Graduate School of Economics Hitotsubashi University 2-1 Naka Kunitachi, Tokyo 186-8601 JAPAN Fax: +81-42-580-8195 E-mail: admission@econ.hit-u.ac.jp

Graduate School of Economics, Hitotsubashi University Admissions Office (AO) Selection for International Students to Enter the Doctoral Program (Starting from April 2019 or September 2019)

The Graduate School of Economics of Hitotsubashi University admits a limited number of applicants from outside Japan to the Doctoral Program through Admissions Office (AO) selection. Applicants must be highly motivated, have a strong academic background in economics, and should be able to provide a detailed proposal for doctoral research that aims to make a substantive contribution to the field. If admitted, applicants are expected to work closely with their thesis advisors and other faculty members to complete all degree requirements within three years. Please read the following information carefully before preparing your application. We strongly recommend prospective applicants to contact the Admissions Office in advance to confirm whether they are eligible to apply for the Doctoral Program.

1. Timing of Admission and Eligibility for Applicants

The academic year at Hitotsubashi University begins on April 1 and is divided into four quarters: Spring (early April to early June), Summer (early June to late July), Autumn (mid-September to early November) and Winter (early November to mid-January). Admission for the Doctoral Program is open twice a year for the Spring enrollment and the Autumn enrollment.

To be eligible for the program starting in Spring 2019, applicants must satisfy condition (1) and one of the two conditions (2) or (3).

(1) Hold a nationality other than Japanese.

(2) Have received (or expect to receive by the end of March 2019) a master's degree or its equivalent from a university outside Japan of recognized standing.

(3) Have received (or expect to receive by the end of March 2019) a master's degree from the Asia Public Policy Program at the School of International and Public Policy of Hitotsubashi University (hereafter APPP).

To be eligible for the program starting in Autumn 2019, applicants must satisfy condition (4) and one of the two conditions (5) or (6).

(4) Hold a nationality other than Japanese.

(5) Have received (or expect to receive by the end of July 2019) a master's degree or its equivalent from a university outside Japan of recognized standing.

(6) Have received (or expect to receive by the end of July 2019) a master's degree from the APPP.

2. Documents Required for Application

Applicants are required to submit the following application materials. Application documents should be filled out in a black or blue ball-point pen. All the documents must be in English or Japanese. If original documents are written in languages other than English or Japanese, please attach an English or Japanese translation.

(1) Application form

- Applicants must carefully fill out, sign and date the application form provided as a separate attachment.

(2) ID photos

- Three identification photographs of 30 mm x 40 mm in either B&W or color. Photo size should be strictly observed.

(3) Certificate of master's degree

- Certificate of master's degree (or certificate of expected graduation for applicants expecting to receive a degree) issued by the degree-awarding university.

(4) Transcripts

- Official copies of transcripts issued by all post-secondary institutions attended by the applicant should be submitted. Current students of the APPP should also include their most recent transcript from the APPP.

(5) Letters of recommendation

- At least one letter of recommendation is required. Two or more letters are desirable. Each letter should be in a sealed envelope and signed across the seal. The form for a recommendation letter is provided as a separate attachment.

- Letters of recommendation should be written by persons who are able to evaluate the applicant's academic performance and research ability.

- Current students of the APPP who wish to be enrolled from Autumn 2019 should submit at least one recommendation letter from a current faculty member of the APPP.

(6) TOEFL score

- Applicants who have received a degree from a country where English is <u>not</u> the main language must have a TOEFL-iBT score of over 92 or TOEFL-PBT over 580.

- The TOEFL score must be official and should be mailed directly to the Graduate School of Economics, Hitotsubashi University (TOEFL Institution Code 0436, Graduate School of Economics Department code 84). In addition to the official TOEFL score, applicants should

submit a photocopy of the TOEFL score report. TOEFL score reports must be dated January 1, 2017 or later.

- In place of a TOEFL score, applicants may submit other documents that prove equivalent competence in English. Please consult with the Admissions Office in advance.

- Applicants who have received a degree from a country where English is the main language are exempt from this requirement. Applicants who have received (or expect to receive) a master's degree from the APPP are also exempt from this requirement.

(7) Research proposal

- Research proposal must be word-processed, 11-point font, double-spaced, and no more than 20 pages in A4 or US letter size.

- Research proposal should include: (1) research questions and objectives, (2) a review of the literature most relevant to the proposed research, (3) the originality and significance of the proposed research, (4) data and methodology, and (5) a reference list.

