

2019年（10月入学）

名古屋大学大学院国際開発研究科  
博士後期課程

Doctoral Program

Application Guidebook

for the Academic Year 2019

学生募集要項

October Enrollment

Graduate School of International Development

(GSID)

NAGOYA UNIVERSITY

名古屋大学大学院  
国際開発研究科

### Academic Calendar (April Enrollment)

Apr.3	GSID International Student Orientation
Apr. 5	Entrance ceremony, GSID Orientation
Apr. 8	University-wide International Student Orientation.
Apr. 9•10	Computer, Library and Plagiarism Orientation.
Apr. 11	Spring Semester Begins.
Mid Apr.	Annual Medical Examination Submission of Research Plan Submission of Class Registration Form.
Late Apr.	Payment Deadline for Spring Semester Tuition Fees
May 1	Anniversary of Nagoya University.
Jun.13 -16	University Festival
Jul. 26	Spring Semester Ends.
Late Jul. - Mid Sep.	Intensive Courses.
Aug. 8	Summer Holidays (until Sep. 30).
Mid Sep.	Overseas Fieldwork (OFW).
Oct. 2	Fall Semester Begins.
Mid Oct.	Submission of Class Registration Form
Late Oct.	Domestic Fieldwork (DFW). Payment Deadline for Fall Semester Tuition Fees.
Dec. 13	Deadline for Submission of Ph.D. Dissertation.
Mid Dec.	Application Period for Master's Program (February Examination) and Doctoral Program
Dec. 28	Winter holidays (until Jan. 7).
Jan. 10	Deadline for Submission of Master's Thesis.
Jan. 28	Fall Semester Ends.
Late Jan.	Entrance Examination for Master's Program (February Examination)
Feb. 3	Oral Defense for Master's Thesis
Early Feb.	Entrance Examination for Doctoral Program.
Mid Feb.	Announcement of Examination Results for Master's Program. (February Examination) and Doctoral Program Application Period for Research Student Program (except Privately-financed International Students).
Early Mar.	Announcement of Applications Results for Research Students.
Mid Mar.	Application for Tuition Exemption for Academic Year 2019.
Mar. 25	Annual Commencement.
Mar. 26-27	Registration of Newly Admitted Students for Academic year 2019.

\* Dates for Make-up Classes

May.11, 25, Jun. 29, Jul. 6,13,20, Oct. 26, Nov. 9,27,28, Dec. 25,

### Academic Calendar (October Enrollment)

Sep.30	GSID Orientation.
Oct. 1	Entrance Ceremony.
Oct.2	Fall Semester Begins.
Early Oct.	Computer, Library and Plagiarism Orientation. University-wide International Student Orientation.
Mid Oct.	Annual Medical Examination. Submission of Class Registration Form. Submission of Research Plan Payment Deadline for the Fall Semester Tuition Fees
Late Oct.	Winter Holidays (until Jan. 7). Fall Semester Ends.
Dec. 28	Application for Tuition Exemption for Academic Year 2019
Jan. 28	
Mid Mar.	
* Dates for Make-up Classes	
Oct. 26, Nov. 9,27,28, Dec. 25	
Mid Apr.	Spring Semester Begins. Submission of Class Registration Form
Late Apr.	Payment Deadline for Spring Semester Tuition Fees
May 1	Anniversary of Nagoya University.
Early Jun.	University Festival
Mid Jun.	Deadline for Submission of Ph.D. Dissertation. Application Period for Doctoral Program (October Enrollment)
Early Jul.	Deadline for Submission of Master's Thesis.
Late Jul.	Oral Defense for Master's Thesis. Spring Semester Ends
May 1	Entrance Examination for Doctoral Program (October Enrollment)
Early Jun.	Announcement of Exemption Results for Doctoral Program (October Enrollment)
Late Jul. - Late Sep.	Intensive courses.
Early Aug.	Summer Holidays (until Sep.30).
Aug.	Application Period for Research Student Program (October Enrollment) (except Privately-financed International Students).
Late Sep.	Announcement of Applications Results for Research Students. Annual Commencemen

## Admission Policy

As detailed in our Mission Statement, the Graduate School of International Development aims to educate researchers and professionals who can contribute to international development cooperation. We equip these researchers and professionals with excellent independent research capabilities and practical work skills.

The Graduate School of International Development seeks the following persons:

1. Those who have a strong desire to conduct empirical research on the development problems that the international community, states, and civil society organizations tackle by using social science theories and methods, and to contribute to policy making and implementation from a global perspective;
2. Those who have the will to contribute to state- and community-building in cooperation with the international community and with a full understanding of national and local realities;
3. Those who are eager to realize sustainable development and just societies at the global level while establishing a worldwide network of governments, universities, international organizations, private companies, nongovernmental organizations, and individual citizens.

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Doctoral Program Application Guidebook for the Academic Year 2019

(April Enrollment)

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Note: Regarding the procurement of Forms, please refer to “3. Procurement of Application Forms” (p.1) in this *Doctoral Program Application Guidebook* for the Academic Year 2019.

## **I . General Selection (October Enrollment)**

Those who want to be admitted to the Ph.D. Program of the Graduate School of International Development in 2019 must follow the following instructions.

### **1. Admission Openings**

Department of International Development and Cooperation: A limited number.

### **2. Filing Period**

June 3 (Monday) to June 7 (Friday), 2019

Applications will be accepted from 9:00 to 16:00, except on Saturday and Sunday

For those sending applications by registered mail, applications MUST be reached the Student Affairs Division for the Schools of Humanities and Social Sciences, GSID administration office by 16:00 on June 7 (Friday), 2019. ANY applications received after this date and time will not be considered for processing.

### **3. Procurement of Application Forms**

Please procure the Application Forms, which are sent by mail. For applicants living in Japan who wish to receive the application forms, please send an envelope 32cm×24cm in size, self-addressed with stamps worth 250 yen attached and a letter requesting the 2019 Doctoral Program Application Forms (October Enrollment).

A self-addressed envelope with stamps worth 250 yen

For applicants living outside of Japan, who wish to receive the application forms, first, please send an email to [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp) requesting Application Forms.

### **4. A Prior Agreement of GSID Faculty Member**

It is strongly recommended that before applying for this program, an applicant should get the agreement of a faculty member such as Professor or Associate Professor of GSID to become the applicant's academic adviser if the individual is admitted to GSID

Visit the following website to get information on GSID faculty members.

The List of Faculty Members of GSID

<https://www.gsid.nagoya-u.ac.jp/en/general/members/>

The Faculty Profile offered by Nagoya University

<http://profs.provost.nagoya-u.ac.jp/view/search?m=affiliation&l=en&a2=0000045&s=1&o=affiliation>

### **5. Selection Process, Date, and Location**

There will be no written examination. Applicants will be examined only through the oral examination.

Oral examination: July 22 (Monday), 2019

Please come to the reception desk in the morning between 9:30 am. and 9:50 am in July 22.

Department	Date and Time	Place	Language
Department of International Development and Cooperation	10:00 am. July 22 (Monday)	GSID	English or Japanese

\* How to confirm the latest information in case of unforeseen circumstances

The examination schedule and selection measures mentioned may change in case of the spread of infectious diseases or other unforeseen circumstances. Please check the website regularly for the latest information, especially before the application and the examination dates.

GSID Website: <https://www.gsid.nagoya-u.ac.jp/>

## 6. Announcement of Examination Results

- (1) Date: July 26 (Friday), 2019, 14:00. NO telephone inquiries will be accepted.
- (2) Location: The Entrance hall of the GSID building.
- (3) Notification: The Official letters of admission will be sent out by postal mail after the announcement.

## 7. Entrance Registration Procedures

Detailed information will be sent out at a later date.

- (1) Entrance Registration Days:  
September 26 (Thursday), 2019
- (2) Required Fees:
  - ① Entrance Fee: 282,000 yen
  - ② Tuition Fee (6 months: October, 2019—March, 2020): 267,900 yen (535,800 yen per year)

\*1 Those who have already enrolled in other universities are, in principle, unable to enroll in GSID. However, under the certain circumstances, there may be the cases of acceptance. Please contact the GSID Administration Office, Student Affairs Division for the School of Humanities and Social Sciences before undertaking entrance registration procedures.

\*2 Please note that if the fees change before your entrance to the university or during your stay at the Nagoya University, you will need to pay the revised fees.

\*3 Among the successful candidates, Jobholders will be asked to submit a letter of approval issued by an immediate manager or a letter of self-consent to accept the studentship at the GSID. No format is provided.

