

2020年（4月入学）

名古屋大学大学院国際開発研究科  
博士前期課程

Master's Program

Application Guidebook

for the Academic Year 2020

(April Enrollment)

第2期学生募集要項

Second Round (February) Examination

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. Program.	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
Late Oct.	Payment Deadline for the Fall Semester Tuition Fees
Dec. 28	Winter Holidays (until Jan. 7).
Jan. 28	Fall Semester Ends.
Mid Mar.	Application for Tuition Exemption for Academic Year 2019
* 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
Early Jul. - Late Sep.	Entrance Examination for Doctoral Program (October Enrollment) Announcement of Exemption Results for Doctoral Program (October Enrollment)
Early Aug.	Intensive courses.
Aug.	Summer Holidays (until Sep.30). Application Period for Research Student Program (October Enrollment) (except Privately-financed International Students).
Late Sep.	Announcement of Applications Results for Research Students. Annual Commencemen

Nagoya University  
Graduate School of International Development

## 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.

## Table of Contents

### Master’s Program Application Guidebook for the Academic Year 2020 (April Enrollment)

1 . Admission Openings .....	1
2 . Filing Period .....	1
3 . Procurement of Application Forms .....	1
4 . Selection Process, Date, and Location .....	2
5 . Announcement of Examination Results .....	3
6 . Entrance Registration Procedures .....	3
7 . Related Information .....	4
Eligibility and Procedures for Application .....	5

Note: Regarding the procurement of forms, please refer to “3. Procurement of Application Forms” (p.1) in this *Master’s Program Application Guidebook* for the Academic Year 2020.

# Master's Program Application Guidebook for the Academic Year 2020 (April Enrollment)

Those who want to be admitted to the Master's Program of the Graduate School of International Development in 2020 must follow the following instructions.

## 1. Admission Openings

Department of International Development and Cooperation: approximately 12 applicants

## 2. Filing Period

December 2 (Monday) to December 13(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 reach the GSID Administrative Office, the Student Affairs Division for the Schools of Humanities and Social Sciences by 16:00 on Thursday, December 13, 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 2020 Master's Program Application Forms (April 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. Selection Process, Date, and Location

##### (1) The first-stage examination (written examination)

Date: January 30, 2020 (Thursday)

Date & Time	Examination Format	Location
9:30-11:00 January 30, 2020 (Thursday)	<p><b>[English Language]</b> Applicants may use dictionaries. Use of electronic dictionaries and the like is, however, not permitted. The examination will be composed of Categories 1 and 2. Category 1 is required for all applicants, which is to summarize an English text. Category 2 is composed of two questions from which applicants have to choose one to answer: Question 2A (summary of English text) and Question 2B (English to Japanese translation). Applicants can be exempted from taking this examination by submitting a photocopy of their official score sheet of TOEFL, TOEIC, or IELTS.*<sup>1</sup> *<sup>2</sup></p>	<p>Nagoya University Higashiyama Campus</p> <p>Details will be sent with the examinee's registration card</p>
13:00-14:30 January 30, 2020(Thursday)	<p><b>[Essay Writing]</b> Essays should be written in Japanese or English. Essay questions are intended to test applicants' basic knowledge of issues concerning international development. Applicants must choose one option among several questions in the five fields of economics, education, law, political sciences and social development. Use of dictionaries is not permitted.</p>	

\*1 TOEFL—Test of English as a Foreign Language  
TOEIC—Test of English for International Communication  
IELTS—International English Language Testing System

\*2 TOEFL-iBT (Internet-Based Test) minimum score requirement is 79 points, and TOEFL-PBT (Paper-Based Test) minimum score requirement is 550 points. For TOEIC the requirement is 730 points or more. For IELTS the requirement is 6.0 or more (and should include Academic Reading and Academic Writing). Only scores from tests taken within two years prior to the application are valid. An official test score sheet must include an ID photo. Institutional test scores are unacceptable for submission. GSID will convert the score to a scale of 100 points to consider it in comparison with the English Language Examination scores obtained by other examinees.

Announcement of the first-stage examination results: January 31, 2020 (Friday).

