

Applicant Guidelines for the MA Program in Economics in the Academic Year 2024(October Enrollment) Graduate School of Economics Nagoya City University

1 Prescribed enrollment

A small number of students

* Entrance examinations are conducted only for department of economics .

2 Eligibility of applicants

All applicants must satisfy one or more of the following articles:

- (1) A person who has graduated from a university or who is expected to graduate by the end of September 2024.
- (2) A person who has a Bachelor's degree recognized by the National Institution for Academic Degrees and Quality Enhancement of Higher Education (Japan) or who is expected to have one granted by the end of September 2024.
- (3) A person who has completed a 16-year course of schooling outside Japan or who is expected to complete that course by the end of September 2024.
- (4) A person who has completed a 16-year correspondence course of schooling in Japan provided by a foreign country or who is expected to complete such a course by the end of September 2024.
- (5) A person who has completed a program at a foreign educational institution in Japan (limited to programs the completion of which being recognized as the completion of a 16-year program in school education in the foreign country), positioned in the school education system of such a foreign country as a university program, or who is expected to complete the program by the end of September 2024, where such a program is recognized by the Minister of Education, Culture, Sports, Science and Technology of Japan.
- (6) A person who has completed a specialized training course at an advanced vocational school (limited to courses the term of which is 4 or more years and the level of which is designated by the Minister of Education, Culture, Sports, Science and Technology of Japan) separately designated by the Minister of Education, Culture, Sports, Science and Technology, on and after the date designated by the Minister of Education, Culture, Sports, Science and Technology, or who is expected to complete such a course by the end of September 2024.
- (7) A person who has completed or is expected to complete to be awarded a bachelor's degree by September 2024 a 3-year program or more of university or other tertiary institution in a foreign country (whose comprehensive education and research activities should be assured by the government or authorized organization of an original country or specified by the Ministry of Education, Culture, Sports Science and Technology of Japan), which includes a person who has completed or is expected to complete to be awarded a bachelor's degree by September 2024 the correspondence education provided by the foreign university or tertiary institution in Japan, or a 3-year program or more of the foreign educational institution established in Japan based on the educational system of this country. In such cases, the institution should be specified by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
- (8) A person designated by the Minister of Education, Culture, Sports, Science and Technology of Japan.
- (9) A person who has academic ability equivalent to or higher than those who have graduated from university and will be 22 years old at the end of September 2024. The screening for eligibility [*Kobetsu Shikaku Shinsa*] conducted by the Graduate School determines whether the applicant has such a level of academic ability or not.

Notice: Any applicants who fall under article (9) must apply for the screening for eligibility [*Kobetsu Shikaku Shinsa*]. Details of the screening are as follows:

- A Materials to be submitted: Application for Eligibility Screening (Form P1), Curriculum Vitae for Eligibility Screening (Form P2), Academic Achievement Report for Eligibility Screening (Form P3 M), Transcript, and Certificate of Graduation or Possibility Book for the graduate. All of these are designated forms except for the Transcript and Possibility Book.
- B Application Period: Applicants must apply from Tuesday, April 16 to Tuesday, April 23, 2024. All materials must be received within this period.
- C Notification of the Result: Your application result will be provided as soon as possible. Applicants who are not notified of their result by Tuesday, May 21, 2024 should contact the Administration Office. *

- D Delivery Address for Submitting Materials: See the Student Affairs Division, Administration Office.
- E If applying from a foreign country, be sure to entrust your application procedure to a proxy residing in Japan. Application by post from a foreign country will not be accepted. Notifications from NCU will be addressed to your proxy.
- F If the name written on your academic transcript, diploma, or other certificate is different from your current name, a document that certifies your name change (e.g., a family register) should also be provided.

Contact Information: The Administrator, Office of the School of Economics, Nagoya City University
 E-mail: admissions@econ.nagoya-cu.ac.jp
 *Inquiries must be sent only by e-mail

3 Application period and procedure

Applicants to the first competition have to put all the forms into the envelope (240×332mm) with the cover specified by the university and send them by registered express mail. All forms must be received from Tuesday, May 28 to Tuesday, June 4, 2024.

No application forms are received in-person at the office or outside the designated period of application.