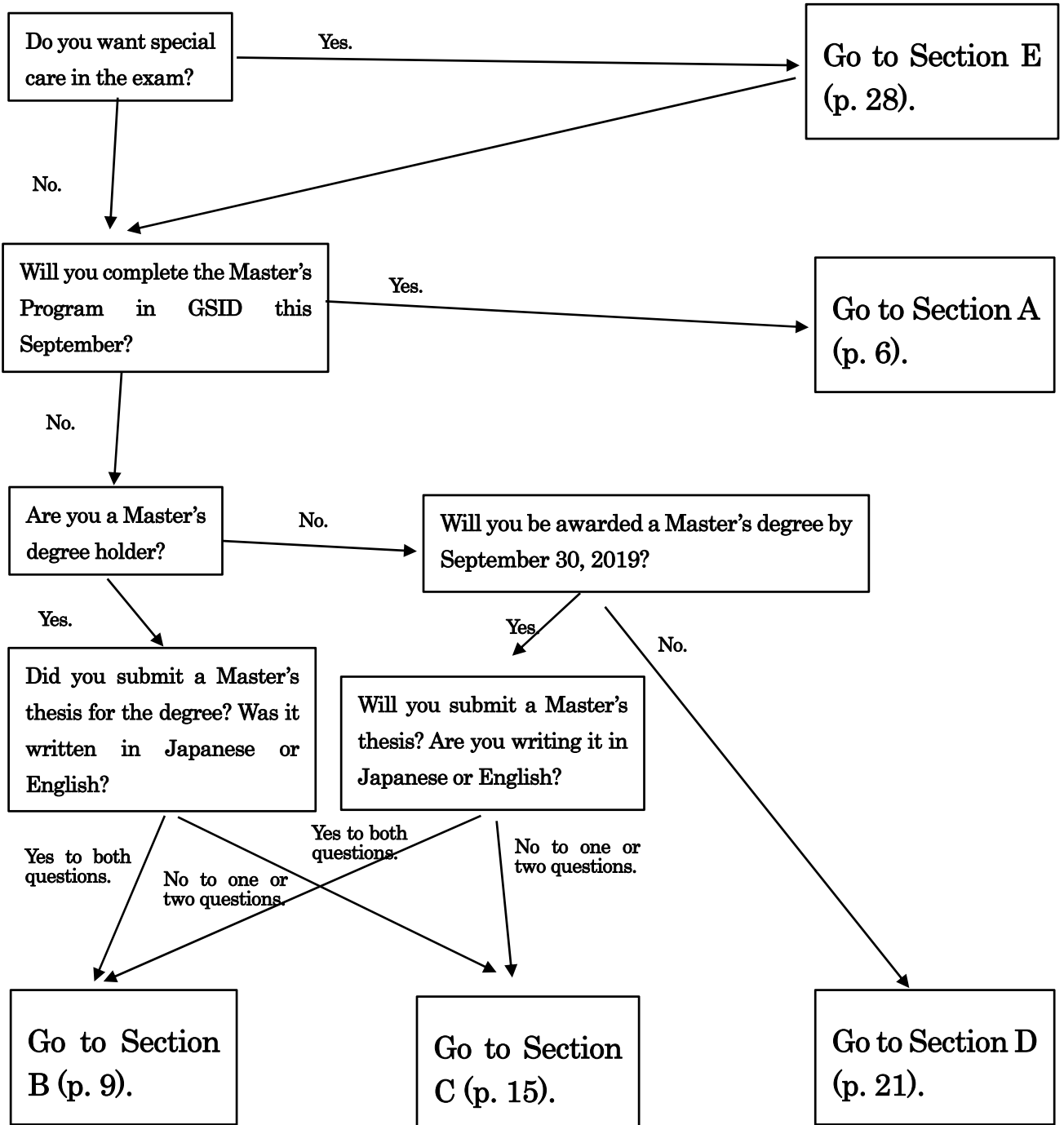
## 8. Related Information

- (1) After applications are filed, changes in submitted documents are not permitted. The examination fee of 30,000 yen is non-refundable. Submitted documents will not be returned.
- (2) Please refer to our website (<https://www.gsid.nagoya-u.ac.jp/>) for details about the GSID.
- (3) Applicant's name, email address and other personal information included in application

documents will be used only for the purpose of grading and registering during the entrance examination, selection process, announcement of examination results, entrance registration procedures and student affairs after admission. Personal information will be used appropriately and will not be used for any other purposes.

GSID Administration Office  
Student Affairs Division for the Schools of Humanities  
and Social Sciences.  
Integrated Research Building  
The Nagoya University  
B4-4 (700) Furo-cho, Chikusa-ku, Nagoya,  
464-8601, JAPAN  
Tel: +81-52-789-4957  
Fax: +81-52-789-4921  
Email: [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp)  
<https://www.gsid.nagoya-u.ac.jp/>

# Eligibility and Procedures for Application





- A. Applicants who will complete the Master's Program in GSID, coming this September → Page 6.
- B. Applicants who have, or will have, completed Master's Program by submitting a Master's thesis written in Japanese or English by September 30, 2019. → Page 9.
- C. Applicants who hold, or will hold, a Master's degree without submitting a Master's thesis by September 30, 2019, or who have, or will have, submitted a Master's thesis written in a language other than Japanese or English by September 30 2019. → Page 15.
- D. Applicants who do not hold, or will not hold, a Master's degree by September 30, 2019. → Page 21.
- E. Handicapped applicants who need some special care in the examination. → Page 28.

## A. Applicants who will complete the Master's Program in GSID, coming this September

### 1. Required Documents

Applicants who will complete the Master's Program in GSID, coming this September must complete and send in the items listed below. Please type or write clearly by using black ink.

#### (1) Forms provided by GSID which all the applicants must submit

##### A① Application Form\*

Fill out the application form of each necessary items.

##### A② Curriculum Vitae/Resume\*

Fill out the application form each of necessary items.

##### A③ Photograph and Examinee's Registration Card\*

Fill out the application form of each necessary items. Attach passport-style photo, 4 cm × 5 cm in size, taken within the last 3 months, showing the head and shoulders from a frontal view, with no hat on.

##### A④ Receipt Form\*

Fill in your name on the receipt forms.

##### A⑤ Self-addressed Envelopes\*: 2 envelopes

Use the two envelopes provided. Write down the postal address, postal code, and name of the addressee on the envelopes. Attach stamps worth 372 yen to each envelope. If you cannot obtain Japanese stamps, please enclose 6 International Reply Coupons, which are available at a local post office.

##### A⑥ Contact Address Labels\*: 2 labels

Labels are provided. Please fill out your name and contact address on the two labels marked.

\*Refer to "3. Procurement of Application Forms" (p.1) in this *Doctoral Program Application Guidebook* for the Academic Year 2019 in order to get information on how to obtain forms A①, A②, A③, A④, A⑤ and A⑥.

#### (2) Documents in a free format which all the applicants must submit

##### A⑦ Research Proposal: 3 copies.

Research proposal must be written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4-size paper. Three hard copies are to be submitted.

#### (3) Optional documents which may be voluntarily submitted

##### A⑬ Academic work

Applicants may submit academic papers and/or books written by the applicants in Japanese or in English on the research topic specified in the research proposal. Three copies of the

academic work and their summary in about 3,000 characters of Japanese or in about 1,200 words of English are to be submitted. When the applicant wants to submit published work, please include the cover page of the publication. The applicant must attach a list of publication which should give the bibliographical data of all the academic work such as the author's name, the title of the paper, the name of the journal, volume number, the first page and the last page of those, and the year of publication. If a paper listed is not published, please indicate "unpublished." If the paper is a chapter of a book, please indicate the name of editors, the title of the book, the title of the chapter, the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication.

A<sup>⑬</sup> Academic work: 3 copies.

A<sup>⑭</sup> Summary of the academic work: 3 copies.

A<sup>⑮</sup> List of academic work: 3 copies.

A<sup>⑯</sup> A photocopy of official score sheet of a language proficiency test.

Applicants may submit a photocopy of official score sheet of TOEFL, TOEIC or IELTS as an English proficiency test, or JLPT as a Japanese proficiency test. This may be submitted voluntarily

## 2. Electronic files

Applicants must send the electronic files such as PDF file or MS Word file of the following documents to the GSID Administrative Office at [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp). Please write your name in the subject line.

A<sup>⑦</sup> Research Proposal

A<sup>⑬</sup> Academic work

A<sup>⑭</sup> Summary of the academic work

## 3. Examination Fee

The applicants of GSID students shall be exempted from the examination fee.

