

**Application Procedure for Admissions to
Public Administration Program,
Graduate School of Economics,
Yamaguchi University**

2024 Enrollment

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

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

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

E-mail: ec191@yamaguchi-u.ac.jp

Applications for 2024 Admissions to the Graduate School of Economics (Master's Programs), Yamaguchi University are invited as follows:

I . Number of Admissions

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

II . Major, Program and Research Fields

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

III. Qualification for Application

(Applicants who apply during the 2nd period should refer to the schedule in parenthesis below)

Those who meet any one of the following requirements:

1. Those who hold or will be granted a bachelor's degree by the end of March (September) 2024.
2. Those who have completed or are expected to complete 16 years of formal education by the end of March (September) 2024.
3. Those who have reached the age of 22 by the end of March (September) 2024 and pass a preliminary screening, of application documentation, to determine that they have reached a level of academic ability either equal to or surpassing an undergraduate degree. Those wishing to apply under this requirement will thus be required to submit prescribed application documentation in advance. Please contact Admissions Office, Graduate School of Economics, Yamaguchi University, for details.

IV. Application Procedures

1. Application period

Applications must arrive during one or other of the two periods designated below:

1st period: January 4(Thursday)- January9(Tuesday),2024

2ndperiod: June 3 (Monday) -June 7(Friday), 2024

2. Application documents

(1) Application Form for Admissions

The form provided by the Graduate School is required.

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

The forms provided by the Graduate School are required.

(3) Academic Transcript

(4) Certificate of (Prospective) Graduation

(5) TOEIC original score sheet (that certifies your score is 730 or above) or TOEFL iBT equivalent (78 or above) or IELTS equivalent (5.5 or above) taken after April 2021.

(6) Reason for Applying the Graduate School (in approximately 200 English words)

A form of “Reason for Applying the Graduate School” provided by the Graduate School is required. Describe the reason you choose the Public Administration Program at Yamaguchi University & what you want to learn especially at the program.

(7) Progress Report (in approximately 500 English words)

A form of “Progress Report” provided by the Graduate School is required. Fill in your progress such as your obtained credits or skills contributable to your future research, for example:

-Course/Lessons

-Books

-Papers

-Statistical Software.

(8) Research Plan (in approximately 700 English words)

Applicants are required to submit a “Research plan” on the form provided by the Graduate School.

Please contact the office of Graduate School of Economics by E-mail (the E-mail address is below) in advance to inquire whether there are academics who can instruct your research theme, or please contact your desired academic supervisor by yourself.

If you apply without a permission from your desired academic supervisor, we may not accept the application documents.

E-mail:ec191@yamaguchi-u.ac.jp

(9) Confirmation of your name and nationality

Please submit either

(a) Certificate of citizenship of your nation

(b) A copy of your passport

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

An envelope with the applicant’s name, and current address including zip code (no postage stamps required).

(11) Examination Fee

¥30,000 (Japanese Yen)

(A) From within Japan

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

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

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

(B) From Overseas

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

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

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

3. Address for Application

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

Admissions Office

Graduate School of Economics

Yamaguchi University

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

V. Selection of Candidates for Admissions

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

VI. Date and Place of Examination

1. Date of Examinations: 1st period: Beginning of February 2024(to be determined),
2nd period: Beginning of July 2024(to be determined)
2. Place of Examination: In the applicant's country or at Yamaguchi University
(to be determined)

VII. Announcement of Application Results and Admissions Procedures

1. Announcement
 - A) The results of the 1st period entrance examination will be mailed to only successful applicants from noon February 28(Wednesday), 2024.
 - B) The results of the 2nd period entrance examination will be mailed to only successful applicants after July 25 (Thursday), 2024.
 - C) Successful applicants' registration numbers will also be shown on the website of the Graduate School of Economics.
2. Admissions Procedures
Detailed information will be sent to successful applicants.
3. Those who are accepted during the 1st period can choose to enroll in either Spring or Autumn.

VIII. Others

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

Office of Graduate School of Economics , ec191@yamaguchi-u.ac.jp

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

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

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

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

(1) Matriculation Fee: ¥282,000

Subject to change, payable at admissions

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

Subject to change, payable at entrance

¥267,900 for the second semester

Subject to change, payable at the end of November

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

**Application Form for Admissions to Public Administration Program,
Graduate School of Economics, Yamaguchi University
2024 Enrollment**

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

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

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Photograph Card

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

Leave the ※-marked column blank.

Application Form for Admissions to Public Administration Program,
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Examination Card

Applicant No.	※	Choose Enrollment Period
Name		April Enrollment
		October Enrollment

Leave the ※-marked column blank.

Keep this card on your desk during the examination.

○Mailing address card 1

Address	
Name	

○Mailing address card 2

Address	
Name	

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

Applicant No.	※
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Leave the ※marked field blank

Reason for Applying the Graduate School

Name	

Applicant No.



Leave the ※marked field blank

Progress Report

Name	

Research Plan Guideline

Proposed Research Plan

How to write a research plan for the master's program

Note that your research plan may be modified through the discussion with your supervisor. You are expected to include the following in your research plan in approximately 700 words except, Title, Bibliography and Footnote.

0. Title

1. Background and Problem Statement

Write the background of your research and clarify the problems to be solved.

2. Objectives

Identify the objectives of your research.

3. Research Questions

Formulate them clearly.

4. Literature review

Introduce articles and books which are most relevant to your research.

5. Rationale

Write the importance of your research and/or how your research contribute to the development of your country.

6. Methodology

Outline your research approach.

If you use data, explain what kind of data you will collect.

When students fail to collect enough data, they may be advised to revise the research plan.

Explain the analytical method you will take, such as descriptive statistics, regression analysis, factor analysis, structural equation modeling.

7. Bibliography

List the papers and other materials to which you refer in your research plan.

Please prepare you research plan with the format on the next page, Save as PDF (Max 2MB) without this guideline page

Applicant No.



Leave the ※marked field blank

Research Plan

Name	
<p>Title: _____</p> <ol style="list-style-type: none"><li data-bbox="165 658 1444 757">1. Background and Problem Statement _____<li data-bbox="165 801 1444 900">2. Objectives _____<li data-bbox="165 945 1444 1043">3. Research Questions _____<li data-bbox="165 1088 1444 1187">4. Literature review _____<li data-bbox="165 1232 1444 1330">5. Rationale _____<li data-bbox="165 1375 1444 1473">6. Methodology _____<li data-bbox="165 1518 1444 1617">7. Bibliography _____	