

Graduate School of Economics
Hitotsubashi University
2-1 Naka Kunitachi, Tokyo
186-8601 JAPAN
Fax: +81-42-580-8195
E-mail: econ-exam.gs[at]ad.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 2021 or September 2021)**

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 2021, 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 2021) 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 2021) 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 2021, 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 2021) 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 2021) 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 2021 should submit at least one recommendation letter from a current faculty member of the APPP.

- Letters of recommendation can be submitted in one of the following two ways. The applicant can mail them along with the other application documents, or the persons who write the letters of recommendation can email them as PDF files to [econ-exam.gs\[at\]ad.hit-u.ac.jp](mailto:econ-exam.gs[at]ad.hit-u.ac.jp). Please note that if the letters of recommendation are submitted by email, they should arrive prior to the other application documents.

(6) TOEFL score

- Applicants who have received a degree from a country where English is not the main language must have a TOEFL-iBT score of over 92.
- 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, 2019 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. Please pay the application fee after September 1, 2020

For applicants living in Japan

- Payment at a convenience store / Payment by Pay-easy, internet banking or credit card
Instructions can be found at the following link:

<http://www.hit-u.ac.jp/admission/postgraduates/announce.html>

- Payment by bank transfer

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

Beneficiary bank: Sumitomo Mitsui Banking Corporation

SWIFT Code: SMBCJPJT

Branch name: Kunitachi Branch

Bank address: 1-8-45 Naka, Kunitachi, Tokyo, Japan, 186-0004

Beneficiary name: Hitotsubashi University

Branch code-Account number: 666-7761762

Beneficiary address: 2-1 Naka, Kunitachi, Tokyo, Japan, 186-8601

Phone Number: +81-42-580-8078

For applicants living outside Japan

- Payment by credit card

Instructions can be found at the following link:

<http://www.hit-u.ac.jp/admission/postgraduates/announce.html>

- 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 by 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: [econ-exam.gs\[at\]ad.hit-u.ac.jp](mailto:econ-exam.gs[at]ad.hit-u.ac.jp)

(3) Application Periods

The application period for the program starting in Spring 2021 is from October 1 to October 30, 2020 (Japan Standard Time).

The application period for the program starting in Autumn 2021 is from April 1, 2021 to April 30, 2021 (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 2021)

Around 5 (for the enrollment in Autumn 2021)

5. Procedures for Enrollment

(1) To enroll in the Doctoral Program, prospective students are required to pay a matriculation fee of JPY282,000. The payment period for Spring enrollment is from March 1 to March 5, 2021. The payment period for Autumn enrollment is from July 21 to July28, 2021. 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 (econ-exam.gs[at]ad.hit-u.ac.jp), or fax (+81-42-580-8195). Questions by telephone will not be answered.

(3) 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.

(4) 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.

(5) 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.

(6) 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

Immunizations

During the health checkup period right after your enrollment, documentation must be provided showing all the required immunizations of measles, mumps, rubella, and chickenpox (varicella) vaccines, or titers of the said diseases showing immunity.

Please check your vaccination record.

Students with Disabilities or Special Needs: Entrance Examination and Academic Learning Assistance

Applicants with disabilities or special needs who require accommodation during the application process and / or once they start their program at the Graduate School of Economics should notify the Admissions Office prior to submitting their Doctoral Program application documents. The deadline for the program starting in Spring 2021 is July 30, 2020 (Japan Standard Time), and the deadline for the program starting in Autumn 2021 is January 31, 2021 (Japan Standard Time). Although the Admissions Office will accept accommodation requests after these dates, we may not be able to make the necessary arrangements in time for the screening and / or the start of the program.

By requesting accommodation for the application process, you are not obligated to apply to the

Graduate School of Economics. If you are undecided about whether to apply for the program, you can still submit accommodation requests.

Note: Depending on the type of accommodation you request, it may take some time for the Admissions Office to respond.

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Leave blank. Office use only.

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**Doctoral Program for International Students
Application Form**

Personal Data

1. Full Name* _____

*As written in your passport. Please underline your family name.

2. Date and Country of Birth _____

Year-Month-Day

Country

3. Age _____

4. Gender: ☐ male ☐ female

5. Citizenship _____

6. Home Address _____

Phone _____ Fax _____

E-mail _____

7. Mailing Address: ☐ Home ☐ Work ☐ Other, namely: _____

Phone _____ Fax _____

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 schooling (including elementary and secondary education)			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	date
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**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.

Applicant's Name _____
family name first name middle name

Recommender's Name _____
family name first name middle name

TO THE RECOMMENDER: Please enclose the completed letter of recommendation in a sealed envelope and sign it across the seal. Return the sealed envelope to the applicant. If you prefer, you may write a separate letter and attach it to this form. This recommendation letter will remain confidential and will be used for the screening purposes only.

1. How long have you known the applicant? ____ years _____ months

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)
- ☐ Outstanding (highest 5%)
- ☐ Excellent (next highest 5%)
- ☐ 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*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 _____

Address _____

Phone _____ Fax _____

E-mail _____

Signature

Date

Important

Please write your contact information, as in some cases the Admissions Office inquires about the contents of the letter of recommendation.