If applying from a foreign country, be sure to entrust your application procedure to a proxy residing in Japan. Application by post from a foreign country will not be accepted. Notifications from NCU will be addressed to your proxy.

An admission ticket and guidance for the examination will be sent if the application forms are received. Applicants who do not receive the admission ticket and guidance by Friday, June 21, 2024 should contact us immediately.

Forms and materials must be sent by post to
 Student Affairs Division, Administration Office Nagoya City University
 1 Kawasumi, Mizuho-cho, Mizuho-ku, Nagoya, Aichi 467-8601, Japan

4 Forms and materials needed to apply

Form or Material	Remarks
1 Application Form/ Photo Identification Slip/ Admission Ticket for the Examination	<p>[Designated forms (Forms M1 and M1-1) must be used]</p> <ul style="list-style-type: none"> •Affix your photograph to the application form. The photograph should be taken with you directly facing the camera. It should show your upper body and bare head, with no background. It should be in color, measuring 4 cm high × 3 cm wide, and taken within the last 3 months. •Enter the address at which you are (or a proxy is) certain to be contactable.
2 Curriculum Vitae (CV) <small>Note 1</small>	<p>[Designated form (Form M2) must be used]</p> <ul style="list-style-type: none"> •In “Academic Background,” start from your initial admission to university (including the course and department). •If you have work experience, provide the details in “Employment History.” •The document must be written in English.
3 Transcript <small>Notes 1, and 2</small>	<ul style="list-style-type: none"> •Must be prepared by the office of the president of the university you are enrolled in or have graduated from and be written in English. •If you fall under article (3), (4) or (6) and apply on the strength of one of these articles, submit a transcript prepared by the higher education institutions equivalent to the university you have graduated from. A photocopy is not acceptable. •If it is too difficult to obtain a reissued transcript, a photocopy can be received. Its authenticity will be verified during your entrance formalities.
4 Certificate of Graduation or Possibility Book <small>Notes 1 and 2</small>	<p>Must be prepared by the university you are enrolled in or have graduated from.</p> <ul style="list-style-type: none"> • If you are enrolled in or have completed graduate school, a certificate of completion or a certificate that your completion can be expected must be submitted in addition to the Certificate of Graduate or Possibility Book. • If you fall under article (2) or (8) and apply on the strength of one of these articles, supporting materials must be submitted. • If you fall under article (3), (4), (6) or (7) and apply on the strength of one of these articles, a Certificate of Graduation prepared by a higher education institution equivalent to the university you have graduated from must be provided. A photocopy is not acceptable.

