



Doctor of Economics (DEcon) Program

- Application Guidelines / Forms -

Fall Semester 2025

**Department of Economics
Graduate School of Humanities and Social Sciences
Saitama University
JAPAN**

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Introduction

In April 2022, the Graduate School of Humanities and Social Sciences at Saitama University (SU) launched a new doctoral-level economics and business administration program, the DEcon program. Contemporary society is witnessing a transformation toward a knowledge-based society wherein new knowledge, information, and technology provide a vital foundation for human action in various political, economic, and social arenas. At the same time, advancing globalization is stimulating a remarkable upsurge in the international mobility of people, goods, and capital, thereby further promoting the interdependence of nations. Asia is one of the most culturally and economically dynamic regions of this increasingly interdependent global society, a fact that underscores the importance of research and education that deepens our understanding of this part of the world. In accordance with these trends, the Department of Economics, Graduate School of Humanities and Social Sciences aims to cultivate graduates who are well suited to serve as outstanding intellectual leaders in this knowledge-based global society.

DEcon Program Overview

In response to the requirements of this knowledge-based globalizing society, the university has provided new learning opportunities for a broad mix of Japanese students, international students, and working adults. One such innovation addresses the needs of graduate students who wish to pursue a doctoral degree in economics and management in English by offering the DEcon program. All classwork and thesis supervision are conducted in English. Students wishing to begin or continue Japanese language studies after their entrance into the university are encouraged to do so (we offer both beginning and advanced Japanese language instruction), but language study is not compulsory.

Graduates of the DEcon program will be well prepared to fill professional positions as an independent and qualified researchers in academics or international organizations, industries, governments, non-profit organizations in either Japan or their home country.

The DEcon program, comprising classes on advanced economics and management studies, rests on the accumulated store of years of fieldwork by numerous faculty who excelled in systems design and policy recommendation and were committed to creating new socioeconomic models. Students enrolled in this program will work to create innovative theoretical frameworks and analytical methods to solve socioeconomic challenges that each student tackles. After completing the DEcon program, the graduates are expected to contribute to developing a new intellectual frontier of economic and social development that they work for.

We welcome motivated students from all over the world and look forward to your application.

Degree Conferred

Doctor of Economics or Doctor of Business Administration

Number of Students Admitted Each Year

There is no particular number of students admitted for the DEcon program, while the total number admitted for Doctor program for economics and business administration is 12, including the existing doctoral program instructed in Japanese. The School will decide on the number of students admitted to the DEcon program based on the results of the evaluations of the applicants.

Language Requirement

All the lectures and seminars will be conducted in English, and students are therefore required to have a good command of English.

List of Prospective Supervisors

Faculty members available for the supervision of DEcon program students and their areas of research are as follows (in the alphabetical order);

| Name | Research area |
|-------------------------|---|
| AOKI Keiko | Experimental & Behavioural Economics |
| ARUGA Kentaka | Environmental and Natural Resource Economics |
| ASADA Hidekatsu | Economic Policy |
| BOLT Timothy Barry | International Trade; Health Economics |
| IHARA Motoi | Asian Business and Japanese Enterprises |
| KAWABATA Yasuko | International Marketing |
| KITTILAKSANAWONG Wiboon | Comparative Studies of Management |
| MARUMO Kohei | Advanced Econometrics |
| NAKAGAWA Shinobu | Japanese Economy |
| OSADA Takeshi | Money, Banking and Financial Markets |
| PARK Youngwon | Global Business Strategy |
| SHI Jin | Supply Chain Management |
| TAKAHASHI Masayuki | Public Finance and Socioeconomic Development in Japan |
| UCHIDA Naomi | Urban Planning in Japan and Asia |
| YANAGISAWA Tetsuya | History of Economics |

Detailed information on the faculty staff members in this list is available at:

https://s-read.saitama-u.ac.jp/researchers/search_en

Types of Qualification Required

Applicants should meet any one of the following criteria:

- (1) Those who have earned a master's degree or professional degree or are expected to earn it from a university in Japan by September 30, 2025.
- (2) Those who have been granted any degree equivalent to a master's degree or professional degree in any foreign country or are expected to be granted it by September 30, 2025.
- (3) Those who have completed correspondence courses provided by any foreign school in Japan and have been granted any degree equivalent to a master's degree or professional degree or are expected to be granted it by September 30, 2025.
- (4) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology (see below).
- (5) Those who have been recognized by the Graduate School as having the scholastic ability of or higher than those who have earned a master's degree as a result of an individual examination of application eligibility and have reached the age of 24 or will reach the age of 24 by September 30, 2025 (see below).