**Graduate School of Economics
Hitotsubashi University
Faculty Members**

〔SURNAME, Given Name〕	〔Research Fields〕	〔SURNAME, Given Name〕	〔Research Fields〕
ABE, Naohito	Macroeconomics, Japanese Economy, Household Consumption	NISHIDE, Katsumasa	Financial Engineering, Financial Economics
ARIMOTO, Yutaka	Development Economics, Japanese Economic History, Agricultural Economics	NOELLERT, Matthew	Asian Economic History, Modern Chinese History, Quantitative History
ENOMOTO, Takefumi	Humanism and Rhetoric in the Renaissance, Classical Studies in the Renaissance	OKADA, Yosuke	Industrial Organization, Competition Policy, Regulatory Policy
FUJISHIMA, Shota	Urban and Regional Economics, Economics of Networks	OKAMURO, Hiroyuki	Industrial Organization, Business Economics
FUKAO, Kyoji	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
HASHINUMA, Katsumi	Aspects of Economy and Culture: Britain and the United States	SAMIKAWA, Ikuko	Banking and Monetary Policy
HONDA, Toshio	Mathematical Statistics, Econometrics	SASAKURA, Kazuhiro	Aspects of Economy and Culture: China
HORI, Masahiro	Japanese economy, Asian economy, Applied Econometrics	SATO, Motohiro	Public Finance, Public Economy
II, Masako	Health Economics, Public Economics	SATO, Susumu	Industrial Organization
IMAMURA, Kazuhiro	Japanese Language Teaching Methods, Japanese Language for Social Science	SAWADA, Masayuki	Econometrics, Labor Economics
ISHIKAWA, Jota	International Economics, Industrial Organization	SEKINE, Toshitaka	Central Banking, Monetary Economics, Macroeconomics
ISOBE, Takeshi	Mathematics, Analysis	SHIOJI, Etsuro	Macroeconomics, Macroeconomic Analysis of the Japanese Economy
IWAISAKO, Tokuo	Finance, Empirical Macroeconomics	SUGITA, Yoichi	International Trade, Industrial Organization
IWASAKI, Ichiro	Comparative Economics, Transition Economies	SUNAKAWA, Takeki	Macroeconomics, Economic theory
JINNAI, Ryo	Macroeconomics, Monetary Economics	TAKAHASHI, Yuta	Macroeconomics, International Trade
KAMBAYASHI, Ryo	Labor Economics, Economic Development, Law and Economics	TAKAKU, Reo	Health Economics, Health Policy
KANO, Takashi	Macroeconomics, International Finance	TAKAYAMA, Naoki	Macroeconomics, Labor Economics
KIKUCHI, Nobuyoshi	Applied Microeconometrics, Economics of Education, Labor Economics	TAKAYANAGI, Tomohiko	Modern Japanese Economic History, Modern Japanese History
KUMO, Kazuhiro	Transition Economies, Russian Economy	TAKEOKA, Norio	Decision Theory, Microeconomics
KUROSAKI, Takashi	Development Economics, Agricultural Economics, Asian Economies	TAKEUCHI, Kan	Public Economics, Experimental Economics
KUROZUMI, Eiji	Time Series Analysis, Econometrics	TANAKA, Mari	Development Economics, Labor Economics, International Trade
KUWANA, Yoichi	Mathematical Statistics, Applied Probability Theory	TANAKA, Masayuki	Survey Theory
LEE, Guenwoo	Development Economics, Agricultural Economics	TESHIMA, Kensuke	International Trade, Development Economics
MA, Debin	Economic History, Chinese Economic History	TOMIURA, Eiichi	International Economics, Applied Econometrics, Japanese Trade and Industry
MACLELLAN, Philip	Behavioral Economics, Qualitative and Case Study Research, Social Learning Theory, Second Language Acquisition	TOMOBE, Kenichi	Japanese Economic History since Tokugawa Era, Historical Demography
MANO, Yukichi	Development Economics, Regional Economics	TSUDA, Teruhisa	Mathematics, Differential Equations in the Complex Domain
MASUDA, Kazuya	Development Economics, Economics of Education, Health Economics	UESUGI, Iichiro	Corporate Finance, Small and Medium Enterprises, Japanese Economy
MATSUDA Kazushige	Macroeconomics, Labor economics	UI, Takashi	Microeconomics, Game Theory
MATSUSHITA, Yukitoshi	Econometrics	USUI, Emiko	Labor Economics, Economics of Women and the Family
MINAMI, Yuko	Area Study: Chinese Society, Sociology of Local Community	WATANABE, Satoshi	Public Finance, Tax Laws, Law and Economics
MOCHIZUKI, Masashi	Food and Environmental Economics, Fisheries Economics	WATANABE, Toshiaki	Financial Econometrics, Macroeconometrics
MORI, Takahito	Economic History of Europe, Urban History of Europe	YAMADA, Toshihiro	Financial Mathematics, Stochastic Numerical Analysis
MORIGUCHI, Chiaki	Comparative Economic History, Comparative Institutional Analysis, Economics of the Family	YAMAMOTO, Yohei	Econometrics, Macroeconomic Analysis, International Finance
MORIKAWA, Masayuki	Economic policy, Japanese Economy, Applied Microeconomics	YAMAMOTO, Yuichi	Microeconomic Theory, Game Theory
MORITA, Hodaka	Industrial Organization, Organizational Economics	YAMASHIGE, Shinji	Public Finance, Public Economics, Social Policy
NAKAMURA, Ryota	Health Economics, Health policy, Global health	YAMASHITA, Hidetoshi	Resource and Environmental Economics, Waste Management, Energy Policy
NAKAYAMA, Chikara	Mathematics, Algebra	YOKOO, Hidefumi	Environmental and resource economics, Development economics
		YOKOYAMA, Izumi	Labor Economics, Applied Econometrics

For more information about the faculty members, please refer to

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