## 4. Inquiry

If you have any questions, please do not hesitate to send an inquiry to the GSID Administration Office at the following address.

GSID Administration Office  
Student Affairs Division for the Schools of Humanities  
and Social Sciences  
Integrated Research Building  
The Nagoya University  
B4-4 (700) Furo-cho, Chikusa-ku, Nagoya,  
464-8601, JAPAN  
Tel: +81-52-789-4957  
Fax: +81-52-789-4921  
Email: [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp)  
<https://www.gsid.nagoya-u.ac.jp/>

**A. Applicants who will complete the Master’s Program in GSID, coming this September**

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**Checklist**

	A①	Application Form	All applicants	
	A②	Curriculum Vitae/Resume	All applicants	
	A③	Photograph and Examinee’s Registration Card	All applicants	
	A④	Receipt Form	All applicants	
	A⑤	Two self-addressed Envelopes	All applicants	
	A⑥	Two Contact Address Labels	All applicants	
	A⑦	Research Proposal: 3 copies	All applicants	Email
	A⑬	Academic work: 3 copies	Optional	Email
	A⑭	Summary of the academic work: 3 copies	Optional	Email
	A⑮	List of academic work: 3 copies	Optional	
	A⑯	A photocopy of official score sheet of a language proficiency test	Optional	

↖ Check a mark ✓, when you make the document ready.

**B. Applicants who have, or will have, completed Master's Program by submitting a Master's thesis written in Japanese or English by September 30, 2019.**

**1. Eligibility**

Those who satisfy one or more of the following qualifications are eligible to apply under the section B.

By submitting a Master's thesis written in Japanese or English,

- ① Individuals who hold a Master's degree or Professional degree from a Japanese University or will receive a Master's degree or Professional degree from a Japanese University by the end of September, 2019.
- ② Individuals who have received a degree equivalent to a Master's degree or Professional degree in a country other than Japan or will receive one by the end of September, 2019.

Applicants may be requested to submit additional documents, if the GSID Administration Office is considered that it's necessary to verify the eligibility for application. Refer to Section D (p. 21) for more information.

**2. Required Documents (Common)**

Go to Section A (p. 6), if applicants are GSID students who will complete the Master's Program in coming this September.

The other applicants other than GSID students who will complete the Master's Program in coming this September must submit the following documents to the GSID Administration Office. Please type or write clearly by using black ink.

(1) Forms provided by GSID which all the applicants must submit

A① Application Form\*

Fill out the application form of each necessary items.

A② Curriculum Vitae/Resume\*

Fill out the application form of each necessary items.

A③ Photograph and Examinee's Registration Card\*

Fill out the application form of each necessary items. Attach passport-style photo, 4 cm × 5 cm in size, taken within the last 3 months, showing the head and shoulders from a frontal view, with no hat on.

A④ Receipt Form\*

Fill in your name on the receipt forms.

A⑤ Self-addressed Envelopes\*: 2 envelopes

Use the two envelopes provided. Write down the postal address, postal code, and name of the addressee on the envelopes. Attach stamps worth 372 yen to each envelope. If you cannot obtain Japanese stamps, please enclose 6 International Reply Coupons, which are available at a local post office.

A⑥ Contact Address Labels\*: 2 labels

Labels are provided. Please fill in your name and contact address on the two labels marked.

\*Refer to “3. Procurement of Application Forms” (p.1) in this *Doctoral Program Application Guidebook* for the Academic Year 2019 in order to get information on how to obtain forms A①, A②, A③, A④, A⑤ and A⑥.

(2) Documents in a free format which all the applicants must submit

A⑦ Research Proposal: 3 copies.

Research proposal must be written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4-size paper. Three hard copies are to be submitted.

(3) Documents to be submitted by those who are not Japanese nationals

A⑧ A photocopy of the passport

Applicants without Japanese nationality must submit a photocopy of the page of their valid passport showing the passport number and the applicant's photograph.

A⑨ A photocopy of the Residence Card

Those applicants who are currently residing in Japan must also submit a photocopy of their Residence Card (both sides).

(4) Optional documents which may be voluntarily submitted

A⑩ Letter of recommendation

Letter of recommendation must be written and sealed by the applicant's academic advisor from the university s/he attended. A letter from the applicant's present supervisor is also acceptable. This may be submitted voluntarily.

A⑪ Letter of self-recommendation

This may be submitted voluntarily.

A⑫ Statement concerning applicant's previous working and/or research experience: 3 copies

Please write or type 2,000 characters in Japanese or 800 words in English on a separate sheet of A4-size paper. This may be submitted voluntarily.

A⑬ Academic work

Applicants may submit academic papers and/or books written by the applicants in Japanese or in English on the research topic specified in the research proposal. Three copies of the academic work and their summary in about 3,000 characters of Japanese or in about 1,200 words of English are to be submitted. When the applicant wants to submit published work, please include the cover page of the publication. The applicant must attach a list of publication which should give the bibliographical data of all the academic work such as the author's name, the title of the paper, the name of the journal, volume number, the first page and the last page of those,

and the year of publication. If the list includes unpublished paper, please clearly indicate “unpublished.” If the paper is a chapter of a book, please write the name of editors, the title of the book, the title of the chapter, the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication.

A⑬ Academic work: 3 copies.

A⑭ Summary of the academic work: 3 copies.

A⑮ List of academic work: 3 copies.

A⑯ A photocopy of official score sheet of a language proficiency test.

Applicants may submit a photocopy of official score sheet of TOEFL, TOEIC or IELTS as an English proficiency test, or JLPT as a Japanese proficiency test. This may be submitted voluntarily.

### **3. Required Documents (for Section B)**

In addition to the above documents, applicants must submit the following documents.

B① Official Transcripts from your previous school(s)

They must be issued by the institution which has awarded, or will have awarded, the Master’s degree. Photocopies will not be accepted.

B② Certificate of Graduation or Expected Graduation

This must be issued by the institution which has awarded, or will have awarded, the Master’s degree. Photocopies will not be accepted.

B③ Master’s Thesis/Research Thesis: 3 copies

Three copies of Master’s thesis or research thesis are to be submitted.

B④ Summary of Master’s Thesis/Research Thesis: 3 copies

The summary must be written in about 3,000 characters in Japanese or about 1,200 words in English.

### **4. Submission of Master’s Thesis**

(1) Unfinished Master’s thesis

If applicants have not completed their Master’s thesis due to the submission date fixed by the institution to which they belong, they may be allowed to submit the Master’s thesis and its final summary by July 5 (Friday), 2019. When they send the application form to the GSID Administration Office, those applicants must submit a certificate regarding the submission date for the Master’s thesis issued by the dean of the institution or their supervisor as well as the tentative summary of the unfinished thesis written in about 3,000 characters in Japanese or about 1,200 words in English.

The deadline of submission date: 16:00, July 5 (Friday), 2019

B⑤ Tentative summary of the unfinished thesis: 3 copies.

B⑥ Certificate regarding the submission date for the Master's thesis

(2) Master's thesis not written in Japanese or English

If the Master's thesis is not written in Japanese or English, please go to Section C (p. 15).

(3) When the topic of the research proposal is different from that of the Master's thesis

If the topic of the research proposal is considerably different from that of the Master's thesis, the applicant must submit three copies of academic paper related to the proposed topic, in more than 10,000 Japanese characters or more than 4,000 English words, whether published or not, and its summary, about 3,000 characters in Japanese or about 1,200 words in English, in addition to the Master's thesis. Unpublished paper must be one written in more than 10,000 Japanese characters or 4,000 English words. When the applicant wants to submit published work, please include the cover page of the publication. The applicants must attach a list of publication which should give the bibliographical data of all the academic work such as the author's name, the title of the paper, the name of the journal, volume number, the first page and the last page of those, and the year of publication. If the list includes unpublished paper, please clearly indicate "unpublished." If the paper is a chapter of a book, please write the name of editors, the title of the book, the title of the chapter, the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication. If the applicant submits academic work (A⑬, A⑭ and A⑮), the following documents (B⑦, B⑧ and B⑨) are not necessary. A statement of the reason why you decided to change the topic must be submitted.

B⑦ Academic papers: 3 copies.

B⑧ Summary of the academic papers: 3 copies.

B⑨ List of academic papers: 3 copies.

B⑩ Statement of the reason for the change of topic: 3 copies.