	<ul style="list-style-type: none"> • If it is too difficult to obtain a reissued transcript, a photocopy can be received. Its authenticity will be verified during your entrance formalities. • These documents must be written in English.
5	<p>Research Proposal</p> <p>[Designated form (Form M3) must be used]</p> <ul style="list-style-type: none"> • The proposal should be 400 to 500 words in length. • The document must be written in English.
6	<p>TOEFL iBT, TOEIC or IELTS score</p> <ul style="list-style-type: none"> • Your application must be accompanied by an official score report or certificate on TOEFL iBT, TOEIC or IELTS prepared by the Educational Testing Service (ETS), verifying the outcome of a test taken after September in 2021. • Any score reports downloaded at the TOEIC website in Korea are not available. • If you are submitting TOEIC Listening & Reading public test scores administered after April 2023, you may submit a copy of your Digital Official Score Certificate in place of your traditional Official Score Certificate. If you are submitting a copy of your Digital Official Score Certificate, also include the Digital Official Score Certificate's URL on the back of the copy of the Digital Official Score Certificate.
7	<p>Resident Card</p> <ul style="list-style-type: none"> • Must be submitted if you do not have Japanese nationality and keep resident status in Japan. If your period of stay is short, a photocopy of the Japanese visa in your passport must be submitted. • A photocopy of your passport must be submitted if you are a resident outside Japan.
8	<p>Entrance Examination Fee (JPY 30,344)</p> <p>[Paying the examination fee in Japan] When paying the examination fee, fill in the transfer request form (a designated form) with the required information, and present it with JPY 30,344 at a bank or other financial institution for transfer. (Yucho Bank does not accept this kind of transfer. Do not use an ATM or similar machine; do the transfer in-person with a teller.)</p> <p>The relevant bank fees are payable by the applicant.</p> <p>Submit the "Examination Fee Payment Certificate (Slip B)" received from the bank or other financial institution, together with the other application documents. (Do not submit the "Receipt of Transfer Amount (and Transfer Fee) (Slip A)," which should be retained by you.)</p> <p>[Paying the examination fee from overseas] Transfer the examination fee of JPY 30,344 to the following account by Tuesday, June 4, 2024 (must arrive by this date). Submit a copy of the foreign remittance request form. Type of Transfer: Electronic transfer Bank Transfer Fees: Paid by the remitter</p> <ol style="list-style-type: none"> 1) The remitter should pay Japanese bank fees, remitter's bank fees, and all fees associated with the transfer. 2) If you transfer money in a foreign currency, your application will not be accepted. 3) The Entrance Examination Fee is non-refundable. Purpose of Transfer: Application fees 4) [Application Fields] Bank Name: The Bank of Mitsubishi UFJ, LTD Bank Branch: Takiko Branch <p>Account Number: 1232518 Beneficiary Name: Nagoya City University Address: 1 Kawasumi, Mizuho-cho, Mizuho-ku, Nagoya-shi, Aichi 467-8601 JAPAN Currency: JPY Swift Code: BOTKJPJT</p> <p>The examination fee is not refundable in principle. However, in a few circumstances, the paid examination fee may be refunded. Confirm this on the NCU website.</p> <ul style="list-style-type: none"> • The examination fee was transferred twice. • The application documents were not submitted after the examination fee was transferred (or the application was not accepted).
9	<p>Envelope with application documents submitted</p> <ul style="list-style-type: none"> • Fill in the required information on the designated cover of the university. • Paste the cover on an envelope (240×332mm) prepared by yourself, enclose the application documents, and mail it to the university.

Note 1: If you apply on the strength of article (9), documents 2, 3 and 4 are not needed.

Note 2: If the name written on your academic transcript, diploma, or other certificate is different from your current name, a document that certifies your name change (e.g., a family register) should also be provided.

5 Choosing a division and field

By consulting the Supplement to the Applicant Guidelines, which briefly introduces each division and professors' specializations, you can specify the division in which you want to study. Based on your preference, your division will be decided at the time your result of admission screening is announced. Your division cannot be changed after you are admitted.

6 A person with a disability and needs extra care on having an entrance examination and studying has to notify Student Affairs Division (See page 2).

7 Screening measures for admission and dates

(1) Screening Measures for Admission

Oral examinations are required for applicants.

(2) Date, Time, and Subjects for Examination

Date	Time	Subjects for Examination
Saturday, June 29, 2024	10:00 a.m.–	Oral examination Based on the research proposal submitted. The oral examination will be conducted in both English and Japanese.

(3) Examination Venue and Meeting Time

The venue is the Takiko (Yamanohata) Campus, Nagoya City University. You will be notified of the meeting time when you receive an admission ticket for the examination

8 Date results will be announced: Friday, July 19, 2024 at 2:00 p.m.

The result of admission screening will be posted on the first floor of Bldg. 3 (Economics Bldg.). Only the examinee's number is shown, not his/her name. Simultaneously, examinees are notified of their results by post. If applying from a foreign country, the result will be notified to your proxy by post.

* Guidance on admission procedures, such as the date of admission procedures and required documents, will also be included with successful applicants, so be sure to check them. (If you do not receive it within one week after the announcement date, please contact with the Administration Office.)

9 Enrollment formalities

(1) Time period of the procedure: early-August, 2024

(2) Details

The details of the procedure will be provided to you together with the results of the examination.

(3) Fees payable during the admission procedure³

- | | | | |
|---|--|--|-------------|
| A | Enrollment fee | Nagoya city resident JPY 232,000 ⁴ | |
| | | Others | JPY 332,000 |
| B | Disaster and accident insurance for student education and research 1,750 yen | | |
| C | Other contributions | | |
| | (i) | Membership fees for the Society of Economics, Nagoya City University | JPY 5,000 |
| | (ii) | Membership fees for the Kenryo Kai Alumni Association | JPY 3,000 |

Note 3: The enrollment fee should be paid through a financial institution before commencing the enrollment formality. The paid enrollment fee is non-refundable.

