

Admission number	EDO2 (Spring enrollment) EDO6 (Autumn enrollment)
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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 2024 or September 2024)**

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 you 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 2024, 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 2024) 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 2024) 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 2024, 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 2024) 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 2024) a master's degree from the APPP.

## **2. Documents Required for Application**

Applicants are required to "Register online via the web application page" and "Submit documents by mail". Please refer to the attached "Application Process for Hitotsubashi University Graduate School" as well as this application guideline for the online application registration via the web application page. 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) Preparation of documents.

Please prepare the following documents. The documents include "Documents to be submitted by the applicant" as shown in Table 1 below and "Documents to be submitted by a person other than the applicant (Recommender)" (Letters of recommendation) as shown in Table 2. Please note that some applicants could be exempted from submitting these documents, so please read the details for each document carefully.

A) For the formatted documents, please use the Word or Excel format file provided on the following web page (Admissions to the Graduate Programs), and avoid hand writing except for your signature.

<<https://www.econ.hit-u.ac.jp/eng/page/graduate/admission.html>>

B) If any of the submitted documents include certificates or other documents written in a foreign language other than English, please attach an English or Japanese translation of them.

(2) When you have prepared the documents, please create PDF files of the documents (2) through (9), excluding "Application Form" (1). These PDF files are uploaded via the Web Application online application registration (see below, "3. Application Procedure").

A) Each document must be scanned in color at a resolution of 150 dpi or higher without distortion or shadows, using a copier or similar device with a scanning function. Digital cameras are not acceptable. The "(6) Research Proposal" should be converted directly from a Word file to a PDF file.

B) These image data files should be combined to make a single PDF file of the relevant documents, etc. The file name should be "Last name\_first name\_application.pdf" and "last name first name" should also be written in alphabetical characters.

e.g., Hanako Hitotsubashi: hitotsubashi\_hanako\_application.pdf

e.g., John Onebridge: onebridge\_john\_application.pdf

Table 1. Documents to be submitted by the applicant

Documents	Details
(1) Application form	<ul style="list-style-type: none"> <li>● After registering your application on the web application page, print out a double-sided, color printout from the "Applicant's Personal Page". If there are multiple copies, please staple the upper left corner.</li> </ul>
(2) Certificate of master's degree	<ul style="list-style-type: none"> <li>● Certificate of master's degree (or certificate of expected graduation for applicants expecting to receive a degree) issued by the degree-awarding university.</li> </ul>
(3) Transcripts	<ul style="list-style-type: none"> <li>● 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.</li> </ul>
(4) TOEFL® score	<ul style="list-style-type: none"> <li>● 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.</li> <li>● The TOEFL® score must be official and should be mailed directly to the Graduate School of Economics, Hitotsubashi University (TOEFL DI Code 0436, Graduate School of Economics Department code 84 Economics). In addition to the official TOEFL® score, applicants should submit a photocopy of the TOEFL® score report, or submit a printout of your score which can be found on the official ETS Website. TOEFL® score reports must be dated January 1, 2021 or later.</li> <li>● 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.</li> <li>● An applicant who has received a degree from a country where English is the main language and used for learning is 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.</li> </ul>
(5) Samples of academic work	<ul style="list-style-type: none"> <li>● 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).</li> </ul>

(6) Research proposal	<ul style="list-style-type: none"> <li>● Research proposal must be 11-point font, double-spaced, and no more than 20 pages in A4 or US letter size.</li> <li>● Research proposal should include: (1) research topics 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.</li> <li>● If there are multiple copies, please staple the upper left corner.</li> </ul>
(7) Residence card or passport	<ul style="list-style-type: none"> <li>● For applicants living in Japan, if available, a copy of a residence card should be provided. If not available, a copy of the photo page of the applicant's passport should be provided.</li> <li>● For applicants living outside Japan, a copy of the photo page of the applicant's passport should be provided.</li> </ul>
(8) Application fee	<ul style="list-style-type: none"> <li>● There is a non-refundable application fee of JPY30,000. Please pay the application fee after September 1, 2023</li> <li>● The application fee is waived for international students who are currently receiving a MEXT (Monbukagakusho) scholarship. These applicants must submit proof of their MEXT scholar status from the home university</li> <li>● The application fee is waived also for current students of the <u>APPP</u>.</li> </ul>
	<p><b>【Payment by bank transfer】</b></p> <ul style="list-style-type: none"> <li>● 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, 186-860 Phone Number: +81-42-580-8078</li> </ul>
	<p><b>【For applicants living in Japan】</b></p> <ul style="list-style-type: none"> <li>● Payment at a convenience store / Payment by Pay-easy, internet banking or credit card</li> <li>● Please go to the payment site <a href="https://e-shiharai.net/">https://e-shiharai.net/</a> and register your information first</li> <li>● Pay the fee at a counter. If you pay at a convenience stores, Seven-Eleven, Family Mart, Lawson or Mini Stop, receive the "Certificate of Payment". If you pay the fee through the other convenience stores, Pay-easy, Net banking or credit card, print out the "Certificate of</li> </ul>