Date and Time	Location
9:00 January 31, 2020 (Friday)	Entrance Hall of the GSID building *NO Telephone Inquiries

## **(2) The second-stage examination (oral examination)**

Date: January 31, 2020 (Friday)

This is ONLY for those who pass the first-stage examination.

Date and Time	Location	Language
from 10:00 January 31, 2020 (Friday)	GSID	English and Japanese

\* Details regarding the second-stage examination will be posted on the day of the examination at the entrance of GSID.

\* Please regularly check the GSID website for information regarding schedule changes

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

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

## **5. Submission of a Thesis**

To get exempted from the essay-writing test at the first stage examination, applicants may submit a thesis (whether it is officially submitted to and accepted by the home institution or not). Those who want to get exempted from the essay-writing test must circle “thesis submission” under the column “written exam selection” on the application form. When the thesis is submitted to GSID, the applicant is not allowed to take the essay-writing test. The thesis must be one written on a topic in a field of social sciences or humanities in English or Japanese. Details are supplied in Section F (p. 21).

## **6. Announcement of Examination Results**

(1) Date: February 12, 2020 (Wednesday), around 10:00.

NO telephone inquiries will be accepted.

(2) Location: Entrance Hall of the GSID building.

(3) Notification: Official letters of admission will be sent out by postal mail after the announcement.

## **7. Entrance Registration Procedures**

Detailed information regarding additional paperwork for admission and entrance registration will be sent in early March.

(1) Registration Days: March 26, 2020 (Thursday)—March 27, 2020 (Friday)

(2) Required Fees:

① Entrance Fee: 282,000 yen

② Tuition Fee: 267,900 yen (6 months: April 2020—September 2020)  
(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 Administrative 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 need to pay the revised fees.

\*3 Among 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 GSID. No format is provided.