Note 4: Here, “Nagoya City Resident” means any newly enrolled student or their spouse or first-degree family member who can certify by referring to their resident card that they have had an address continuously within Nagoya City at least one year before the date of admission.

These amounts are estimates based on 2023 numbers. Any revisions to the fees upon admission shall become effective immediately.

10 Tuition

JPY 535,800 (first and second semester each JPY 267,900)⁵

Note 5: These amounts are estimates based on 2023 numbers. Any revisions to the fees upon admission shall become effective immediately. The tuition for the first semester has to be paid by mid-October 2024 (automatic withdrawal from your account is expected). The amount of tuition may be revised, and revised amounts will be applied if the amount is revised during enrollment.

11 Extended registration procedure

You may be able to extend your term of study from two to three years if you have special circumstances such as engaging business, housework, childcare, care for elderly relatives, and so forth. If your term of study is extended, the total amount of tuition per year for the extension will be the two-year amount of tuition divided by three. To extend your term of study, you must follow the set procedures by mid-October after admission.

12 Scholarship

The Japan Student Services Organization (JASSO) makes scholarship loans available. Candidates will be recommended after a screening for scholastic performance and research ability.

13 Cautions

- (1) Applications lacking necessary documents cannot be received.
- (2) Applicants who make false declarations or enter under false pretenses may have their admission revoked even if they have already been enrolled.
- (3) Forms and materials submitted with the application, including application forms, cannot be returned.
- (4) Should your return address change, notify us immediately.
- (5) Any professors in the graduate school do NOT respond enquiries on the screening measures and so forth after the first day of application period in principle.
- (6) As a rule, double enrollment is prohibited.
- (7) The classes are basically conducted in Japanese.

14 Notifications from the university in case of emergency

In case of emergency (e.g., disaster occurrence) or if changes are made to the content of this applicant guidelines, students will be notified through the university’s website or mobile site. Particularly, as the examination day draws near, pay close attention to the university’s website or mobile site.

Applicants may also be contacted directly. In your application documents, therefore, be sure to provide contact details where you can always be reached.

○Website: <https://www.nagoya-cu.ac.jp/>

○Mobile site: <https://daigakuic.jp/nagoya-cu/>

Admission policy of Graduate School of Nagoya City University

Nagoya City University (NCU) aims to be a university in which all citizens feel pride and affinity. In graduate education, based on recognition that research guidance, for graduate students is a challenge in offering research activities; We aim to cultivate researchers and professionals who can gain advanced expertise and an interdisciplinary thinking.

With this philosophy and aim, the graduate school is widely looking for individuals who possess advanced expertise and an eagerness and aptitude for activity both within Japan and abroad, in addition to diverse skills and work experience.

Admission policy of Graduate School of Economics

Graduate School of Economics, Nagoya City University has an idea training professionals and academics who are highly and fertile cultured on Economics and Management and sending specialists who can cope with difficulties on an economy and management into the world. Following this idea, we welcome students who hopes to flourish in modern economic society with fruition obtained through studying and who hopes to establish basic ability to become an academic in our Research Student program.

Treatment of your personal information

The university treats your personal information in accordance with the *Act on the Protection of Personal Information* of Nagoya City.

(1) Use of your personal information

- a. Your name, address, and other personal information given in the application and other documents are used for our screening and admission procedures (e.g., application registration, screening, application result announcement, admission procedures).
- b. Your personal information used for screening for admission (e.g., academic transcript) may be used as reference material for academic and other research in order to improve future screenings for admissions and graduate education. (Research results are announced in such a way that individuals cannot be identified.)
- c. After you are admitted, your personal information is used for operations related to educational affairs (e.g., enrollment management, schooling guidance), student support (e.g., health control, tuition waivers, scholarship applications, job placement support), and tuition collection.

(2) Entrustment of operations to external business operators

The operations laid out in (1) above may be entrusted to some external business operator(s) under an agreement with them to ensure the proper treatment of personal information.

Smoking ban at the university

The university has banned smoking in the premises. All students are requested to observe this policy and to further cooperate by not smoking on roads or alleys around the university.