

This document is a translation from the authoritative Japanese version.

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

For the 2025 student enrollment cycle, the Department of Economics is launching a new application process that combines our general master's program and our previous UTIPE program (University of Tokyo International Program in Economics). Under this new combined application process, the Department of Economics will now admit students twice per year into a single master's program.

Research and Educational Goal

By providing students with a broad and deep knowledge of various fields of economics, our program aims to nurture students as scholars who can conduct advanced international academic research and who will use their highly specialized knowledge in the practical world with a global perspective.

Prospective Students

We look for students:

- who are able to acquire the ability to analyze and think about economic and social phenomena precisely and logically from the perspective of economics and closely related areas.
- who demonstrate the ability to address a new challenge in the economy and society and open a new path with an innovative approach to an existing model.
- who aim to lead in various fields both at home and abroad in the future by acquiring and enhancing expertise and research capability at graduate school based on the basic knowledge of undergraduate education.

Admission Criteria

- Have expertise related to the chosen major.
- Have basic foreign language ability to engage in international activities.

1. Eligibility

Applicants must meet one of the following requirements:

- (1) Those who have graduated or are expected to graduate from Japanese universities by March 31, 2025. See Notes 1 and 5 below.
- (2) Those who have completed or are expected to complete sixteen years of school education abroad by March 31, 2025. See Notes 2 and 5 below.
- (3) Those who have been conferred a degree equivalent to that of a bachelor's degree or are expected to be conferred it before March 31, 2025, from a foreign university or other foreign institution whose comprehensive status of education and research activities have been assessed by the foreign government or a related organization, by having completed a program with a completion period of three years or more. See Notes 2 and 5 below.
- (4) Those designated by the Minister of Education, Culture, Sports, Science, and Technology or those who have graduated or are expected to graduate from an educational institution designated by the Minister of Education, Culture, Sports, Science, and Technology by March 31, 2025. See Notes 3 and 5 below.
- (5) Those who have been conferred a bachelor's degree or are expected to be conferred it from the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD) by March 31, 2025. See Note 5.
- (6) Those who are 22 years or older on the enrollment date and are recognized by this graduate school, through individual screening of entrance qualifications, as having abilities that are at least equivalent to those who graduated from a Japanese university. See Notes 1, 4, and 5 below.

(Note 1)

"Japanese universities" in eligibility criteria (1) and (6) are universities as stipulated under Article 83 of the School Education Law.

(Note 2)

Eligibility criteria (2) and (3) include those who have completed a program by taking correspondence courses provided by a foreign school in Japan.

(Note 3)

Those mentioned in eligibility criteria (4) refer to the applicants who graduated from the following schools or educational institutions.

- Foreign university branches in Japan designated by the Minister of Education, Culture, Sports, Science, and Technology.
- Specialized program at a special training college in Japan designated by the Minister of

Education, Culture, Sports, Science, and Technology (limited to programs of at least four years that satisfy other standards determined by the Minister of Education, Culture, Sports, Science, and Technology).

- Universities under the former University Order or other academy or college (daigakko) established by a ministry or agency.

(Note 4)

- ① Eligibility criteria (6) refer to those who do not meet eligibility criteria (1) through (5) but have graduated from an educational institution equivalent to a four-year university in Japan, and who are recognized by this graduate school, through individual screening of entrance qualifications, as having abilities that are at least equivalent to those who graduated from a Japanese university.
- ② Those who wish to apply under Eligibility criteria (6) must contact the Graduate Office in advance in order to have their qualifications individually screened before submitting an application. The applicant must submit the necessary documents to the Graduate Office (8.(1)(b)) before the deadlines below:
 - Schedule A (April Enrollment): Wednesday, June 5, 2024, at 5:00 p.m.
 - Schedule B (October Enrollment): Wednesday, October 2, 2024, at 5:00 p.m.Please inquire the Graduate Office about the necessary documents to be submitted.
- ③ Those who are recognized as having abilities that are at least equivalent to those who graduated from a Japanese university through individual screening of entrance qualifications may be permitted to apply for this Master's program and take the entrance examination. The results of the screening will be announced on the following dates.
 - Schedule A (April Enrollment): Wednesday, June 19, 2024
 - Schedule B (October Enrollment): Wednesday, October 16, 2024

(Note 5)

Those who wish to enroll on October 1, 2025, (Schedule B), "March 31, 2025" in the Eligibility criteria (1) through (6) shall be read as "September 30, 2025."

2. Enrollment Dates

- Schedule A (April Enrollment): April 1, 2025
- Schedule B (October Enrollment): October 1, 2025

3. Admission Quota

A total of approximately 45 students will be admitted through Schedule A (April Enrollment) and B (October Enrollment) admission processes.

However, the number of admitted students may be less than the admission quota

based on the results of the examination.