(8) Samples of academic work

- Samples of the applicant's work that demonstrate preparedness for undertaking doctoral level research as well as competence in academic writing (e.g., master's thesis, published work, discussion papers, or term papers).

(9) Residence certificate or passport

- For applicants living in Japan, if available, a copy of a residence certificate stating the applicant's residential status and duration should be provided. If not available, a copy of the photo page of the applicant's passport should be provided.

- For applicants living outside Japan, a copy of the photo page of the applicant's passport should be provided.

(10) Application fee

- There is a non-refundable application fee of JPY30,000.

For applicants living in Japan

Payment must be made directly to the following bank account. A copy of the bank receipt for the wire transfer should accompany the application.

Bank Name: Sumitomo Mitsui Banking Corporation

SWIFT Code: SMBC JP JT

Bank Branch Name: Kunitachi Branch

Account type: "Futsu"

Account number: 7761762

Account name: "Kokuritsu Daigaku Houjin Hitotsubashi Daigaku Keizaigaku Kenkyuka Kenteiryouguchi"

For applicants living outside Japan

For payment using a credit card, see the instructions in a separate attachment. Applicants may choose to make payment to the above bank account using an international bank transfer. Proof of payment should accompany the application.

- The application fee is waived for international students who are current recipients of a MEXT (Monbukagakusho) scholarship. These applicants must submit proof of their MEXT

scholar status from the university in which they are currently enrolled.

- The application fee is waived also for current students of the APPP.

3. Application Procedures

(1) Application Package

Please place all the required materials (with the exception of the official TOEFL score, if applicable, which should be mailed directly to the Graduate School of Economics by the testing organization) in an envelope and send the package to the following address <u>by</u> registered mail (e.g., Express Mail Service or EMS). Please write "Application for Doctoral Program" in red ink at the bottom of the envelope. No electronic submissions will be accepted.

(2) Mailing Address
Application packages should be sent to the following address:
Admissions Office
Graduate School of Economics
Hitotsubashi University
2-1 Naka Kunitachi, Tokyo
186-8601 JAPAN
Fax: +81-42-580-8195
E-mail: admission@econ.hit-u.ac.jp

(3) Application Periods

The application period for the program starting in Spring 2019 is <u>from October 1 to December</u> 14, 2018 (Japan Standard Time).

The application period for the program starting in Autumn 2019 is <u>from April 1, 2019 to May</u> 24, 2019 (Japan Standard Time).

Application packages should arrive at the Admissions Office during the application periods. No late submissions will be accepted.

(4) Once submitted, all application documents become official records of Hitotsubashi University and will not be returned. Applicant's personal data will be treated as confidential and may be used by the Graduate School of Economics for administrative and emergency purposes only. The application fees are not refundable.

(5) Please note that any false or misleading statements may result in a rejection or withdrawal of our admission offer. The Admissions Office must be immediately notified of any changes of status from the submitted applications.

4. Admission Process

(1) Admission decisions will be based mainly on the application documents submitted. When necessary, we may also request applicants living in Japan to visit the Graduate School of

Economics of Hitotsubashi University for an interview. For applicants living outside Japan, we may offer an alternative in place of a face-to-face interview. In the case of holding an interview or its equivalent, we will contact each applicant to set the date and other details. When the interview or its equivalent is held, admission decisions will be based also on the results of the interview or its equivalent.

(2) Once received, the application will usually be processed within 50 business days. However, in cases involving an interview or its equivalent, the decision process may take longer. The admission decision will be notified to applicants individually.

(3) The number of students to be admitted through AO selection for international applicants is as follows:

Around 5 (for the enrollment in Spring 2019) Around 5 (for the enrollment in Autumn 2019)

5. Procedures for Enrollment

(1) To enroll in the Doctoral Program, prospective students are required to pay a matriculation fee of <u>JPY282,000</u>. The payment period for Spring enrollment is <u>from March 1 to March 7</u>, <u>2019</u>. The payment period for Autumn enrollment is <u>from July 24 to July 31, 2019</u>. Please note that applicants who are admitted but fail to pay the matriculation fee during these specified periods will be regarded as declining to enroll in the program. The matriculation fee is waived for current students of the APPP.