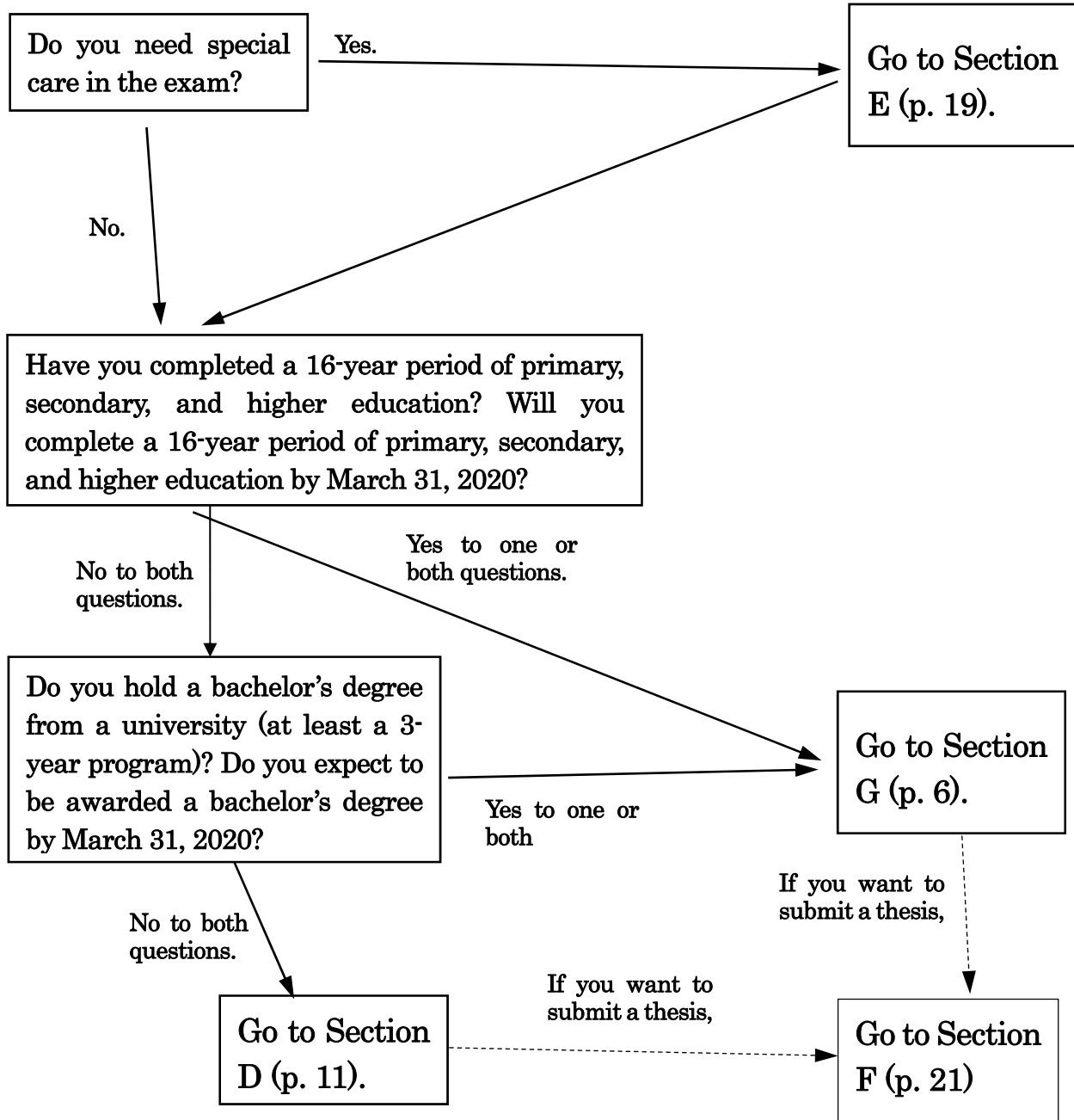
## 8. Related Information

- (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 GSID.
- (3) Applicant's name, mailing 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 purpose.

GSID Administrative Office  
Student Affairs Division for the School 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/>



## Eligibility and Procedures for Application



- G. Applicants who hold a bachelor's degree or expect to be awarded a bachelor's degree by March 31, 2020 → Page 6.
- D. Applicants who are required to pass eligibility screening for the examination → Page 11.
- E. Handicapped applicants who need special care in the examination → Page 19.
- F. Applicants who want to get exempted from the essay-writing test by submitting a thesis → Page 21.

## **G. Applicants who hold a bachelor's degree or expect to be awarded a bachelor's degree by March 31, 2020**

### **1. Application Requirements**

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

- (1) Have graduated from an accredited Japanese university or will graduate by the end of March, 2020.
- (2) Have been conferred a bachelor's degree according to Article 104 (4-1) of the School Education Law or will be conferred a bachelor's degree by the end of March, 2020.
- (3) Have completed at least 16 years of formal education in their home country or will have completed 16 years of formal education by the end of March, 2020.
- (4) Have completed up to 16 years of formal education in Japan through correspondence education managed by a foreign school or another recognized educational institution or will complete 16 years of formal education by the end of March, 2020.
- (5) Have graduated from a university in Japan that is a recognized 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 (only those who have completed at least 16 years of formal education) or will graduate by the end of March, 2020.
- (6) Persons who have been conferred, or expect to be conferred by March 31, 2020, a degree equivalent to a bachelor's degree through attending an overseas university or other overseas school (limited to those whose education and research activities have been evaluated by persons who have been certified by the relevant country's government or a related institution, or have been separately designated by the Ministry of Education, Culture, Sports, Science and Technology as being equivalent to such) and graduated from a program that requires three or more years to complete (including graduating from a program implemented by the relevant overseas school while living in Japan through distance learning, as well as graduating from a program implemented by an educational facility established with the relevant overseas country's school education system and has received the designation mentioned above).
- (7) Have graduated from a post-secondary course of a specialized training college recognized by the Japanese Minister of Education, Culture, Sports, Science and Technology (limited to applicants who have attended for at least 4 years, and to those who have fulfilled requirements as approved by the Japanese Minister of Education, Culture, Sports, Science and Technology), or will complete their degree by the end of March, 2020.
- (8) Have been approved by the Japanese Minister of Education, Culture, Sports, Science and Technology (Ministry Notice No. 5 of 1953).