(4) Revised Master's thesis

Applicants are allowed to submit the modified thesis for the Master's degree. In this case, they are required to submit both the original Master's thesis which was duly submitted to the previous institution and the revised one.

B⑪ Revised Master's thesis: 3 copies.

## 5. Electronic files

Applicants must send the electronic files such as PDF file or MS Word file of the following documents to the GSID Administration Office at [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp). Please write your name in the subject line.

A⑦ Research proposal

A⑫ Statement concerning applicant's previous working and/or research experience



- A⑬ Academic work
- A⑭ Summary of academic work
- B③ Master's thesis/Research Thesis
- B④ Summary of Master's thesis
- B⑤ Summary of unfinished Master's thesis
- B⑦ Academic papers equivalent to Master's thesis/Research (unnecessary if A⑬ is submitted)
- B⑧ Summary of academic papers (unnecessary if A⑭ is submitted)
- B⑪ Revised Master's thesis

## 6. Examination Fee

Applicants must pay an examination fee of 30,000 yen (non-refundable). In Japan, please use a Japanese Postal Money Order but do not fill it in anything.

- Y① Japanese Postal Money Order of 30,000 yen

Those who will receive a Master's degree in September, 2019 from the Nagoya University and wish to apply to the GSID Doctoral Program do not need to pay the fee.

The students funded by the Japanese government, such as Monbukagakusho (MEXT) scholarship students, do not need to pay the examination fee either. Those students need to submit the certificate of their scholarship unless they are currently enrolled in the Nagoya University.

## 7. Inquiry

If you have any questions, please do not hesitate to send an inquiry to the GSID Administration Office at the following address.

GSID Administrative Office  
 Student Affairs Division for the Schools of Humanities  
 and Social Sciences  
 Integrated Research Building  
 Nagoya University  
 B4-4 (700) Furo-cho, Chikusa-ku, Nagoya,  
 464-8601, JAPAN  
 Tel: +81-52-789-4957  
 Fax: +81-52-789-4921  
 Email: [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp)  
<https://www.gsid.nagoya-u.ac.jp/>

**B. Applicants who have, or will have, completed Master's Program by submitting a Master's thesis written in Japanese or English by September 30, 2019**

**Checklist**

A①	Application Form	All applicants	
A②	Curriculum Vitae/Resume	All applicants	
A③	Photograph and Examinee's Registration Card	All applicants	
A④	Receipt Form	All applicants	
A⑤	Two self-addressed Envelopes	All applicants	
A⑥	Two Contact Address Labels	All applicants	
A⑦	Research Proposal: 3 copies	All applicants	Email
A⑧	A photocopy of the passport	Non-Japanese	
A⑨	A photocopy of the Residence Card	Non-Japanese	
A⑩	Letter of recommendation	Optional	
A⑪	Letter of self-recommendation	Optional	
A⑫	Statement concerning applicant's previous working and/or research experience: 3 copies	Optional	Email
A⑬	Academic work: 3 copies	Optional	Email
A⑭	Summary of the academic work: 3 copies	Optional	Email
A⑮	List of academic work: 3 copies	Optional	
A⑯	A photocopy of official score sheet of a language proficiency test	Optional	
Y①	Japanese Postal Money Order of 30,000 yen	Relevant applicants	
B①	Official Transcripts from your previous school(s)	All applicants	
B②	Certificate of Graduation or Expected Graduation	All applicants	
B③	Master's Thesis/Research Thesis: 3 copies	All applicants	Email
B④	Summary of Master's Thesis/Research Thesis: 3 copies	All applicants	Email
B⑤	Summary of unfinished Master's thesis: 3 copies	Relevant applicants	Email
B⑥	Certificate regarding the submission date for the Master's thesis	Relevant applicants	
B⑦	Academic papers: 3 copies	Relevant applicants	Email
B⑧	Summary of the academic papers: 3 copies	Relevant applicants	Email
B⑨	List of academic papers: 3 copies	Relevant applicants	
B⑩	Statement of the reason for the change of topic: 3 copies	Relevant applicants	
B⑪	Revised Master's thesis: 3 copies	Optional	Email

↖ Check a mark ✓, when you make the document ready.

**C. Applicants who hold, or will hold, a Master's degree without submitting a Master's thesis by September 30, 2019 or who have, or will have, submitted a Master's thesis written in a language other than Japanese or English by September 30, 2019.**

**1. Eligibility**

Those who satisfy one of the following requirements:

Without a Master's thesis submitted or with a Master's thesis submitted in a language other than Japanese or English,

- ① Individuals who hold a Master's degree or Professional degree from a Japanese University or will receive a Master's degree or Professional degree from a Japanese University by the end of September, 2019.
- ② Individuals who have received a degree equivalent to a Master's degree or Professional degree in a country other than Japan or will receive one by the end of September, 2019.

**2. Required Documents**

- (1) Forms provided by GSID which all the applicants must submit

A① Application Form\*

Fill out the application form of each necessary items.

A② Curriculum Vitae/Resume\*

Fill out the application form of each necessary items.

A③ Photograph and Examinee's Registration Card\*

Fill out the application form of each necessary items. Attach passport-style photo, 4 cm × 5 cm in size, taken within the last 3 months, showing the head and shoulders from a frontal view, with no hat on.

A④ Receipt Form\*

Fill in your name on the receipt forms.

A⑤ Self-addressed Envelopes\*: 2 envelopes

Use the two envelopes provided. Write down the postal address, postal code, and name of the addressee on the envelopes. Attach stamps worth 372 yen to each envelope. If you cannot obtain Japanese stamps, please enclose 6 International Reply Coupons, which are available at a local post office.

A⑥ Contact Address Labels\*: 2 labels

Labels are provided. Please fill in your name and contact address on the two labels marked.

\*Refer to "3. Procurement of Application Forms" (p. 1) in this *Doctoral Program Application Guidebook* for the Academic Year 2019 in order to get information on how to obtain forms A①, A②, A③, A④, A⑤ and A⑥.

(2) Documents in a free format which all the applicants must submit

A⑦ Research Proposal: 3 copies.

Research proposal must be written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4-size paper. Three hard copies are to be submitted.

(3) Documents to be submitted by those who are not Japanese nationals

A⑧ A photocopy of the passport

Applicants without Japanese nationality must submit a photocopy of the page of their valid passport showing the passport number and the applicant's photograph.

A⑨ A photocopy of the Residence Card

Those applicants who are currently residing in Japan must also submit a photocopy of their Residence Card (both sides).

(4) Optional documents which may be voluntarily submitted

A⑩ Letter of recommendation

Letter of recommendation must be written and sealed by the applicant's academic advisor from the university s/he attended. A letter from the applicant's present supervisor is also acceptable. This may be submitted voluntarily.

A⑪ Letter of self-recommendation

This may be submitted voluntarily.

A⑫ Statement concerning applicant's previous working and/or research experience: 3 copies

Please write or type 2,000 characters in Japanese or 800 words in English on a separate sheet of A4-size paper. This may be submitted voluntarily.

A⑬ Academic work

Applicants may submit academic papers and/or books written by the applicants in Japanese or in English on the research topic specified in the research proposal. Three copies of the academic work and their summary in about 3,000 characters of Japanese or in about 1,200 words of English are to be submitted. When the applicant wants to submit published work, please include the cover page of the publication. The applicant must attach a list of publication which should give the bibliographical data of all the academic work such as the author's name, the title of the paper, the name of the journal, volume number, the first page and the last page, and the year of publication. If the list includes unpublished paper, please clearly indicate "unpublished." If the paper is a chapter of a book, please write the name of editors, the title of the book, the title of the chapter, the first and the last page, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication.

A⑬ Academic work: 3 copies.

A⑭ Summary of the academic work: 3 copies.

A⑮ List of academic work: 3 copies.

A⑩ A photocopy of official score sheet of a language proficiency test.

Applicants may submit a photocopy of official score sheet of TOEFL, TOEIC or IELTS as an English proficiency test, or JLPT as a Japanese proficiency test. This may be submitted voluntarily.

### 3. Required Documents (for Section C)

In addition to the above documents, applicants must submit the following documents.

C① Official Transcripts from your previous school(s)

They must be issued by the institution which has awarded, or will have awarded, the Master's degree. Photocopies will not be accepted.

C② Certificate of Graduation or Expected Graduation

This must be issued by the institution which has awarded, or will have awarded, the Master's degree. Photocopies will not be accepted.

C③ Summary of Master's Thesis/Research Thesis: 3 copies.