(2) If prospective students wish to receive an exemption or deferment of the payment of the matriculation fee, they should consult with the Student Services Division at Hitotsubashi University and apply for exemption or deferment during the period specified by Student Services Division before making the payment. (One cannot apply for exemption or deferment after making the payment.) Please note that if the application for exemption or deferment is rejected, such prospective students must make a prompt payment of the matriculation fee after the rejection.

(3) Prospective students will be notified further about the necessary procedures and documents for enrollment, including tuition fees (JPY535,800 per year) that must be paid after the enrollment.

(4) The matriculation and tuition fees are subject to future change.

6. Additional Remarks

(1) The admission process is handled by the Admissions Office of the Graduate School of Economics.

(2) Admission-related questions should be sent to the Admissions Office by mail, e-mail

(admission@econ.hit-u.ac.jp), or fax (+81-42-580-8195). Questions by telephone will not be answered.

(3) Applicants with a disability requiring special attention should consult with the Admissions Office in advance for necessary assistance.

(4) Prospective applicants are encouraged to consult with one or more faculty members of the Graduate School of Economics in advance and find a prospective advisor for the applicant's proposed research before submitting the application. The list of faculty members and their fields of specialization is provided in a separate attachment. Having a prospective advisor is encouraged but not required for the application. Applicants both with and without prospective advisors will be assessed fairly in making admission decisions.

(5) Prospective international students must have or obtain a resident status that enables them to enroll in the Doctoral Program in accordance with the Immigration Control and Refugee Recognition Act by the start of the program.

(6) Prospective students who are dispatched and financially supported by a foreign government must obtain a letter of approval for the enrollment issued by the foreign government.

(7) For the availability of scholarships and funding from outside sources, please contact the Admissions Office for more information.

7. Timeline of the Doctoral Program

Students in the Doctoral Program are expected to complete all degree requirements, including the submission of doctoral dissertation, in three years in the following sequence.

(1) First Year

In the first year, students are required to choose a main advisor and take his or her seminar (an interactive and discussion-based course with a small number of students who share the same fields of specialization) and establish close working relationships with the advisor. By the end of the first year, each student must form a dissertation advisory committee consisting of at least two faculty members of the Graduate School of Economics and submit a dissertation prospectus to the committee for approval. The dissertation prospectus must identify original and important research questions and provide detailed research plans.

(2) Second Year

In the second year, students must continue to take their advisors' seminars and are expected to report their research progress to their advisors regularly. Before submitting a dissertation, students are required to make at least two presentations of their research in their advisors' seminars or research workshops.

(3) Third Year

In the third year, students must continue to take their advisors' seminars. By the end of the third year, students are expected to submit a dissertation to the faculty committee of the Graduate School of Economics. At least two letters of recommendation must accompany the dissertation. The completed dissertation must be defended before the dissertation committee that consists of five faculty members of the Graduate School of Economics (or equivalent) at

a public presentation.

Note on Student Dormitories Provided by the University

Hitotsubashi University has four dormitories for international students located in Kunitachi and Kodaira. Applicants who wish to live in the dormitory should submit applications following the application guidelines that will be announced in June and December at the following websites. Please note that dormitory selection is by lottery.

Please visit this website:

http://international.hit-u.ac.jp/en/curr/accom/application_for_dorm/index.html

Graduate School of Economics
Hitotsubashi University

2-1 Naka Kunitachi, Tokyo 186-8601 Japan Leave blank. Office use only.

Fax: +81-42-580-8195 E-mail:admission@econ.hit-u.ac.jp

Doctoral Program for International Students Application Form

<u>Personal Data</u>					
			erline your family name.		
2. Date and Country of	of Birth				
3. Age		Year-Month-Day		Country	
4. Gender: 🗌 male	i f	Temale			
5. Citizenship					
6. Home Address _					
-					
-					
Phone			Fax		
E-mail					
7. Mailing Address:	Home	Work	Other, namely:		
-					
-					
-					
E-mail					

Application Information

8. Would you like to take an interview or its equivalent in English if an interview or its equivalent will be held?
Yes No

9. List faculty members whom you would like to do research under:

10. List names and locations of educational institutions you have attended with dates of attendance and degrees. Please attach academic transcripts from all colleges and universities listed.

