

Guidelines for Incoming Students at the Graduate School of Economics, the University of Tokyo

I Graduate Office of the Graduate School of Economics (5th floor of Economics Research Bldg.)

Graduate Office deals with various application procedures, which are required in your student life at the Graduate School of Economics, and it also offers student counseling services. In principle, current **students should come to office for inquiries or information in general, instead of calling or mailing us except in an emergency. (You should always bring your student ID card with you)** **If you come to the office, please check the service hours on our website, https://www.student.e.u-tokyo.ac.jp/index_annnai-e.html**

II Announcements and Notices

In principle, notices and fliers for the graduate students, including information about calling students in, information about class cancellation or classroom change are posted on UTAS. Information about Examination Schedule or Procedures of Master's Theses are posted on the website of the Graduate School of Economics (GSE website; <https://www.e.u-tokyo.ac.jp/index-e.html>). You are expected to check UTAS and GSE website regularly and get access to important information. Failure to do so may be disadvantage to you.

★Graduate Office uses UTAS information (such as E-mail address) in some cases to call students.

Please keep your personal data updated all the time on UTAS.

[How to update] UTAS> Student Info> Register Address Update, etc

III Issuance of Certificates

See the website of the Graduate School of Economics at the University of Tokyo.

“Current Students” » ”Student Life” » ”Certificates - ▶Graduate” (<https://www.student.e.u-tokyo.ac.jp/grad/shomeisho-e.html>)

IV Notifications

If you are in such a case as mentioned below, immediately notify Graduate Office by in writing. Each notification form is provided at Graduate Office. **In particular, the notifications for ④ to ⑧ should be made at least one month prior to the situation for notification occurs.** Late notification may cause you a damage such as unexpected tuition fee payments.

- ① When you change your address, phone number or mail address → Submit Notification for Change of Address (JUSHO HENKO TODOKE)

◆ Please update your personal data on UTAS, follow the procedure below.

Log in to UTAS → Select “Register Address Update, etc. (現住所等変更入力)” under “Student Info (学生情報)” in the main menu.

- ② When you change your name → Submit a Notification for Name Change (KAISEIMEI TODOKE) and an official proof to certify the change.

- ③ When you lose your student ID card → Call to Utility Card Management Section (0120-240-751) immediately to report the loss. Then submit Graduate Office Reissuance of Student ID Card (GAKUSEISHOU SAIKOUFU NEGAI). Notify the police nearby to prevent unauthorized use of

your lost card.

- ④ When you take a leave of absence → Obtain Request for Leave of Absence form (KYUUGAKU NEGAI) at Graduate Office and submit it to the office. Depending on your reason for absence, you may need a certificate verifying the reason. Make sure to get instructions from the office beforehand. When you extend the period of absence, please follow the same procedure. The period of absence will not be extended automatically.
- ⑤ When you want to study abroad → Contact the Graduate Office.
- ⑥ When you withdraw from school → Obtain Request for Withdrawal (TAIGAKU NEGAI) form at Graduate Office and submit it to the office.
(Note) When you withdraw from GSE, make sure to submit Request for Withdrawal. Even if you do not indicate your intention of resumption of study when your period of absence has expired, you are not automatically regarded as withdrawn without your application. Failure to submit the Request for Withdrawal may result in owing financial obligation for tuition payment against your intention.
- ⑦ When you resume your study → Request for Resumption (FUKUGAKU NEGAI)
When your period of absence expires, make sure to submit the request for resumption.
- ⑧ When you extend your enrollment period → Notification for Extension of Enrollment Period (ZAIGAKUKIKAN ENCHOU TODOKE)
When you extend the enrollment period and the period exceeds the standard program length (Master's courses: 2 years, Doctoral courses: 3 years, * the period of your leave of absence will not be included), please make sure to submit the notification for extension of enrollment period.
- ⑨ When you leave Japan temporarily (international students only) → Notification for Temporary Absence from Japan (ICHIJI KIKOKU/SHUKKOKU TODOKE)

V Course Registration

Register online to take courses. More details about registration can be obtained from *Registration Instructions*. **When you take some courses such as “Research Guidance (RONBUN SHIDOU)”, you are required to submit the registration form in addition to the online registry.** When you have questions, please ask at Graduate Office.

VI Tuition Fee

Tuition fee for the first half year will be charged on late May, 2025.

Tuition fee for the second half year will be charged on late November, 2024.

Tuition fee for the first half year : 267,900yen (Master's program)

260,400yen (Doctoral program)

VII Miscellaneous

Contact Graduate Office if you have any questions about student life at the Graduate School of Economics.

Graduate School of Economics, The University of Tokyo,
7-3-1, Hongo, Bunkyo-ku, Tokyo, 113-0033
Phone: (03) 5841-5555