The summary must be written in about 3,000 characters in Japanese or about 1,200 words in English. This is a required document if the Master's thesis is written in a language other than Japanese or English. However, this is not required if no Master's thesis was submitted to the previous institution to get the Master's degree.

C④ Whole or partial translation of the Master's thesis: 3 copies.

If the Master's thesis is written in a language other than Japanese or English, Japanese or English translation of the whole or a part of the Master's thesis must be submitted to the GSID Administration Office. Japanese or English summary of the thesis will be accepted. However, it must be written in more than 10,000 Japanese characters or 4,000 English words. Translation is not necessary if no Master's thesis was submitted to the previous institution. Other academic papers (C⑤) may be submitted as a substitute for the Master's thesis.

C⑤ Academic papers equivalent to the Master's thesis: 3 copies.

If no Master's thesis was submitted to the previous institution, the applicant must submit three copies of academic paper related to the proposed topic, in more than 10,000 Japanese characters or more than 4,000 English words, whether published or not, and its summary (about 3,000 characters in Japanese or about 1,200 words in English). If the Master's thesis is written in a language other than Japanese or English, the applicant may submit three copies of academic paper, in more than 10,000 Japanese characters or more than 4,000 English words, whether published or not, related to the proposed topic and its summary (about 3,000 characters in Japanese or about 1,200 words in English) as a substitute for the whole or partial translation of the Master's thesis (C④). When the applicant wants to submit published work, please include the cover page of the publication.

When applicants submit academic papers, they must attach a list of publication which should give the bibliographical data of all the academic work such as the author's name, the

title of the paper, the name of the journal, volume number, the first page and the last page of those, and the year of publication. If the list includes unpublished paper, please clearly indicate “unpublished.” If the paper is a chapter of a book, please write the name of editors, the title of the book, the title of the chapter, the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication. If the applicant submits academic work (A⑬, A⑭ and A⑮), the following documents are not necessary.

- C⑤ Academic papers equivalent to the Master’s thesis: 3 copies
- C⑥ Summary of the academic papers: 3 copies
- C⑦ List of academic papers: 3 copies

#### 4. Electronic files

Applicants must send the electronic files such as PDF file or MS Word file of the following documents to the GSID Administration Office at [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp). Please write your name in the subject line.

- A⑦ Research Proposal
- A⑫ Statement concerning applicant’s previous working and/or research experience
- A⑬ Academic work
- A⑭ Summary of the academic work
- C③ Summary of Master’s Thesis/Research Thesis
- C④ Whole or partial translation of the Master’s thesis (unnecessary if C⑤ is submitted)
- C⑤ Academic papers equivalent to the Master’s thesis (unnecessary if A⑬ is submitted)
- C⑥ Summary of the academic papers (unnecessary if A⑭ is submitted)

#### 5. Examination Fee

Applicants must pay an examination fee of 30,000 yen (non-refundable). In Japan, please use a Japanese Postal Money Order but do not fill it in anything.

- Y① Japanese Postal Money Order of 30,000 yen

Those who will receive a Master’s degree in September, 2019 from The Nagoya University and wish to apply to the GSID Doctoral Program do not need to pay the fee.

The students funded by the Japanese government, such as Monbukagakusho (MEXT) scholarship students, do not need to pay the examination fee either. Such students need to submit the certificate of their scholarship unless they are currently enrolled in The Nagoya University.

#### 6. Inquiry

If you have any questions, please do not hesitate to send an inquiry to the GSID Administration Office at the following address.

GSID Administrative Office

Student Affairs Division for the Schools of Humanities  
and Social Sciences  
Integrated Research Building  
Nagoya University  
B4-4 (700) Furo-cho, Chikusa-ku, Nagoya,  
464-8601, JAPAN  
Tel: +81-52-789-4957  
Fax: +81-52-789-4921  
Email: [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp)  
<https://www.gsid.nagoya-u.ac.jp/>

**C. Applicants who hold, or will hold, a Master's degree without submitting a Master's thesis by September 30, 2019, or who have, or will have, submitted a Master's thesis written in a language other than Japanese or English by September 30, 2019.**

**Checklist**

	A①	Application Form	All applicants	
	A②	Curriculum Vitae/Resume	All applicants	
	A③	Photograph and Examinee's Registration Card	All applicants	
	A④	Receipt Form	All applicants	
	A⑤	Two self-addressed Envelopes	All applicants	
	A⑥	Two Contact Address Labels	All applicants	
	A⑦	Research Proposal: 3 copies	All applicants	Email
	A⑧	A photocopy of the passport	Non-Japanese	
	A⑨	A photocopy of the Residence Card	Non-Japanese	
	A⑩	Letter of recommendation	Optional	
	A⑪	Letter of self-recommendation	Optional	
	A⑫	Statement concerning applicant's previous working and/or research experience: 3 copies	Optional	Email
	A⑬	Academic work: 3 copies	Optional	Email
	A⑭	Summary of the academic work: 3 copies	Optional	Email
	A⑮	List of academic work: 3 copies	Optional	
	A⑯	A photocopy of official score sheet of a language proficiency test	Optional	
	Y①	Japanese Postal Money Order of 30,000 yen	Relevant applicants	
	C①	Official Transcripts from your previous school(s)	All applicants	
	C②	Certificate of Graduation or Expected Graduation	All applicants	
	C③	Summary of Master's Thesis/Research Thesis: 3 copies	Relevant applicants	Email
	C④	Whole or partial translation of the Master's thesis: 3 copies	Relevant applicants	Email
	C⑤	Academic papers equivalent to the Master's thesis: 3 copies.	Relevant applicants	Email
	C⑥	Summary of the academic papers: 3 copies	Relevant applicants	Email
	C⑦	List of academic papers: 3 copies	Relevant applicants	

↖ Check a mark ✓, when you make the document ready.



## **D. Applicants who do not hold, or will not hold, a Master's degree by September 30, 2019.**

### **1. Eligibility**

#### **(1) Application Requirements**

Those who meet one or more of the following qualifications are eligible to apply:

- ① Individuals who have received a degree equivalent to a Master's degree or Professional degree in Japan through correspondence educational managed by a foreign school or other recognized Student institution or will receive one by the end of September, 2019.
- ② Individuals who have received a Master's degree or Professional degree from a university in Japan that is recognized as a university belonging to the system of higher education of a foreign country and is approved by the Japanese Minister of Education, Culture, Sports, Science and Technology or will receive one by the end of September, 2019.
- ③ Individuals who have completed the course of the United Nations University and have received a degree equivalent to a Master's degree, or will have completed the course of the United Nations University and will have received a degree equivalent to a Master's degree by the end of September, 2019. The United Nations University refers the university established by the United Nations General Assembly's resolution of December 11, 1972. The university is provided for under Paragraph 2 of Article 1 of the Act on Special Measures (Law No. 72, 1976) concerning the Implementation of the Agreement between the United Nations and Japan relating to the Headquarters of the United Nations University.

#### **(2) Eligible applicants**

Meeting one of the above requirements,

Di: Individuals who have, or will have, received a degree equivalent to a Master's degree by September 30, 2019, by submitting a research paper.

⇒ Go to Section B (p. 9).

Dii: Individuals who have, or will have, received a degree equivalent to a Master's degree by September 30, 2019, without a research paper submitted.

⇒ Go to Section C (p. 15).

#### **(3) Non-eligible applicants**

Individuals who do not meet either requirement indicated above may be allowed to apply for the entrance examination after they pass the eligibility screening.

### **2. Eligibility Screening**

#### **(1) Eligible individuals upon the eligibility screening**

The following individuals may be qualified as eligible applicants for entrance examination after the eligibility screening.

Di: Individuals who have been approved by the Japanese Minister of Education, Culture, Sports, Science and Technology (Ministry Notice No. 118 of 1989)

Those who meet the following two qualifications:

- ① Have at least 2 years of research experience at a university or a research institute after graduation from a Japanese university or after 16 years of formal education outside Japan, and
- ② Individuals who have been recognized by GSID, based on individual eligibility screening for the examination, as having academic ability equal to or exceeding those holding a Master's degree, and are aged not less than 24 years by the end of September 2019.

(2) Application for eligibility screening will be accepted, even when the applicants are individuals who do not meet either one of the above requirement or when the applicants want to get confirmation on their eligibility for the entrance examination.

### 3. Documents Required for the Eligibility Screening

Applicants for eligibility screening must submit the following document for the purpose of screening to the GSID Administrative Office. Please type or write clearly using black ink.

(1) Required documents which all the applicants for the eligibility screening must submit.

