedule A (April Enrollment): October 1, 2019 to June 20, 2024
 - Schedule B (October Enrollment): February 1, 2020 to October 20, 2024
- (2) Request ETS to send the (Graduate) Institution Score Report directly to the Graduate School of Economics, the University of Tokyo. There is no need to submit the Test Taker Score Report. The **GRE Institution Code for the Graduate School of Economics at the University of Tokyo is 4179.**
- (3) Enter the following information into the Web Entry System: Registration number, GRE test date, and GRE General Test score.
- (4) Although applicants can take the GRE General Test multiple times and request ETS to send each score to the Graduate School of Economics, the University of Tokyo, they must choose only one test date and score to be entered in the application documents. Please enter the registration number for that test into the Web Entry System.
- (5) If the applicant has followed all procedures (having taken the exam within the designated period without any issues during the exam and having requested ETS to send the score report to the university), but the test score has still not been reported by the deadline solely due to problems with ETS, then please enter "99" in the appropriate column in the Web Entry System.

9. Others

- (1) An international student who is a Japanese Government (MEXT) Scholarship student at the time of the application needs to submit the MEXT Scholarship student certificate issued by the university that the applicant is currently affiliated with. Applicants without such certificates must pay the examination fee. MEXT Scholarship students currently affiliated with the University of Tokyo are exempted from the submission of such certificates.
- (2) For any questions or concerns regarding the application, contact by e-mail:

Graduate Office
The Graduate School of Economics,
The University of Tokyo
E-mail: gradinfo@e.u-tokyo.ac.jp