Higher Education	Institution and Location	Dates (from-to)	Period of Schooling	Degree	Major
Undergraduate level			yrs months		
Graduate level			yrs months		
Total years of school education)	ing (including elementary and secondary		yrs months		

11. Undergraduate GPA ______ out of maximum GPA scale of (e.g. 4.0) ______

12. Graduate GPA ______ out of maximum GPA scale of (e.g. 4.0) ______

13. Honors and awards received:

14. TOEFL score or any other qualifications to show English proficiency:

TOEFL: _____ date score

Others:

The TOEFL score must be official and should be mailed directly to the Graduate School of Economics, Hitotsubashi University. In addition to the official TOEFL score, you should submit a photocopy of your TOEFL score report.

15. Person(s) from whom you have requested letters of recommendation.

name	position and affiliation
name	position and affiliation
name	position and affiliation

16. List previous employment, starting with your current employment.

Name of Employer and Location	Dates (to-from)	Job Title and Description

17. Are there any other factors that you would like the admissions committee to consider in evaluating your application (e.g. personal background, leadership roles, etc.)?

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation concerning enrollment in colleges or universities may invalidate my admission or result in dismissal.

Signature of applicant

Graduate School of Economics Hitotsubashi University

2-1 Naka Kunitachi, Tokyo 186-8601 Japan Leave blank. Office use only.

Fax: +81-42-580-8195 E-mail:admission@econ.hit-u.ac.jp

Doctoral Program for International Students Letter of Recommendation

TO THE APPLICANT: Complete this section. Give this form to the person whom you have asked to recommend you. Upon receiving the sealed envelope from the recommender, include the envelope in the application package to be sent to the Graduate School of Economics, Hitotsubashi University.

i	family name	first name	middle name
Recommender's Nam	ne		
	family name	first name	middle name
TO THE RECOMME	ENDER: Please enclose the con	npleted letter of recommendation i	n a sealed envelope and sign it
across the seal. Retur	n the sealed envelope to the app	olicant. If you prefer, you may wri	te a separate letter and attach it
to this form. This reco	ommendation letter will remain	confidential and will be used for	the screening purposes only.
1. How long have y	ou known the applicant?	vears months	
1. How long have y	ou known me appheant.		
		years months	
2 In what canacity	have you known the annlicant?		
2. In what capacity	have you known the applicant?		
2. In what capacity	have you known the applicant?		

3. How often have you seen the applicant?

□ daily	□ weekly	□ monthly	□ rarely

- 4. In comparison with other students/employees in the same field whom you have known, how would you rate the applicant's overall academic or administrative ability?
 - Truly Exceptional (one of the best you have known)
 - \Box Outstanding (highest 5%)
 - □ Excellent (next highest 5%)
 - \Box Good (strong ability, but not in top 10%)
 - □ Average (upper 50%)
 - □ Below Average (lower 50%, but recommended)
 - □ Not Recommended

5. Please evaluate as *excellent*, *average* or *poor*:

	excellent	average	poor
Academic Performance			
Intellectual Potential			
Creativity & Originality			
Motivation for Graduate Study			

6. (For university professors and instructors only)

Is the academic record indicative of the applicant's intellectual ability? If no, please explain.

7. Discuss the applicant's competence in his/her field of study.

8. Additional comments, if any.

Your name		
Position or title		
Organization		
Organization		
Address		
Phone	Fax	
E-mail	_	
Signature		Date