※ Applicants who hold a bachelor's degree or expect to be awarded a bachelor's degree by March 31, 2020, may be required to pass eligibility screening for the examination, if 16 years of formal education are not completed by the end of March, 2020. In this case, those applicants must send supplemental documents upon the request by the GSID Administrative Office, Student Affairs Division for the School of Humanities and Social Sciences.

## 2. Required Documents

Applicants must complete and send in the items listed below to the GSID Administrative Office, Student Affairs Division for the School of Humanities and Social Sciences. Please type or write clearly using black ink.

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

A① Application form\*

Fill in the necessary items on the form.

A② Curriculum vitae/resume\*

Fill in the necessary items on the form.

A③ Photograph and examinee's registration card\*

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

A④ Receipt form\*

Fill in your name on the receipts marked "RECEIPT" and "FOR OFFICE USE ONLY".

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, postal code, and contact address on the two labels. Note that this information should match the information that you write on the two self-addressed envelopes.

\*Refer to "3. Procurement of Application Forms" (p.1) in this *Master's Program Application Guidebook* for the Academic Year 202019 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 applicants must submit:

A⑦ Statement of purpose and research proposal: 3 copies.

Your statement of purpose should include the reason why you have decided to apply for the Master's Program at GSID. Your statement of purpose and research proposal must be written in Japanese (3,000 characters or less) or in English (1,200 words or less), on A4 size paper. Three hard copies are to be submitted. Be sure to specify a title for your research proposal.

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

A⑧ A photocopy of your passport

Applicants without Japanese nationality must submit a photocopy of the page of the valid

passport showing the passport number and the applicant's photograph.

A⑨ A photocopy of your 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

A letter of recommendation may be submitted voluntarily. This 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.

A⑪ Letter of self-recommendation

Submission of this item is optional.

A⑫ Statement concerning the applicant's previous work 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. Submission of this item is optional.

A⑬ Academic work(s) related to your research proposal

Applicants may submit academic papers and/or books written by the applicants in Japanese or English that are related to the research topic specified in the research proposal. Three copies of the academic work and a summary in about 3,000 characters of Japanese or in about 1,200 words of English are to be submitted. When submitting published work, please include the cover page of the publication. The applicant must also attach a list of publications which should give bibliographical data including the name of the author(s), the title of the publication, the name of the journal, volume number, the first page and the last page numbers of the publication, and the year of publication. If an item is not published, please indicate that it is "unpublished." If the publication is a chapter of a book, please indicate the name of the editor(s), the title of the book, the title of the chapter, the first and the last page numbers of the chapter, the publisher, and the year of publication. If the item is a book, please indicate the name of the author(s), the title of the book, the number of pages, the publisher, and the year of publication.

A⑬ Academic work(s) related to your research proposal: 3 copies per item

A⑭ Summary of the academic work(s): 3 copies per item

A⑮ List of the academic work(s): 3 copies

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

Applicants may submit a photocopy of the official score sheet of TOEFL, TOEIC, or IELTS as an English proficiency test. You will be exempted from the English Language Examination administered by GSID if you hold a score of 79 points or more on TOEFL-iBT (Internet-Based Test), 550 points or more on TOEFL-PBT (Paper-Based Test), 730 points or more on TOEIC, 6.0, or more on IELTS (which should include Academic Reading and Academic Writing). Only

scores from tests taken within two years prior to the application are valid. An official test score sheet must include an ID photo. Institutional test scores are unacceptable for submission.

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

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

If items G① and G② are sent directly from a school, please make sure that they reach the GSID Administrative Office, Student Affairs Division for the School of Humanities and Social Sciences during the filing period.

#### **G① Official transcripts from your previous school(s)**

Official academic transcripts from each school, university, or professional school attended after graduating from high school must be submitted by applicants or sent directly by those schools to the GSID Administrative Office, whether or not a degree was awarded. Photocopies will not be accepted.

#### **G② Certificate of graduation (diploma) or expected graduation**

A certificate of graduation (diploma) or expected graduation must be issued by each school you have attended including your present university. Photocopies will not be accepted.

### **4. Electronic files**

Applicants must send electronic files (PDF files or MS Word files) 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.