4. Selection Method

- (1) Applicants will be selected based on the evaluation of submitted documents and an oral examination.
- (2) Oral Examination
 - Applicants who have passed the document evaluation will be invited to the oral examination.
 - The oral examination will be mainly focused on the contents of the applicant's research plan. (However, samples of academic writings or statements of job description can also be subject to oral examination.)
 - The oral examination will be conducted online via Zoom.

5. Oral Examination Dates

- **Schedule A (April Enrollment): Tuesday, September 17, and Wednesday, September 18, 2024**
- **Schedule B (October Enrollment): Tuesday, January 21, and Wednesday, January 22, 2025**

Application numbers of those who are invited to the oral examinations and the details for the oral examinations will be announced on the following dates at a website to be notified applicants separately.

- Schedule A (April Enrollment): Wednesday, September 11, 2024, after 3:00 p.m.
- Schedule B (October Enrollment): Thursday, January 16, 2025, after 3:00 p.m.

6. Announcement of Admission Decision and Admission Procedures

- (1) The admission decision will be announced on the following date at the same website mentioned in 5.
 - Schedule A (April Enrollment): Thursday, September 19, 2024, after 3:00 p.m.
 - Schedule B (October Enrollment): Thursday, January 23, 2025, after 3:00 p.m.
- (2) A letter of admission will be able to download from the Web Entry System around the following periods. (Once prepared, it will be informed by E-mail.)
 - Schedule A (April Enrollment): Late February 2025
 - Schedule B (October Enrollment): Mid-April 2025
- (3) Those who have received the letter of admission must complete the admission procedures (i.e., payment of the admission fee and submission of admission

documents) within the designated period as instructed in the E-mail.

*Please note that their admission may be rescinded if they fail to complete the admission procedures during the designated period.

- (4) Admission Fee and Tuition Fees (Estimated amount for the year 2025)
(No fees will be collected from Japanese Government (MEXT) Scholarship students.)

① Admission Fee: JPY282,000

② Tuition Fees: JPY267,900 for one semester (Annual: JPY 535,800)

(Notes)

The listed fees are approximate and subject to change. If the fees are revised at the time of admission or during enrollment, the revised fees will apply to all the students from the date of revision.

7. Application Periods

- Schedule A (April Enrollment): Tuesday, July 2 to Friday, July 5, 2024
Applications postmarked by Friday, July 5 and reached by Wednesday, July 10, at 5:00 p.m. will be considered.
 - Web Entry System scheduled to be open on:
Monday, June 10 to Friday, July 5, at 5:00 p.m.
- Schedule B (October Enrollment): Friday, November 1, to Tuesday, November 5, 2024
Applications postmarked by Tuesday, November 5 and reached by Friday, November 8, at 5:00 p.m. will be considered.
 - Web Entry System scheduled to be open on:
Wednesday, October 9 to Tuesday, November 5, 5:00 p.m.

For either schedule, the application process requires both an online submission through the Web Entry System and a paper submission through regular (offline) post. Submission of only one of these two will not be accepted. Please note that an application will not be considered unless all the required application documents reach the office during the application period, even if the online application has been completed.

8. Application Procedures

- (1) How to Apply
- (a) After completing the online application through the Web Entry System, send the application documents listed B. Both Online and by Post Submission and

C. By Post Submission in below 8 (b) by post.

(b) Post all the application documents in one package to the address below:

Graduate Office

Graduate School of Economics

The University of Tokyo

Economics Research Bldg. 5F

7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan

(2) Documents to be submitted

A. Online Submission

(a) Recommendation Letters (Must be uploaded online by recommenders)

At least one letter must be submitted. Submission of the second letter is optional.

- Recommenders must be the applicants' academic advisors or someone who can comment on the applicants' academic or professional performance.
- Applicants should ask the recommenders to use the designated format which can be obtained from the Recommendation Letter Upload site at the Web Entry System.

※Uploading periods:

Schedule A (April Enrollment): Monday, June 10 to Friday, July 5, at noon

Schedule B (October Enrollment): Wednesday, October 9 to Tuesday, November 5, at noon

(b) Data of ID Photograph

A photo of the applicant which must be taken within the last three months prior to the application, showing a front view above your chest. Hats or other head coverings are not allowed.

B. Both Online and by Post Submission

(a) Application Form

Print-out of the PDF-based application form from the Web Entry System after completing the online application.

(b) Certificate of Payment of Examination Fee

In case the certificate is smaller than A4-size, paste it to the designated form which can be retrieved from the website.

(c) Research Plan Three copies ➡

C. By Post Submission

(a) Checklist

It can be printed out from the Web Entry System.

(b) Official Transcript and Certificate of (Expected) Graduation ➡

If the date of (expected) graduation is stated on the transcript, submission of the certificate of the (expected) graduation will not be required.