(Continuation of (8) Application fee)	<p>Payment" by accessing "Inquiry" of e-shiharai.net with your receipt number and your Date of Birth (YYYY/MM/DD).</p> <ul style="list-style-type: none"> <li>● Mail it with all other necessary documents. The instructions can also be found at the following link <a href="https://www.hit-ac.jp/faculties/graduate/examfee.html">https://www.hit-ac.jp/faculties/graduate/examfee.html</a></li> </ul>
	<p><b>【For applicants living outside Japan】</b></p> <ul style="list-style-type: none"> <li>● Payment is possible only by credit card*. Please go to the payment site <a href="https://e-shiharai.net/">https://e-shiharai.net/</a>, select "credit card" for the payment method and input your card information. All of your application information is displayed. Check and click "確定 (confirm)". *It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.</li> <li>● After making your payment, please make sure you have access to a printer with paper (A4) and access "申込内容紹介 (Inquiry) " at e-Shiharai.net.</li> <li>● Please [1. Check your card][2.Input Receipt Number][3.Input your Date of Birth (YYYY/M/DD)] , click "照会する (refer to the data) " and all of your application information is displayed. Then, click Blue-button "証明書を発行する (issue a Certificate of Payment)".</li> <li>● Mail it with all other necessary documents</li> <li>● The instructions can also be found at the following link: <a href="https://www.hit-u.ac.jp/faculties/graduate/examfee.html">https://www.hit-u.ac.jp/faculties/graduate/examfee.html</a></li> </ul>

Table 2. Documents to be submitted by a person other than the applicant (Recommender)

Letters of recommendation	<ul style="list-style-type: none"> <li>● <b>Use the university Word format.</b> URL for format publication : <a href="https://www1.econ.hit-u.ac.jp/office/bosyu/_recommendation_en.docx">https://www1.econ.hit-u.ac.jp/office/bosyu/_recommendation_en.docx</a></li> <li>● At least one letter of recommendation is required. Two or more letters are desirable. 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 2024 should submit at least one recommendation letter from a current faculty member of the APPP.</li> </ul>
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<p>(Continuation of Letters of recommendation)</p>	<ul style="list-style-type: none"> <li>● Please contact the Administration Office if you have any reason for not submitting a letter of recommendation</li> <li>● Letters of recommendation can only be accepted if they are submitted directly to the university by the official email address of the organization to which the evaluator belongs to the following address (address, etc., are also listed on the form). We do not accept forms submitted by anyone other than the evaluator or by free email accounts such as Gmail or Outlook.</li> <li>● <b>Enter the applicant's name in the " Last name First name " field below</b> <ul style="list-style-type: none"> <li>○subject: Last name First name _letter of recommendation (e.g., John Onebridge: Onebridge, John letter of recommendation)</li> <li>○file-name: Last name_First name_recommendation.pdf (e.g., John Onebridge: onebridge john_recommendation.pdf)</li> </ul> </li> </ul> <p>Address: graduate school of Economics Administration Office at Hitotsubashi University. econ-recommendation@ad.hit-u.ac.jp</p> <p>Deadline for submission :</p> <p><b>【Applicants for spring (April) 2024 enrollment】</b> October 30, 2023</p> <p><b>【Applicants for Autumn (September) 2024 enrollment】</b> April 26, 2024</p>
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### 3. Application Procedures

Please register your application on the web application page listed on the Hitotsubashi University web page below during the registration period. Then submit the documents that need to be mailed during the application period.

<https://www.hit-u.ac.jp/faculties/index.html>

Application period for registration on the web application page and by mail

**【Applicants for spring (April) 2024 enrollment】**

From October 2, 2023 to October 30, 2023

The deadline for receipt of the letter of recommendation by e-mail is October 30, the last day of the application period. Please request your evaluator to prepare and submit the form by the application period.

**【Applicants for Autumn (September) 2024 enrollment】**

From April 1, 2024 to April 30, 2024

The deadline for receipt of the letter of recommendation by e-mail is April 30, the last day of the application period. Please request your evaluator to prepare and submit the form by the application period.

## I Web application

※Please note that no modifications or changes can be made to the web application page after registration is completed.

[Admission number]

Please select "ED02" or "ED06." (\*ED02: Spring enrollment, ED06: Autumn enrollment)

[Status of Residence]

If you are a foreign national currently residing in Japan, please fill out the form.

