

**Application Procedure for Admission to  
Public Administration Course,  
Graduate School of Economics,  
Yamaguchi University**

**Autumn 2017 Enrollment**

Graduate School of Economics (Master's Programs),  
Yamaguchi University

1677-1 Yoshida, Yamaguchi City, 753-8514 JAPAN

TEL: (083) 933-5597, FAX: (083) 933-5514

E-mail: [ec191@yamaguchi-u.ac.jp](mailto:ec191@yamaguchi-u.ac.jp)

Applications for Autumn 2017 Admission to the Graduate School of Economics (Master's Programs), Yamaguchi University are invited as follows:

## I . Number of Admissions

There is no fixed limit on the number of students that may be admitted.

## II . Major, Course and Research Fields

Major	Course	Research Fields
Economics	Public Administration Course	Public Administration & Management, Decentralization and Local Governance, Public Finance, Governance Studies, Development Economics

## III. Qualification for Application

Those who meet any one of the following requirements:

1. Those who hold or will be granted a bachelor's degree by the end of September 2017.
2. Those who have completed or are expected to complete 16 years of formal education by the end of September 2017.
3. Those who have reached the age of 22 by the end of September 2017 and pass a preliminary screening, of application documentation, to determine that they have reached a level of academic ability either equal to or surpassing an undergraduate degree. Those wishing to apply under this requirement will thus be required to submit prescribed application documentation in advance. Please contact The Admissions Office, The Graduate School of Economics, Yamaguchi University, for details.

## IV. Application Procedures

### 1. Application period

Applications must arrive during the period designated below:

From June 1 (Thursday) till June 8 (Thursday), 2017

### 2. Application documents

#### (1) Application Form for Admission

The form provided by the Graduate School is required.

#### (2) Photograph Card, Examination Card and Mailing Address Card

The forms provided by the Graduate School are required.

- (3) Academic Transcript
- (4) Certificate of (Prospective) Graduation
- (5) TOEIC score sheet (that certifies your score is above 820) or TOEFL iBT equivalent (above 92) or IELTS equivalent (above 6.5)

(6) Research Plan

Applicants are required to submit a research plan on the form provided by the Graduate School.

(7) Confirmation of your name and nationality

Please submit either

- (a) Certificate of citizenship of your nation
- (b) A copy of your passport

(8) Self-addressed envelope for returning your Examination Card

An envelope with the applicant's name, present address and zip code (no postage stamps required).

(9) Examination Fee

¥30,000 (Japanese Yen)

(A) From within Japan

Attach the receipt from the Japan Post Bank (post office) transfer certificate (for customers) [振替払込受付証明書(お客さま用)] to the back of your application form, after filling all the relevant information in the form and paying the fee into the Japan Post Bank account of Yamaguchi University.

The fee will not be returned, once the application form is received, for any reason except in cases of

- ① having paid, but not having submitted an application form,
- ② having paid twice, or
- ③ the application being rejected at preliminary screening.

(B) From Overseas

Send the application fee by bank transfer, paying all transfer and exchange charges at the point of remittance, plus an additional ¥2,500 (JPY) to cover the cost of international fund transfer acceptance charges levied by Yamaguchi University's bank in Japan.

Please note that the fee must reach our account by the application deadline and that a copy of a proof of remittance (such as bank transfer receipt) showing the amount, the date, the payer and the payee (Yamaguchi University) should be enclosed in the mail with the application documentation.

Bank name	YAMAGUCHI BANK LTD
Branch name	Yamaguchi
Branch address	2-5-5 Ekidoori, Yamaguchi-shi, Yamaguchi, JAPAN
Account name	KOKURITUDAIGAKUHOJINYAMAGUCHIDAIGAKU GAKUCYOU OKA MASA AKI
Account number	6531091
BIC (SWIFT) code	YMBKJPJT
Address	Yamaguchi University 1677-1 Yoshida Yamaguchi-shi Yamaguchi 753-8511 JAPAN
Phone Number	+81-83-933-5103

### 3. Address for Application

Send all application materials by registered express mail to the following address:

Admissions Office

Graduate School of Economics

Yamaguchi University

1677-1, Yoshida, Yamaguchi City, 753-8514 JAPAN

## V. Selection of Candidates for Admission

Selection of successful candidates is determined by comprehensive consideration based on the results of an application document screening, on-site interview examination and evaluation of submitted records issued by required institutions.

## VI. Date and Place of Examination

1. Date of Examination: Beginning of July 2017(to be notified)

2. Place of Examination: In the applicant's country (to be determined)

## VII. Announcement of Application Results and Admission Procedures

1. The results of the entrance examination will be mailed to all applicants by noon July 26 (Wednesday), 2017. Successful applicants' registration numbers will also be shown on the

website of the Graduate School of Economics.

## 2. Admission Procedures

Detailed information will be sent to successful applicants.

## VIII. Others

1. Those who wish to make inquiries about the application procedures should e-mail in either Japanese or English to :

The Graduate School of Economics Admission Office, [ec191@yamaguchi-u.ac.jp](mailto:ec191@yamaguchi-u.ac.jp)

2. Application documents will not be returned and their contents cannot be changed after their submission.

Furthermore, any person who has made false statement in any application document may forfeit their right to enrollment even after formal admission has taken place.

3. Any person who does not complete the admission procedure within the admission procedure period defined above will be deemed to have withdrawn their application.

4. Fees to be paid on entering the Graduate School:

(1) Matriculation Fee: ¥282,000

Subject to change, payable at admission

(2) Tuition Fee: ¥267,900 for the first semester

Subject to change, payable at entrance

¥267,900 for the second semester

Subject to change, payable at the end of November

Applicant No.	※
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Leave the ※-marked column blank.

## 2017 Application Form for Admission to Graduate School of Economics, Economics, Public Administration Course (Master's Programs) at Yamaguchi University

Name (signature)	Family name	First name	Middle name
Date of birth	Year      Month      Day	Nationality	
Sex	Male      •      Female		
Research Subject			
Present address			
	Tel	Fax	
	E-mail		
Mailing Address (if different from the present address)			
	Tel	Fax	
Educational Background  If you have been educated outside Japan, begin with your elementary school.  If educated in Japan, begin with your senior high school.	enrolled: (Year)      (Month)		
	graduated: (Year)      (Month)		
	enrolled: (Year)      (Month)		
	graduated: (Year)      (Month)		
	enrolled: (Year)      (Month)		
	graduated: (Year)      (Month)		
Current place of employment	Organization	Department	Position
	Address		
	Tel	Fax	

Please attach the receipt from the Japan Post Bank (post office) transfer certificate (for customer) [振替払込受付証明書 (お客さま用) ] here.

2017 Graduate School of Economics, Economics,  
Public Administration Course (Master's Programs)

### Photograph Card

Applicant No.	※	Past a 4-by-3cm photo of your hatless head and shoulders, taken within the last 3 months
Name		

Leave the ※-marked column blank.

2017 Graduate School of Economics, Economics,  
Public Administration Course (Master's Programs)

### Examination Card

Applicant No.	※
Name	

Leave the ※-marked column blank.

Keep this card on your desk during the examination.

○Mailing address card 1

Address	
Name	

○Mailing address card 2

Address	
Name	

Write down your name and address for mailing you the results.



Applicant No.	※
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Leave the ※-marked column blank

## Research Proposal

Name	
<p>1. Progress Report on Your Research-How much progress have you made with your research? (in approximately 500 English words)</p>	

2. Your Research Proposal (in approximately 500 English words)