(c) Samples of Academic Writings (optional) One copy

(If there are multiple samples, submit one copy of each.) ➡

(d) Statement of Job Description (optional) One copy ➡

An applicant who is employed or has working experience may submit a statement describing the applicant's job in detail, together with the certificate from a supervisor. (Free format)

D. Score to be sent directly from ETS(Educational Testing Service) to the Graduate School

(a) TOEFL iBT Score Report ➡

(Note: Submission of TOEFL iBT score is exempted if an official transcript and a certificate of (expected) graduation (C.(b)) are issued by a university at the United Kingdom, Ireland, the United States, Australia, or New Zealand, or by an English medium university in Canada.)

(b) GRE General Test Score Report ➡

Optional for applicants who are expected to graduate from the Faculties at the University of Tokyo.

(3) Examination Fee: 30,000 JPY

Payment must be made via a bank, convenience store, Pay-easy Compatible ATM, Pay-easy compatible internet bank, internet-only bank, or credit card.

Any payment commission shall be paid by the applicant. The payment shall be made within the following periods:

- Schedule A (April Enrollment): Monday, June 17, to Friday, July 5, 2024
- Schedule B (October Enrollment): Wednesday, October 16, to Tuesday, November 5, 2024

MEXT scholarship students are exempted from paying the examination fee. ➡

<<Payment by Bank Transfer in Japan>>

- Print out the designated form (payment slip in Japanese) from the Web Entry System and fill in the necessary information.

- Visit a bank in Japan other than Yucho Bank (Japan Post Bank) to pay the fee. Do not use ATMs and online payment from banks.
- After making the payment, make sure to receive a bank transfer receipt (slip B) and a remittance certificate (slip C). Paste the slip C to the designated form. Please retain slip B as a receipt for the applicant.

<<Payment at Convenience Store, through Pay-easy Compatible ATM, Pay-easy Compatible Online Bank, by Internet-only Bank, and by Credit Card>>

The payment can be made only through 7-Eleven, Lawson, Family Mart, or Mini-stop stores in Japan. For the detailed payment procedures and precautions, please refer to the attached “Application Fee Payment Procedure for the Graduate School of Economics, the University of Tokyo.” Please keep the receipt since it needs to be submitted as an application document.

9. Notes

- (1) ➡ marks which appear after some instructions in these guidelines mean to refer to the “Supplementary Information” attached to these guidelines. Be sure to refer to the document since the information listed is very important when preparing application documents.
- (2) All the dates and times indicated in these guidelines are Japan Standard Times (JST).
- (3) Incomplete applications and late applications will not be considered. After the submission, application documents cannot be revised under any circumstances. The examination fee is not refundable under any circumstances. Any documents submitted for application will not be returned. In addition, the Graduate School of Economics does not respond to any inquiries related to individual delivery status including TOEFL/GRE score reports.
- (4) The examination ticket will be announced by E-mail to the applicant after the completion of the application process from the Graduate Office. If the E-mail will not arrive by the following date, please contact the Graduate School of Economics [see Supplementary Information 9. Others (2)] to receive necessary instructions for taking the examination.
 - Schedule A (April Enrollment): Tuesday, August 13, 2024
 - Schedule B (October Enrollment): Wednesday, December 11, 2024
- (5) Those who wish to enroll in the Graduate School of Economics while holding a position at the public service, a cooperation or an association etc., must submit a

letter of consent from the employer (free form; the certifier can be anyone who is in the position to supervise the applicant), so that the applicant can engage in study and research by following the curriculum of this master's program.

- (6) Applicants with disabilities who need special arrangements for taking examinations and facilitating them in classrooms, etc., must consult the Graduate School of Economics [see Supplementary Information 9. Others (2)] prior to the application.
- (7) International students are required to have an appropriate visa under the Immigration Control and Refugee Recognition Act (Cabinet Order No.319 of 1951) by the time of admission procedure.
- (8) The admission fee will not be returned under any circumstances once the admission procedure is completed.
- (9) Personal information obtained through the application process, including the applicant's name and address, will be used for: 1) selection of applicants (application processing, selection); 2) announcement of successful applicants; and 3) admission procedures. For successful applicants, this personal information will be used for: 1) administrative purposes (school registration, attendance, etc.); 2) student support (health management, employment support, applications for scholarships and exemptions from tuition fees, use of libraries, etc.); and 3) operations related to the collection of tuition fees.
- (10) The examination results used to select entrants may be used in future studies for the improvement of both the entrance examination and education systems at the University of Tokyo.
- (11) If any false statement or forgery is found in the application documents, or if there is clear evidence that there was any fraudulent activity during the examination, that student's acceptance decision is revoked and admittance may be canceled even after enrolling in or going on to graduate school.
- (12) The University of Tokyo has established the "The University of Tokyo Security Export Control Regulations" in accordance with Japan's "Foreign Exchange and Foreign Trade Act" and rigorously implements security export control for potential students before and after their enrollment on the basis of these regulations. In particular, pre-enrollment screenings are mandatory for all international students and also for Japanese students in certain circumstances.
Please be aware that applicants who fall under any of the conditions set out in the Act may not receive permission to enroll at the University or may have their research activities restricted after their enrollment even if they have passed the

entrance examinations.