Graduate School of Economics Hitotsubashi University Faculty Members

[SURNAME, Given Name]	[Research Fields]	[SURNAME, Given Name]	[Research Fields]
	Macroeconomics, Japanese Economy, Household Consumption	OKADA, Yosuke	Industrial Organization, Competition Policy, Regulatory Policy
ARIMOTO, Yutaka	Development Economics, Japanese Economic History, Agricultural Economics	OKAMURO, Hiroyuki	Industrial Organization, Business Economics
	Humanism and Rhetoric in the Renaissance, Classical Studies in the Renaissance	OKUDA, Hidenobu	Development Financing, Development Economics
	Macroeconomics, Economic Development, International Economics	OSHIO, Takashi	Public Economics, Social Security
GOTOH, Reiko	Welfare Economics, Economic Thought and Philosophy	OTSUKI, Yasuhiro	Economic History, Medieval European History, Mediterranean Area Studies
	Aspects of Economy and Culture: Britain and the United States	SAITO, Makoto	Macroeconomics, Monetary Economics, Financial Economics
HONDA, Eiko	Social Security Theory, Health Economics	SASAKURA, Kazuhiro	Aspects of Economy and Culture: China
HONDA, Toshio	Mathematical Statistics, Econometrics	SATO, Hiroshi	Chinese Economy, Modern Chinese History
II, Masako	Health Economics, Public Economics	SATO, Masahiro	Socio-economic History of Modern Japan, History of Statistical Survey System in Modern Japan
	Japanese Language Teaching Methods, Japanese Language for Social Science	SATO, Motohiro	Public Finance, Public Economy
	International Economics, Industrial Organization	SHIOJI, Etsuro	Macroeconomics, Macroeconomic Analysis of the
ISHIKURA, Masao	Political Economy, History of Economic Thoughts	SUGITA, Yoichi	Japanese Economy International Trade, Industrial Organization
ISOBE, Takeshi	Mathematics, Analysis	TAJIKA, Tomoya	Game Theory, Political Economics, Organizational Economics
IWAISAKO, Tokuo	Finance, Empirical Macroeconomics	TAKAYANAGI, Tomohiko	Modern Japanese Economic History, Modern Japanese History
IWASAKI, Ichiro	Comparative Economics, Transition Economies	TAKEDA, Masahiko	Money and Banking, Monetary Policy
JINNAI, Ryo	Macroeconomics, Monetary Economics	TAKEOKA, Norio	Decision Theory, Microeconomics
· -	Labor Economics, Economic Development, Law and Economics	TAKEUCHI, Kan	Public Economy, Experimental Economics
KANO, Takashi	Macroeconomics, International Finance	TANAKA, Mari	Development Economics, Labor Economics, International Trade
	Applied Econometrics, Microeconometrics, Public Economics	TOMIURA, Eiichi	International Economics, Applied Econometrics, Japanese Trade and Industry
KUMO, Kazuhiro	Transition Economies, Russian Economy	TOMOBE, Kenichi	Japanese Economic History since Tokugawa Era, Historical Demography
KUROSAKI, Takashi	Development Economics, Agricultural Economics, Asian Economies	TSUDA, Teruhisa	Mathematics, Differential Equations in the Complex Domain
KUROZUMI, Eiji	Time Series Analysis, Econometrics	TSURU, Tsuyoshi	Personnel Economics, Human Resource Management
KUWANA, Yoichi	Mathematical Statistics, Applied Probability Theory	TSUTSUMI, Masahiko	Economic Policy Studies (International Economics, Macro Economics, Japanese Economy, Fiscal and Social Security)
MA, Xinxin	Chinese Economy, Labor Economics	UESUGI, Iichiro	Corporate Finance, Small and Medium Enterprises, Japanese Economy
MANO, Yukichi	Development Economics, Regional Economics	UI, Takashi	Microeconomics, Game Theory
	Development Economics, Economics of Education, Health Economics	UNAYAMA, Takashi	Japanese Economy, Applied Econometrics
MATSUSHITA, Yukitoshi		USUI, Emiko	Labor Economics, Applied Econometrics
MINAMI, Yuko	Area Study: Chinese Society , Sociology of Local Community	WATANABE, Satoshi	Public Finance, Tax Laws, Law and Economics
	Economic History of Europe, Urban History of Europe	WATANABE, Toshiaki	Financial Econometrics, Macroeconometrics
MORIGUCHI, Chiaki	Comparative Economic History, Comparative Institutional Analysis, Economics of the Family	YAMADA, Toshihiro	Financial Mathematics, Stochastic Numerical Analysis
	Industrial Organization, Organizational Economics	YAMAMOTO, Yohei	Econometrics, Macroeconomic Analysis, International Finance
NAKAYAMA, Chikara	Mathematics, Algebra	YAMASHIGE, Shinji	Public Finance, Public Economics, Social Policy
NISHIDE, Katsumasa	Financial Engineering, Financial Economics	YAMASHITA, Hidetoshi	Resource and Environmental Economics, Waste
OKABE, Tomohito	Macroeconomics, Political Economy	YOKOYAMA, Izumi	Management, Energy Policy Labor Economics, Applied Econometrics

For more information about the faculty members, please refer to

https://hri.ad.hit-u.ac.jp/?l=en

Graduate School of Economics, Hitotsubashi University

Payment of Application Fee by Applicants Living Outside Japan

Applicants who live outside Japan may pay the application fee of JPY 30,000 by credit card taking the following steps. Please note that only Visa or Master credit card is accepted.