A⑦ Statement of purpose and research proposal

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

A⑬ Academic work(s) related to your research proposal

A⑭ Summary of the academic work(s)

### **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 in any information such as your name, etc.

Y① Japanese Postal Money Order of 30,000 yen

Students funded by the Japanese government (Monbukagakusho [MEXT] scholarship students) do not need to pay the examination fee. Unless they are currently enrolled in Nagoya University, however, such students need to submit a certificate of scholarship.

### **6. Inquiry**

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

GSID Administrative Office  
Student Affairs Division for the School 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/>

**G. Applicants who hold a bachelor's degree or expect to be awarded a bachelor's degree by March 31, 2020**

**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	Statement of purpose and research proposal : 3 copies	All applicants	Email
A⑧	A photocopy of your passport	Non-Japanese	
A⑨	A photocopy of your residence card	Non-Japanese	
A⑩	Letter of recommendation	Optional	
A⑪	Letter of self-recommendation	Optional	
A⑫	Statement concerning the applicant's previous work and/or research experience: 3 copies	Optional	Email
A⑬	Academic work(s) related to your research proposal: 3 copies per item	Optional	Email
A⑭	Summary of the academic work(s): 3 copies per item	Optional	Email
A⑮	List of academic work(s): 3 copies	Optional	
A⑯	A photocopy of the official score sheet of an English proficiency test	Optional	
Y①	Japanese Postal Money Order of 30,000 yen	Relevant applicants	
G①	Official transcripts from your previous school(s)	All applicants	
G②	Certificate of graduation or expected graduation	All applicants	

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

## **D. Applicants who need to pass eligibility screening for the examination**

### **1. Already eligible applicants**

Those who meet one of the following qualifications are already eligible to apply.

⇒ Go to Section G (p. 6).

- ① Have graduated from a post-secondary course of a specialized training college recognized by the Japanese Minister of Education, Culture, Sports, Science and Technology (limited to applicants who have attended for at least 4 years, and to those who have fulfilled requirements as approved by the Japanese Minister of Education, Culture, Sports, Science and Technology), or will complete your degree by the end of March, 2020.
- ② Have been approved by the Japanese Minister of Education, Culture, Sports, Science and Technology (Ministry Notice No. 5 of 1953).

Applicants who hold a bachelor's degree or expect to be awarded a bachelor's degree by March 31, 2020, are considered eligible.

⇒ Go to Section G (p. 6).

### **2. Applicants who need to pass eligibility screening for the examination**

#### **(1) Individuals eligible upon screening**

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

Di Have been recognized by GSID as someone who was on the register at an accredited Japanese university for no less than 3 years or completed at least 15 years of formal education in their home country and received the necessary units of credit with good grades or graduated from a university in Japan that is a recognized 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 (only those who have completed at least 15 years of formal education) or are expected to do so by the end of March, 2020.

Dii Have been recognized by GSID based on individual screening of qualifications as being comparable in academic ability to a Japanese university graduate, and of an age not less than 22 by the end of March, 2020.

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

### **3. Documents required for eligibility screening**

Applicants for the 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 applicants for the eligibility screening must submit.

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

Fill in the necessary items on the form.

D② Curriculum vitae/resume\* (form provided)

Fill in the necessary items on the form. This is the same form as A②.

D③ Statement of purpose and research proposal: 3 copies

Your statement of purpose and research proposal must be written in Japanese (3,000 characters or less) or in English (1,200 words or less), on A4 size paper. Three hard copies are to be submitted. Be sure to specify a title of your research proposal. This is the same document as A⑦.

D④ Official transcripts (undergraduate level)

Please provide official transcripts of your undergraduate courses from the last school(s) in which you were enrolled. Photocopies will not be accepted.

D⑤ University diploma or certificate of graduation (undergraduate level)

Please provide a 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 *Master’s Program Application Guidebook* for the Academic Year 2020 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

The letter of recommendation must be written and sealed by the applicant’s supervisor or employer, stating the period of your education / employment. Submission of this item is optional. This is the same document as A⑩.

D⑧ Letter of self-recommendation

Submission of this item is optional. This is the same document as A⑪.