D① Application for Eligibility Screening for the Examination\* (Form provided)

Fill out the application form of each necessary items.

D② Curriculum Vitae/Resume\* (Form provided)

Fill out the application form of each necessary items. This is the same form as A②.

D③ Research Proposal: 3 copies

Research proposal must be written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4-size paper. Three hard copies are to be submitted. This is the same document as A⑦.

D④ Official transcripts

Official transcripts at the undergraduate course issued by a university or official transcripts from the last school(s) in which you were enrolled. Photocopies will not be accepted.

D⑤ University diploma or certificate of graduation

University diploma or certificate of graduation from your previous school(s). Photocopies will not be accepted.

D⑥ One self-addressed envelope

Enclose a self-addressed 12 cm × 23.5 cm envelope, with a stamp worth 372 yen attached. This is to inform you of the results of your eligibility screening for the examination. If you live outside Japan and cannot obtain Japanese stamps, please enclose 6 International Reply Coupons, which are available at a local post office.

\* Refer to “3. Procurement of Application Forms” (p. 1) in this *Doctoral Program Application Guidebook* for the Academic Year 2019 in order to get information on how to obtain forms D①

and D②.

(2) Optional documents which may be voluntarily submitted

D⑦ Letter of recommendation

Letter of recommendation must be written and sealed by the applicant's present supervisor or employer, stating the period of your employment. This may be submitted voluntarily.

D⑧ Letter of self-recommendation

This may be submitted voluntarily.

D⑨ Certificate of Research Experience\* (Form provided).

Certificate of Research Experience must be submitted, if the applicant has certain period of research experience. This must be certified by the head of a research institute where the applicant conducted a research.

D⑩ Products of the research or working experience

Applicants may submit academic papers and/or books written by the applicants in Japanese or in English on the research topic specified in the research proposal. Three copies of the academic work, whether published or not, and their summary in about 3,000 characters of Japanese or in about 1,200 words of English are to be submitted (same as A⑬ and A⑭). When the applicant wants to submit published work, please include the cover page of the publication. The applicant must attach a list of publication (same as A⑮), which should give the bibliographical data of all the academic work such as the author's name, the title of the paper, the name of the journal, volume number, the first page and the last page, and the year of publication. If the list includes unpublished paper, please clearly indicate "unpublished." If the paper is a chapter of a book, please write the name of editors, the title of the book, the title of the chapter, the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication.

A report may be submitted on the products from the applicant's work experience, if any. It must be written in Japanese (3,000 characters) or in English (1,200 words), on A4-size paper.

D⑩ Academic work: 3 copies

D⑪ Summary of academic work: 3 copies

D⑫ List of academic work: 3 copies

D⑬ Report on the products of work experience: 3 copies

D⑭ Report on the applicant's work or research experience: 3 copies

The applicant may submit a report in Japanese (3,000 characters) or in English (1,200 words) on A4-size paper describing what the applicant did in the company or research institute.

\* Refer to "3. Procurement of Application Forms" (p. 1) in this *Doctoral Program Application*

*Guidebook* for the Academic Year 2019 in order to get information on how to obtain form D⑨.

#### **4. Electronic files**

Applicants must send the electronic files such as PDF file or MS Word file of the following documents to the GSID Administrative Office at [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp). Please write your name in the subject line.

- D③ Research Proposal
- D⑩ Academic work
- D⑪ Summary of academic work
- D⑬ Report on the products of work experience
- D⑭ Report on the applicant's work or research experience

#### **5. Eligibility Screening Procedures**

(1) Application period

Application will be accepted by 16:00, June 7(Friday), 2019.

No fee is payable for the purpose of the eligibility screening.

(2) Place to which the application must be submitted

The application documents must be submitted to the GSID Administration Office.

(3) Notification of the result

The result of the eligibility screening will be notified to the applicant approximately within two weeks after the documents are received.

(4) Application for eligibility screening and for examination

The applicant must submit necessary documents for the entrance examination, if the application for eligibility screening is submitted during the period for application for the examination. In this case, the applicant must pay the examination fee of 30,000 yen. The fee is not refundable, even if the applicant is decided not to be eligible for the examination after the careful screening.

#### **6. Those who pass the eligibility screening**

Those who pass the eligibility screening must submit the following documents during the period for application for the entrance examination (See p. 1) to the GSID Administration Office.

(1) Forms provided by GSID which all the applicants must submit

A① Application Form\*

Fill out the application form of each necessary items.

A③ Photograph and Examinee's Registration Card\*

Fill out the application form of each necessary items. Attach passport-style photo taken within the last 3 months, showing the head and shoulders from a frontal view, with no hat on (4 cm × 5 cm).

A④ Receipt Form\*

Fill in your name on the receipt forms.

A⑤ Self-addressed Envelopes\*: 2 envelopes

Use the two envelopes provided. Write down the postal address, postal code, and name of the addressee on the envelopes. Attach stamps worth 372 yen to each envelope. If you cannot obtain Japanese stamps, please enclose 6 International Reply Coupons, which are available at a local post office.

A⑥ Contact Address Labels\*: 2 labels

Labels are provided. Please fill in your name and contact address on the two labels marked.

\*Refer to “3. Procurement of Application Forms” (p. 1) in this *Doctoral Program Application Guidebook* for the Academic Year 2019 in order to get information on how to obtain forms A①, A③, A④, A⑤ and A⑥.

(2) Documents to be submitted by those who are not Japanese nationals

A⑧ A photocopy of the passport

Applicants without Japanese nationality must submit a photocopy of the page of their valid passport showing the passport number and the applicant's photograph.

A⑨ A photocopy of the Residence Card

Those applicants who are currently residing in Japan must also submit a photocopy of their Residence Card (both sides).

(3) Optional documents which may be voluntarily submitted

A⑩ A photocopy of official score sheet of a language proficiency test.

Applicants may submit a photocopy of official score sheet of TOEFL, TOEIC or IELTS as an English proficiency test, or JLPT as a Japanese proficiency test.

## 7. Examination Fee

Applicants must pay an examination fee of 30,000 yen (non-refundable). In Japan, please use a Japanese Postal Money Order but do not fill it in anything.

Y① Japanese Postal Money Order of 30,000 yen

Those who will receive a Master's degree in September, 2019 from the Nagoya University and wish to apply to the GSID Doctoral Program do not need to pay this fee.

The students funded by the Japanese government (Monbu-Kagaku-sho (MEXT) scholarship students) do not need to pay the examination fee either. Such students need to submit the certificate of their scholarship unless they are currently enrolled in Nagoya University.

## 8. Inquiry

If you have any questions, please do not hesitate to send an inquiry to the GSID Administration

Office at the following address.

GSID Administration Office  
Student Affairs Division for the Schools of Humanities  
and Social Sciences  
Integrated Research Building  
Nagoya University  
B4-4 (700) Furo-cho, Chikusa-ku, Nagoya,  
464-8601, JAPAN  
Tel: +81-52-789-4957  
Fax: +81-52-789-4921  
Email: [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp)  
<https://www.gsid.nagoya-u.ac.jp/>

**D. Applicants who do not hold, or will not hold, a Master's degree by September 30, 2019**

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**Checklist**

**(1) Documents for Eligibility Screening**

	D①	Application for Eligibility Screening	All applicants	
	D②	Curriculum Vitae/Resume	All applicants	
	D③	Research Proposal: 3 copies	All applicants	Email
	D④	Official transcripts	All applicants	
	D⑤	University diploma or certificate of graduation	All applicants	
	D⑥	One self-addressed envelope	All applicants	
	D⑦	Letter of recommendation	Optional	
	D⑧	Letter of self-recommendation	Optional	
	D⑨	Certificate of Research Experience	Optional	
	D⑩	Academic work: 3 copies	Optional	Email
	D⑪	Summary of academic work: 3 copies	Optional	Email
	D⑫	List of academic work: 3 copies	Optional	
	D⑬	Report on the products of work experience: 3 copies	Optional	Email
	D⑭	Report on the applicant's work or research experience: 3 copies	Optional	Email

↖ Check a mark ✓, when you make the document ready.

**(2) Documents for Application for the Examination**

	A①	Application Form	All applicants	
	A③	Photograph and Examinee's Registration Card	All applicants	
	A④	Receipt Form	All applicants	
	A⑤	Two self-addressed Envelopes	All applicants	
	A⑥	Two Contact Address Labels	All applicants	
	A⑧	A photocopy of the passport	Non-Japanese	
	A⑨	A photocopy of the Residence Card	Non-Japanese	
	A⑯	A photocopy of official score sheet of a language proficiency test	Optional	
	Y①	Japanese Postal Money Order of 30,000 yen	All applicants	

↖ Check a mark ✓, when you make the document ready.