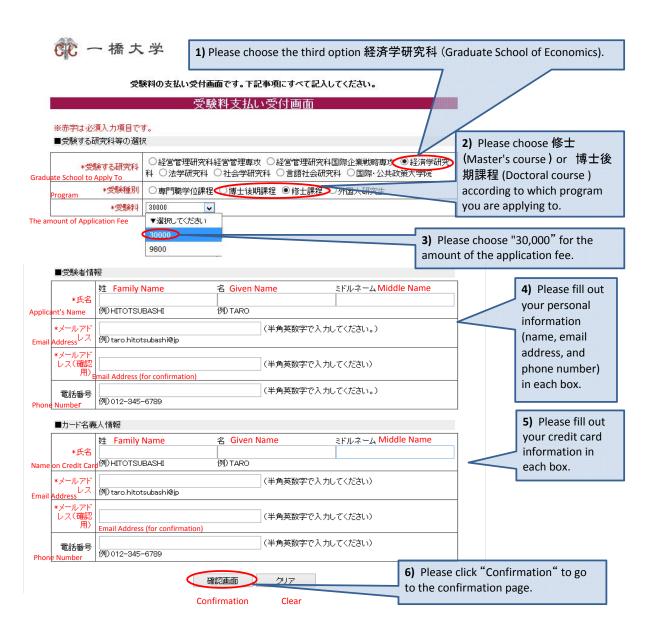
- 1. Go to the following webpage (which is in Japanese): http://www.hit-u.ac.jp/admission/postgraduates/announce.html
- 2. Click the link in the second line from the last that appears as follows:
- ▶ 検定料支払い画面へ

Then the link will take you to an external page in a separate tab.

3. Fill out the form to complete the payment by credit card. Because the form is written in Japanese, please refer to the attached document for an English translation.

4. When the payment is completed, you will receive an email that confirms your payment. Please print out the email and include it in your application package. Please go to the following URL in order to pay your application fee, 30,000yen by your credit card. Only "Visa" and "Master" are available.

https://secure02.blue.shared-server.net/www.authorize.ad.hit-u.ac.jp/kessai/cgi-bin/WebForm.cgi





8) If you confirm that all the information is correct, please choose "Make Payment." If you find any mistakes in the information, please choose "Go Back" and to correct the information.

7) Please check if all of your personal

information is correct.



Phone Number

電話番号 042-580-8119

Send

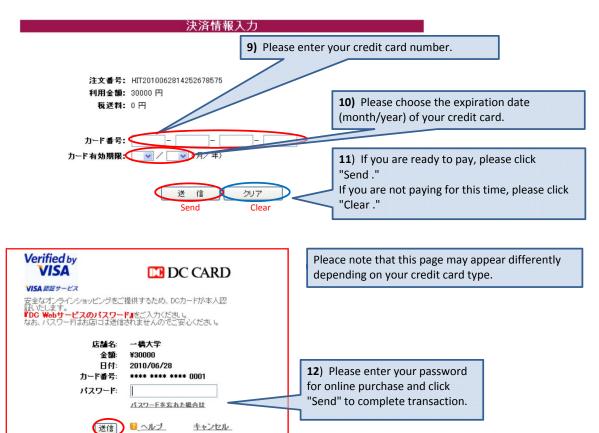
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支払い

Make Payment

やり直す

Go Back





受付完了

受験料の支払い受付が完了しました。

13) If you see this screen, it means that your payment is completed.

日時: 28.06.2010 14:27:49 注文番号: HIT2010062814252678575 利用金額: 30000 円 税送料: 0 円 支払方法: 一括払い

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Date:Mon, 28 Jun 2010 14:27:53 +0900 (JST) From: <u>hitotsubashi@authorize.ad.hit-u.ac.jp</u> To: <u>g-dsitu2@ad.hit-u.ac.jp</u> Subject:支払い受付完了

HITOTSUBASHI TARO 様

[受験者用] 一橋大学受験料の支払い受付が完了しました。

注文番号:HIT2010062814252678575 受験者氏名:HIT0TSUBASHI TARO 受験する研究科: 経済学研究科 受験種別 **博士役期課程** 受験料:30000円

入試に関するお問い合わせは以下まで願いします。

ー橋大学 大学院入試担当 〒186-8601 東京都国立市中2-1 電話番号 042-580-8119 FAX番号 042-580-8105 E-mail <u>g-dsitu28ad.hit-u.ac.jp</u> 14) After the payment is made, you will receive confirmation email from Hitotsubashi University to let you know that we received the full amount of the application fee safely.

Please make sure to enclose a copy of the confirmation email in your application package as the proof of payment.