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

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



D⑩ Academic work(s) or work experience related to your research proposal

Applicants may submit academic papers and/or books written by the applicants in Japanese or English that are related to the research topic specified in the research proposal. Three copies of the academic work and a summary in about 3,000 characters of Japanese or in about 1,200 words of English are to be submitted (the same as A⑬ and A⑭). When submitting published work, please include the cover page of the publication. The applicant must also attach a list of publications which should give bibliographical data including the name of the author(s), the title of the publication, the name of the journal, volume number, the first page and the last page numbers of the publication, and the year of publication (the same as A⑮). If an item is not published, please indicate that it is “unpublished.” If the publication is a chapter of a book, please indicate the name of the editor(s), the title of the book, the title of the chapter, the first and the last page numbers of the chapter, the publisher, and the year of publication. If the item is a book, please indicate the name of the author(s), 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(s) related to your research proposal: 3 copies per item

D⑪ Summary of the academic work(s): 3 copies per item

D⑫ List of academic work(s): 3 copies

D⑬ Report on the products of work experience: 3 copies

D⑭ Statement concerning the applicant’s previous work and/or research experience: 3 copies

The applicant may submit a report in Japanese (2,000 characters) or in English (800 words) on A4 size paper describing what the applicant did in the company or research institute. Three hard copies are to be submitted. This is the same document as A⑫.

D⑮ Personal statement: 3 copies

If the applicant has work or research experience and submits D⑨ or D⑬ as prescribed above, the applicant must submit a statement showing the relevance of the work or research experience to the proposed research at GSID.

D⑯ Certificate of registration

The applicant may submit certificates of registration as a full-time student, research student, or another student status issued by a school or an institution from which the applicant has not officially graduated, if the applicant temporarily attended the school or the institution.

D⑰ Any other document showing outstanding achievements by the applicant

#### 4. Electronic files

Applicants must send electronic files (PDF files or MS Word files) 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 Statement of purpose and research proposal
- D⑩ Academic work(s) or work experience related to your research proposal
- D⑪ Summary of the academic work(s)
- D⑬ Report on the products of work experience
- D⑭ Statement concerning the applicant's previous work and/or research experience

#### 5. Eligibility Screening Procedures

(1) Application period

The application will be accepted until 16:00, December 13, 2019 (Friday).

No fee is necessary for the purpose of eligibility screening.

(2) Place to which the application must be submitted

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

(3) Notification of the result

The applicant will be notified about the result of the eligibility screening within approximately two weeks from the time the documents are received.

(4) Eligibility screening during the entrance examination application period

The applicant must submit the necessary documents for the entrance examination if the application for eligibility screening is submitted during the entrance examination application period. In this case, the applicant must pay the regular examination fee of 30,000 yen. The fee is nonrefundable, even if the applicant is determined to be ineligible for the examination after careful screening.

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

Those who pass the eligibility screening must submit the following documents during the entrance examination application period (See p. 1) to the GSID Administrative Office. Please type or write clearly using black ink.

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

A① Application form\*

Fill in the necessary items on the form.

A③ Photograph and examinee's registration card\*

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

A④ Receipt form\*

Fill in your name on the receipts marked "RECEIPT" and "FOR OFFICE USE ONLY".

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, postal code, and contact address on the two labels. Note that this information should match the information that you write on the two self-addressed envelopes.

\*Refer to “3. Procurement of Application Forms” (p.1) in this *Master’s Program Application Guidebook* for the Academic Year 2020 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 your passport

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

A⑨ A photocopy of your 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 the official score sheet of a language proficiency test.

Applicants may submit a photocopy of the official score sheet of TOEFL, TOEIC, or IELTS as an English proficiency test. You will be exempted from the English Language Examination administered by GSID if you hold a score of 79 points or more on TOEFL-iBT (Internet-Based Test), 550 points or more on TOEFL-PBT (Paper-Based Test), 730 points or more on TOEIC, 6.0, or more on IELTS (which should include Academic Reading and Academic Writing). Only scores from tests taken within two years prior to the application are valid. An official test score sheet must include an ID photo. Institutional test scores are unacceptable for submission.

## 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 in any information such as your name, etc.

Y① Japanese Postal Money Order of 30,000 yen

Students funded by the Japanese government (Monbukagakusho [MEXT] scholarship students) do not need to pay the examination fee. Unless they are currently enrolled in Nagoya University, however, such students need to submit a certificate of scholarship.