## **E. Handicapped applicants who need some special care in the examination.**

### **1. Consultation on special care in the examination**

Applicants who need some special care in terms of taking exams should consult the GSID Administration Office, Student Affairs Division for the School of Humanities and Social Sciences, prior to applying for the examination.

#### (1) Consultation period

Consultation will be accepted by 16:00 on May 14 (Tuesday), 2019.

#### (2) Required Documents

Please submit the following documents:

##### E① A request letter for special care in the examination

A request letter for special care on A4-paper, stating the nature of the applicant's special needs, the arrangements desired for examinations (no special format required)

##### E② A doctor's diagnosis

A doctor's diagnosis of the applicant's special needs issued within three months. A photocopy of the diagnosis may be accepted.

##### E③ Other documents

The applicant may submit other documents.

#### (3) Consultation Method

The GSID Administration Office will notify the applicant on this matter.

※ Please contact the GSID Administration Office before the application deadline if the applicant with special needs wishes to consult about studies at the University.

### **2. Application Procedures for the Examination**

The applicant may submit the application for the entrance examination after the consultation with the GSID Administration Office.

A. Applicants who will complete the Master's Program in GSID coming this September → Go to Section A (p. 6).

B. Applicants who have, or will have, completed Master's Program by submitting a Master's thesis written in Japanese or English by September 30, 2019. → Go to Section B (p. 9).

C. Applicants who hold, or will hold, a Master's degree without submitting a Master's thesis by September 30, 2019, or who have, or will have, submitted a Master's thesis written in a language other than Japanese or English by September 30, 2019. → Go to Section C (p. 15).



D. Applicants who do not hold, or will not hold, a Master's degree by September 30, 2019. → Go to Section D (p. 21).

### 3. Contact

Please contact the GSID Administration Office. If you have any questions, do not hesitate to make an inquiry to the GSID Administrative Office.

GSID Administration Office  
Student Affairs Division for the Schools of Humanities  
and Social Sciences  
Integrated Research Building  
Nagoya University  
B4-4 (700) Furo-cho, Chikusa-ku, Nagoya,  
464-8601, JAPAN  
Tel: +81-52-789-4957  
Fax: +81-52-789-4921  
Email: [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp)  
<https://www.gsid.nagoya-u.ac.jp/>

### E. Handicapped applicants who need some special care in the examination.

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#### Checklist

	E①	A request letter for special care in the examination	All applicants	
	E②	A doctor's diagnosis	All applicants	
	E③	Other documents	Optional	

↖  
Check a mark ✓, when you make the document ready.

## II . Special Selection Enrollment Program for Applicants with Relevant Work Experience (October Enrollment)

In order to provide persons with substantial work experience in the field of international development/cooperation an opportunity to deepen and systematize their knowledge, the Department of International Development and Cooperation of the Graduate School of International Development (GSID), Nagoya University offers a special selection option for enrollment in the doctoral program.

### 1. Application Requirements

Those who meet all of the following qualifications are eligible to apply: ① Currently employed (excluding those currently on leave) at an organization which conducts international development- or cooperation-focused activities and/or research, and have three or more years of work experience in such an organization, ② Have received a recommendation from the applicant's current employer, ③ Have received written acceptance from a professor in the Department of International Development and Cooperation to supervise the applicant's research, and meet one of the following conditions.

- (1) Hold a Master's degree or Professional degree from a Japanese University.
- (2) Have received a degree equivalent to a Master's degree or Professional degree in a country other than Japan.
- (3) Have received a degree equivalent to a Master's degree or Professional degree in Japan through correspondence education managed by a foreign school or other recognized educational institution.
- (4) Have received a Master's degree or Professional degree from a university in Japan that is recognized as a university belonging to the system of higher education of a foreign country and is approved by the Japanese Minister of Education, Culture, Sports, Science and Technology.
- (5) Have completed the course of the United Nations University and have received a degree equivalent to a Master's degree. The United Nations University refers the university established by the United Nations General Assembly's resolution of December 11 in 1972. The university is provided for under Paragraph 2 of 1<sup>st</sup> Article of the Act on Special Measures (Law No. 72. 1976) concerning the Implementation of the Agreement between the United Nations and Japan relating to the Headquarters of the United Nations University.
- (6) Have been approved by the Japanese Minister of Education, Culture, Sports, Science and Technology (Ministry Notice No. 118 of 1989)

Those who meet the following two qualifications:

- ① Have at least 2 years of research experience at a university or a research institute after graduation from a Japanese university or after 16 years of formal education outside of Japan, and
  - ② Have been recognized by GSID, on the basis of the research achievement, as having academic ability equal to or exceeding those who holds Master's degree.
- (7) Have been recognized by GSID, based on individual eligibility screening for the examination, as having academic ability equal to or exceeding those holding a Master's degree, and are aged not less than 25 years by the end of September, 2019.

※ Applicants for the special selection program are not allowed to simultaneously apply for the General Selection.

## 2. Admission Openings

Department of International Development and Cooperation: A limited number

## 3. Filing Period

Applications will be accepted from 9:00 to 16:00 from June 3 (Monday), 2019 to June 7 (Friday), 2019, at the GSID Administration Office, Student Affairs Division for the Schools of Humanities and Social Sciences.

Applications sent by registered mail, MUST ARRIVE at the GSID Administration Office, Student Affairs Division for the Schools of Humanities and Social Sciences by 16:00, June 7 (Friday), 2019. Any applications received after this date and time will not be considered for processing.

## 4. Required Documents

Applicants must complete and send in the items listed below. Please type or write clearly by using black ink. Furthermore, applicants who do NOT hold a Master's degree and/or who fall under categories (6) and (7) in the Application Requirements listed above must also refer to the NOTE on eligibility screening for the examination, in section 5 Application Procedures.

- (1) Application Form\* (Form provided)
- (2) Curriculum Vitae/Resume\* (Form provided)
- (3) Documents (e.g. letter[s] with the official seal of your organization[s]) proving a total of at least three years' work experience in the field of international development and/or cooperation, AND three copies of a report on your work experience. The report must be in Japanese (3,000 characters) or in English (1,200 words), on A4-size paper.
- (4) Photograph Card\*, Examinee's Registration Card\* and Receipt\* Forms: Attach passport-style photo, 4 cm × 5 cm in size, taken within the last 3 months, showing the head and shoulders from a frontal view, with no hat. Please fill in your name on the receipt forms\*. (Forms provided)
- (5) Self-addressed Envelopes\*: Use the two envelopes provided. Write down the postal address, postal code, and name of the addressee on the envelopes. Attach stamps worth 372 yen to each envelope. If you cannot obtain Japanese stamps, please enclose 6 International Reply Coupons, which are available at a local post office.
- (6) Contact Address Labels\*: Please fill in your name and contact address on the forms marked “あて名シール”\*. (Labels provided)
- (7) Letter of Recommendation written and sealed by your employer, stating the period of your employment.
- (8) Letter of Acceptance from the GSID faculty member who intends to serve as your academic advisor, explaining the reason. The letter must be sealed by the faculty member.
- (9) Official transcripts from your previous graduate school. Photocopies will not be accepted.
- (10) Master's degree certificate: Photocopies will not be accepted.
- (11) 3 copies of your Research Proposal: Written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4-size paper. Also, send an electronic file such as PDF or MSWord of Research Proposal to [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp) Please write your name in the subject line.
- (12) Three copies of Master's thesis and summary of same (3,000 characters in Japanese or 1,200 words in English). If a Master's thesis is not available, three copies of papers or reports from your research work and/or professional experience, equivalent to a Master's thesis, and summary of

same (3,000 characters in Japanese or 1,200 words in English. With your copy, include the cover page of the publication. Also, send an electronic file such as PDF or MSWord of Master's thesis and summary of same, or papers or reports and summary of same to [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp) Please write your name in the subject line.

(13) Applicants without Japanese nationality must submit a photocopy of the page of their valid passport showing the passport number and the applicant's photograph. Those applicants who are currently residing in Japan must also submit a photocopy of their Residence Card (both sides).

\* Refer to "3. Procurement of Application Forms" (p. 1) in this *Doctoral Program Application Guidebook* for the Academic Year 2019 in order to get information on how to obtain forms (1), (2), (4), (5) and (6).