[Research Title]

Please enter within approximately 30 words

[Matters requiring special mention 1]

Please list up to the third choice of your preferred academic advisor

[Matters requiring special mention 2]

TOEFL score or any other qualifications to show English proficiency

Name of Exam, Date, Score

/ Or have a degree from an English-speaking university

[Matters requiring special mention 3-5]

No need to enter

[Upload your photo data]

The photo data must meet the following conditions

Taken within the last 6 months. A clear color photo of 30 mm x 40 mm

Format: JPG 100 KB to 5 MB.

[Upload Application Documents]

After you have prepared the documents (2) to (8) listed in Table 1 of 2.

Documents Required for Application", upload them in PDF format with

the file name as "Last\_name\_First name\_application" ("First name

Last\_name " is also written in alphabetical characters). Please select

"Application 1" on the web application page.

○file-name: Last\_name First name \_application.pdf

(e.g., onebridge john\_application.pdf)

## II Printable slips

After entering the application information, you will be able to print the "Application Form" and "Address Label (for mailing application documents)" from the "Applicant's Personal Page".

[Application form]

Please mail with your application documents

[Mailing label]

This can be used only in Japan when mailing application documents.

### III 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 ETS) 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.

[Mailing 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

※Please note that no modifications nor changes can be made to the web application page after registration is completed

※Prior to sending your application, please make sure that there is an appropriate academic advisor within the university who can supervise your research  
you could contact your preferred academic advisor in advance

## 4. Admission Process

### (1) The First Stage of Selection (Documents review)

Documents review is conducted based on the Recommendation Letter, the Master's Thesis, the Research Proposal and other submitted documents.

In principle, applicants will be notified of the results of the document review within 50 days after the application period excluding the university holidays.

### (2) The Second Stage of Selection (Oral examination)

For those who pass the first stage are requested to take an online (would use Zoom) oral examination in relation to the Master's Thesis and other research achievements, as well as on matters related to the research proposal. The date and time for an oral examination will be notified individually.



In case of indicating the preference to take an oral examination in English on the application form, we take it into consideration. However, this does not apply if the examiners decide that an examination in Japanese is necessary.

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

Around 5 (for the enrollment in Spring 2024)

Around 5 (for the enrollment in Autumn 2024)

## **5. Announcement of Successful Applicants**

The second stage result is sent by e-mail to an applicant individually

## **6. 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 February 26 to March 1, 2024. The payment period for Autumn enrollment is from July 19 to July 26, 2024. 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) Other information

- 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.
- 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.
- 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.
- The matriculation and tuition fees are subject to change.

## **7. 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](mailto:econ-exam.gs[at]ad.hit-u.ac.jp)), or fax (+81-42-580-8195). Questions by telephone will not be answered.
- (3) Prospective students may contact with one or more faculty members of the Graduate School of Economics in advance.
- (4) Applicants must submit original documents, not photocopies, except for the payment of the application fee and the passport. Application materials submitted to the Administration Office will not be returned. The application fee is not refundable

## **8. 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 several 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 done by lottery.

Website:

[https://international.hit-u.ac.jp/jp/curr/accom/application\\_for\\_dorm/index.html](https://international.hit-u.ac.jp/jp/curr/accom/application_for_dorm/index.html)

### **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 the Doctoral Program application documents. The deadline for the program starting in Spring 2024 is July 28, 2023 (Japan Standard Time), and the deadline for the program starting in Autumn 2024 is January 26, 2024 (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.

**Graduate School of Economics**  
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2-1 Naka Kunitachi, Tokyo  
186-8601 Japan

Leave blank. Office use only.

Fax: +81-42-580-8195  
E-mail: [econ-exam.gs@ad.hit-u.ac.jp](mailto:econ-exam.gs@ad.hit-u.ac.jp)

## Letter of Recommendation

To the recommender:

- Please fill in the sections in **bold face**.
- Please send this letter of recommendation to [econ-recommendation@ad.hit-u.ac.jp](mailto:econ-recommendation@ad.hit-u.ac.jp) from your institutional email account. Private email accounts (e.g., gmail, outlook, etc.) are not recommended.
  - Subject: <applicant's name> letter of recommendation (e.g., Onebridge, John letter of recommendation)
  - Filename: <applicant's name>\_recommendation.docx (e.g., onebridge\_john\_recommendation.pdf)

Applicant's Name: **Family name, First name, Middle name**

Please describe your relationship with the applicant, and the applicant's competence in his/her field of study (e.g., past studies and research results, future research plans, any special abilities that should be noted about the applicant)

**Relationship with the applicant**

**Past studies and research results**

**Future research plans**

**Any special abilities that should be noted about the applicant**

Date: **Month Day, 20XX**

Recommender's name: **Family name, First name, Middle name**

Position or title: **position or title**

Affiliation: **affiliation**

Address: **address**

Phone number: **phone number**

Email: **Email address (please use your institutional email account. Private providers (e.g., gmail, outlook, etc.) are not recommended)**