## 6. Inquiry

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

GSID Administrative Office  
Student Affairs Division for the School 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 need to pass eligibility screening for the examination

### Checklist

#### (1) Documents for eligibility screening

D①	Application for Eligibility Screening for the Examination	All applicants	
D②	Curriculum vitae/resume	All applicants	
D③	Statement of purpose and research proposal: 3 copies	All applicants	Email
D④	Official transcripts (undergraduate level)	All applicants	
D⑤	University diploma or certificate of graduation (undergraduate level)	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(s) or work experience related to your research proposal: 3 copies per item	Optional	Email
D⑪	Summary of the academic work(s): 3 copies per item	Optional	Email
D⑫	List of academic work(s): 3 copies	Optional	
D⑬	Report on the products of work experience: 3 copies	Optional	Email
D⑭	Statement concerning the applicant's previous work and/or research experience: 3 copies	Optional	Email
D⑮	Personal statement: 3 copies	Optional	
D⑯	Certificate of registration	Optional	
D⑰	Any other document showing outstanding achievements by the applicant	Optional	

↖  
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 your passport	Non-Japanese	

	A⑨	A photocopy of your residence card	Non-Japanese	
	A⑯	A photocopy of the official score sheet of a language proficiency test	Optional	
	Y①	Japanese Postal Money Order of 30,000 yen	Relevant applicants	



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

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

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

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

#### (1) Consultation period

Consultations will be accepted until 16:00, November 12 (Tuesday), 2019.

#### (2) Required documents

Please submit the following documents:

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

A request letter for special care on A4 paper, stating the nature of the applicant's special needs and the arrangement 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 Administrative Office will notify the applicant on this matter.

※ Please contact the GSID Administrative 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 Administrative Office.

G. Applicants who hold a bachelor's degree or expect to be awarded a bachelor's degree by March 31, 2020

⇒ Go to Section G (p. 6).

D. Applicants who are required to pass the eligibility screening

⇒ Go to Section D (p. 11).

### **3. Contact**

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

GSID Administrative Office  
Student Affairs Division for the School 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 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.



## **F. Applicants who want to get exempted from the essay-writing test by submitting a thesis**

To get exempted from the essay-writing test at the first stage examination, applicants may submit a thesis (whether it is officially submitted to and accepted by the home institution or not). Those who want to get exempted from the essay-writing test must circle “thesis submission” under the column “written exam selection” on the application form. When the thesis is submitted to GSID, the applicant is not allowed to take the essay-writing test. The thesis must be one written on a topic in a field of social sciences or humanities in English or Japanese. Three copies of the thesis must be sent to the GSID administrative office. Additionally, applicants must send electronic files (PDF files or MS Word files) of the thesis 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.

### **1. Eligibility and application procedures**

- ① Applicants who hold a bachelor’s degree or expect to be awarded a bachelor’s degree by March 31, 2020

Applicants must submit the documents indicated below in addition to the required or optional documents for Section G (p. 10).

⇒ Go to Section G (p. 5) .

- ② Applicants who are required to pass eligibility screening for the examination

⇒ Go to Section D (p. 11) .

Applicants must pass the eligibility screening detailed in Section D. After passing the screening, applicants must submit the documents indicated below in addition to the required or optional documents for Section D (pp. 17-18).

### **2. Submission of a thesis**

- (1) Thesis submitted for graduation from a university

Applicants may submit copies of a thesis submitted for graduation from a university or for acquisition of credits from a seminar or another course at the undergraduate level. It must be written in more than 10,000 Japanese characters or 4,000 English words. Then, applicants must submit their summary in about 3,000 Japanese characters or 1,200 English words.

F① Thesis: 3 copies

F② Summary of the thesis: 3 copies

- (2) Unfinished thesis

When a thesis has not been completed by the application deadline, applicants may submit a summary of the unfinished thesis and a letter written by the dean of the Department to which they belong or their supervisor at their home university. The letter must include information on the thesis submission deadline for graduation or seminar credits. The finished thesis and its summary must be submitted to the GSID Administrative Office by no later than January 17, 2020 (Friday).