If you have questions regarding any of the information above, please contact the GSID Administrative Office, Student Affairs Division for the Schools of Humanities and Social Sciences.

## 5. Application Procedures

(1) Please procure the application forms, which are sent by mail. For applicants living in Japan who wish to receive the application forms, please send an envelope 32cm×24cm in size, self-addressed with stamps worth 250 yen attached and a letter requesting the 2019 Doctoral Program Application Forms (October Enrollment).

For requesting Application Forms: 250 yen

\* For applicants living outside of Japan, please send an Email to [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp) first.

(2) Items (1) to (13) listed above must be completed and submitted to the GSID Administration Office, Student Affairs Division for the Schools of Humanities and Social Sciences during the specified filing period. In addition to these documents, an examination fee of 30,000 yen is required (non-refundable). In Japan, please use a Japanese Postal Money Order but do not fill in anything).

### **Note: Eligibility Screening for the Examination**

(1) For applicants who fall under category (6) in the Application Requirements:

The following documents MUST reach the GSID Administration Office, Student Affairs Division for the Schools of Humanities and Social Sciences by May 14 (Tuesday), 2019 in order to receive eligibility screening for the examination. Results of the screening will be sent to applicants by May 31 (Friday), 2019.

- ① Application for Eligibility Screening for the Examination: Category (6) \* (Form provided)
- ② Curriculum Vitae/Resume\* (Form provided)
- ③ Certificate of Research Experience\* filled out by the head of the institution where you conducted your research\* (Form provided)
- ④ Letter of Recommendation written and sealed by your employer, stating the period of your employment.

- ⑤ University diploma or certificate of graduation and official transcripts from your previous school(s). Photocopies will not be accepted.
- ⑥ 3 copies of academic papers and/or books written by the applicant. At least one of the papers submitted must be a published work. With your copy, include the cover page of the publication. Also, send an electronic file such as PDF or MSWord of Academic Papers and/or Books to [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp) Please write your name in the subject line.
- ⑦ 3 copies of your Research Proposal: Written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4-size paper. Also, send an electronic file such as PDF or MSWord of Research Proposal to [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp) Please write your name in the subject line.
- ⑧ Documents (e.g. letter[s] with the official seal of your organization[s]) proving a total of at least three years of work experience in the field of international development and/or cooperation, AND three copies of a report on your work experience. The report must be in Japanese (3,000 characters) or in English (1,200 words), on A4-size paper.
- ⑨ Self-addressed Envelope: One envelope. Enclose a self-addressed 12 cm × 23.5 cm envelope, with a stamp worth 372 yen attached. This is to inform you of the results of your eligibility screening for the examination. If you live outside Japan and cannot obtain Japanese stamps, please enclose 6 International Reply Coupons, which are available at a local post office.

\* Refer to “3. Procurement of Application Forms” (p. 1) in this *Doctoral Program Application Guidebook* for the Academic Year 2019 in order to get information on how to obtain forms ①, ② and ③.

Of the items specified in the Required Documents section, applicants who pass the eligibility screening for the examination above must send items (1), (4) - (6), (8), and (13) (see pp.31-32), in addition to the examination fee of 30,000 yen (non-refundable). Please use a Japanese Postal Money Order but do not fill it in anything.

- (2) For applicants who fall under category (7) in the Application Requirements.

The following documents MUST arrive at the GSID Administration Office, Student Affairs Division for the Schools of Humanities and Social Sciences by May 14 (Tuesday), 2019 in order to receive eligibility screening for the examination. Results of the eligibility screening for the examination will be sent to applicants by May 31 (Friday), 2019 .

- ① Application for Eligibility Screening for the Examination: Category (7)\* (Form provided)
- ② Curriculum Vitae/Resume\* (Form provided)
- ③ Letter of Recommendation written and sealed by your employer, stating the period of your employment.
- ④ Official transcripts from the last school(s) in which you were enrolled. Photocopies will not be accepted.
- ⑤ 3 copies of your Research Proposal: Written in Japanese (5,000 characters or less) or in English (2,000 words or less) on A4 size paper. Also, send an electronic file such as PDF or MSWord of Research Proposal to [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp) Please write your name in the subject line.

- ⑥ Documents (e.g. letter[s] with the official seal of your organization[s]) proving a total of at least three years of work experience in the field of international development and/or cooperation, AND three copies of a report on your work experience. The report must be in Japanese (3,000 characters) or in English (1,200 words) on A4-size paper.
- ⑦ 3 copies of papers or reports from your research work and/or professional experience, equivalent to a Master's Thesis. At least one of the papers submitted must be a published work. With your copy, include the cover page of the publication. Also, send an electronic file such as PDF or MSWord of papers or reports from your research work and / or professional experience to gsidexam@adm.nagoya-u.ac.jp . Please write your name in the subject line.
- ⑧ Certificate of Research Experience\*, if applicable (Form provided).
- ⑨ Self-addressed Envelope: One envelope. Enclose a self-addressed 12 cm × 23.5 cm envelope, with a stamp worth 372 yen attached. This is to inform you of the results of your eligibility screening for the examination. If you live outside Japan and cannot obtain Japanese stamps, please enclose 6 International Reply Coupons, which are available at a local post office.

\* Refer to “3. Procurement of Application Forms” (p. 1) in this *Doctoral Program Application Guidebook* for the Academic Year 2019 in order to get information on how to obtain forms ①, ② and ⑧.

Of the items specified in the Required Documents section, applicants who pass the eligibility screening for the examination above must send items (1), (4) - (6), (8), and (13) (see pp.31-32), in addition to the examination fee of 30,000 yen (non-refundable). Please use a Japanese Postal Money Order but do not fill in anything.

## 6. Selection Procedures

Selection will be carried out on the basis of documents submitted.

## 7. Announcement of Examination Results

- (1) Date: July 26 (Friday), 2019, 14:00. NO TELEPHONE INQUIRIES.
- (2) Location: Entrance hall of the GSID building.
- (3) Notification: Official letters of admission will also be sent out by postal mail after the announcement.

## 8. Entrance Registration Procedures

Details will be sent out at a later date.

- (1) Entrance Registration days: September 26 (Thursday) 2019
- (2) Required Fees:
  - ① Entrance Fee 282,000 yen
  - ② Tuition Fee (6 months: October, 2019 – March, 2020)  
267,900 yen (535,800 yen per year)

\*1 Those who have already enrolled in other universities are, in principle, unable to enroll in GSID. However, under certain circumstances, there may be cases of acceptance. Please contact the GSID Administration Office, Student Affairs Division for the School of Humanities and

Social Sciences before undertaking entrance registration procedures.

\*2 Please note that if the fees change before your entrance to the university or during your stay at Nagoya University, you will be charged the revised fees.

## **9. Applicants with Special Needs**

Applicants who needs some special care in terms of taking exams should consult the GSID Administration Office, Student Affairs Division for the School of Humanities and Social Sciences, prior to applying.

(1) End of consultation period: 16:00, May 14 (Tuesday), 2019

(2) Consultation Process:

Please submit the following two documents: ①A request letter for special consideration, stating the nature of the applicant's special needs, the arrangements desired for examinations on A4 paper (no special format required); and ②A doctor's diagnosis of the applicant's special needs issued within three months. A photocopy of the diagnosis may be accepted. Furthermore, please submit other requested documents if necessary.

(3) Contact:

GSID Administrative Office, Student Affairs Division for the Schools of Humanities and Social Sciences, Nagoya University, B4-4(700) Furo-cho, Chikusa-ku, Nagoya 464-8601 Japan

Note: Please contact the above office before the application deadline if the applicant with special needs wishes to consult about studies at the University.

## **10. Related Information**

(1) After applications are filed, changes in submitted documents are not permitted. The examination fee of 30,000 yen is non-refundable. Submitted documents will not be returned.

(2) Please refer to our website (<https://www.gsid.nagoya-u.ac.jp/>) for the details about GSID.

(3) Applicant's name, email address and other personal information included in application documents will be used only for the purpose of grading and registering during the entrance examination selection process, announcement of examination results, entrance registration procedures and student affairs after admission. Personal information will be used appropriately and will not be used for purposes unrelated to your application.

### **※ 〈How to confirm the latest information in case of unforeseen circumstances〉**

The examination schedule and selection measures mentioned may change in case of the spread of infectious diseases or other unforeseen circumstances. Please check the website regularly for the latest information, especially before application and examination dates.

> Graduate School of International Development Website <https://www.gsid.nagoya-u.ac.jp/>

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Student Affairs Division for the Schools of Humanities  
and Social Sciences  
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