F③ Summary of the unfinished thesis: 3 copies

F④ A letter certifying the deadline of the thesis submission at the home university.

Final submission date and time to GSID: 16:00 on January 17, 2020 (Friday)

(3) Thesis written in a language other than Japanese or English

If a thesis for graduation or for credits for a seminar is not written in Japanese or English, a whole or a partial Japanese or English translation of the thesis may be submitted to the GSID Administration Office. A Japanese or English summary of the thesis is also acceptable. However, it must be written in more than 10,000 Japanese characters or 4,000 English words. Other academic papers (F⑥) also may be submitted as a substitute for the thesis.

F⑤ Whole or partial translation of the thesis: 3 copies.

(4) Paper equivalent to a thesis

As a substitute for a thesis, applicants may submit copies of academic papers written by the applicant, whether published or not, that are more than 10,000 Japanese characters or more than 4,000 English words, on the research topic specified in the research proposal, as well as a summary (in about 3,000 characters of Japanese or about 1,200 words of English). In addition, if an applicant has a thesis written in a language other than Japanese or English, as a substitute for the whole or partial translation of the thesis (F⑤), the applicant may instead submit three copies of an academic paper, whether published or not, that is written in more than 10,000 Japanese characters or more than 4,000 English words, on the research topic specified in the research proposal, as well as a summary (in about 3,000 characters of Japanese or about 1,200 words of English). When the applicant wants to submit published work, please include the cover page of the publication.

F⑥ Academic work equivalent to the thesis: 3 copies per item

F⑦ Summary of the academic work: 3 copies per item

(5) When the topic of the research proposal is different from that of the thesis

If the topic of the research proposal is considerably different from that of the thesis, the applicant must submit a letter in a free format describing reasons why the applicant wants to study a new topic at GSID and how the applicant got the idea for the new topic.

F⑧ A statement of the reason for the change of topic: 3 copies

(6) Revised thesis

Applicants are allowed to submit a modified thesis for graduation or other purposes. In this case, applicants are required to submit both the original thesis which was duly submitted to the home institution and the revised one.

F⑨ Revised thesis: 3 copies

### 3. Electronic files

Applicants must send electronic files (PDF files or MS Word files) 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.

- F① Thesis
- F② Summary of the thesis
- F③ Summary of the unfinished thesis
- F⑤ Whole or partial translation of the thesis
- F⑥ Academic work equivalent to the thesis
- F⑦ Summary of the academic work
- F⑨ Revised thesis

### 6. Inquiry

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

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and Social Sciences  
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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/>

**F. Applicants who want to get exempted from the essay-writing test by submitting a thesis**

**Checklist**

A①	Application form	All applicants	
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A⑧	A photocopy of your passport	Non-Japanese	
A⑨	A photocopy of your residence card	Non-Japanese	
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A⑪	Letter of self-recommendation	Optional	
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A⑮	List of academic work(s): 3 copies	Optional	
A⑯	A photocopy of the official score sheet of an English proficiency test	Optional	
Y①	Japanese Postal Money Order of 30,000 yen	Relevant applicants	
G①	Official transcripts from your previous school(s)	All applicants	
G②	Certificate of graduation or expected graduation	All applicants	
F①	Thesis: 3 copies	All applicants	Email
F②	Summary of the thesis: 3 copies	All applicants	Email
F③	Summary of the unfinished thesis: 3 copies	Relevant applicants	Email
F④	A letter certifying the deadline of the thesis submission at the home university.	Relevant applicants	
F⑤	Whole or partial translation of the thesis: 3 copies	Relevant applicants	Email
F⑥	Academic work equivalent to the thesis: 3 copies per item	Relevant applicants	Email
F⑦	Summary of the academic works: 3 copies per item	Relevant applicants	Email
F⑧	A statement of the reasons for the change of topic: 3 copies	Relevant applicants	
F⑨	Revised thesis: 3 copies	Relevant applicants	Email

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

名古屋大学大学院国際開発研究科

〒464-8601 名古屋市千種区不老町 B4-4 (700)

電話 (052) 789-4957

FAX (052) 789-4921

Email: [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp)

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