Certification of the Application Eligibility (4) and (5)

- (1) The scope of "Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology" as stipulated in the Application Eligibility criteria (4) refer to those who satisfy the following requirements (i) and (ii):
 - (i) Those who have engaged in research at a university or research institute for two (2) years or longer after graduating from a university or completing the 16-year programs of school education in any foreign country.
 - (ii) Those who have research results that are deemed equivalent to or higher than a master's degree thesis in terms of books, academic papers, academic presentations, academic reports, or patents.
- (2) The scope of "Those who have been recognized by the Graduate School as having the scholastic ability as or higher than those who have earned a master's degree as a result of an individual examination of application eligibility and have reached the age of 24 or will reach the age of 24 by September 30, 2025)" stipulated in the Application Eligibility criteria (5) refers to those who satisfy the following requirements (i) and (ii):
 - (i) Those who have graduated from a university, college, college of technology, specialized training college, or vocational school, or have completed any other educational facility, and have business experience at a university or other research institute, or in the politics or economy-related field.
 - (ii) Those who have research results that are deemed equivalent to or higher than a master's degree thesis in terms of books, academic papers, academic presentations, academic reports, or patents.

- (3) The Graduate School of Humanities and Social Sciences will conduct an examination for the certification of the application eligibility and refrain from receiving the application documents until the examination is finished.

Nov. 7, 2024 – Nov. 22, 2024: Application Eligibility Assessment Period

(If your eligibility is (4) or (5), application materials 1-6 except 7-9 MUST reach us by **November 22, 2024**)

Application Period

1) Nov. 7, 2024 – Nov. 22, 2024: Draft research plan confirmation period

Before sending the application documents, **all the applicants are requested to send a draft research proposal with the name of a prospective supervisor listed on page 2 via the Administrative Office of the Department of Economics, Graduate School of Humanities and Social Sciences Secretariat by e-mail (mecon@gr.saitama-u.ac.jp) in this period.**

A prospective supervisor will send confirmation if a draft research plan is deemed appropriate for supervision in light of his/her expertise and current capacity of supervising students. **You could be asked to submit additional materials for evaluation in this procedure, like your academic transcript and master's thesis, as well as informal online interview.**

Your application will not be accepted if you do not receive this confirmation.

2) Dec. 2, 2024 - Feb. 3, 2025: Application Period

(All application materials MUST reach us by **Feb. 3, 2025**)

All the dates are in Japan Standard Time.

Application Materials

1. Application Forms

Regarding the application forms, please enter the following: your profile number; name; date of birth; nationality; address; phone number; e-mail address; academic background; employment history; research activity history; an English proficiency test score for the Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS) or an equivalent test; grade point average (GPA) (if available); two academic references;¹ intended field of study; statement of financial support; any request for special needs; and a research plan or statement of purpose and the name of the prospective academic supervisor who confirmed your draft research plan.² Then submit the completed application forms and other documents by postal mail to:

Economics Department,
Graduate School of Humanities and Social Sciences
Saitama University
255 Shimo-Okubo, Sakura-ku,
Saitama City 338-8570 JAPAN

1. Provide the names, affiliations, addresses, work phone numbers, and official e-mail addresses of two persons you have asked to fill in the Recommendation Forms.
2. The research plan or statement of purpose must include the title of your research, what you have studied so far, what you wish to study in the program, and your future career goals (approx. 2,000 words). Students applying to the DEcon program must include a specific topic and a tangible research plan to complete the doctorate thesis. Therefore, your research plan needs to clarify the research questions to be explored and your intended "value-added" to proceeding literature in the research area.

2. Writing sample

Please submit a sample of your written works up to three, which can be a copy of your master's thesis or another relevant published paper that demonstrates your research capabilities. Please attach abstract up to 250 words of each paper. Print your name in English on the upper left-hand corner of the first page.

3. Academic transcripts for postgraduate (master's level) education

Academic transcripts must include the school's official seals or signatures. Please submit the transcripts for all the schools that you attended if they were transferred between schools. Moreover, be sure to submit standards for grade assessment. If a course title, a grade, or any other information in the certificates contains codes or abbreviations, an explanation should be provided.

Applicants who graduated or expected to graduate the MEcon course of Saitama University do not need submit this document.

4. Certificate of graduation (or prospective graduation) from postgraduate (master's level) education

The certificate of graduation (or prospective graduation) must include the School's official seal or signature. Submission of the photocopy of the certificate is not acceptable. Applicants who obtained a master's degree from a school in a country other than Japan should also submit a certificate of degree conferment unless the degree conferment can be confirmed on academic transcripts.

Applicants who graduated or expected to graduate the MEcon course of Saitama University do not need submit this document.

5. Documents showing other strengths related to academic works (e.g., command of the Japanese language)

If available, please submit these documents.

6. Document validating your nationality and residence status

This document may be, for example, a copy of your passport or a certificate issued by an embassy office in Japan. It should be prepared in English; accordingly, attach a translation if

issued in any other language. If you reside in Japan, you must also submit a certified copy of your residence record.

7. English proficiency test scores or university certificate

All applicants whose native language is NOT English or who have not completed their bachelor's or master's degree in English as the medium of instruction must submit test scores from TOEFL, IELTS, or an equivalent proficiency test. Applicants with TOEFL or IELTS scores must have their official scores directly sent from the testing institution. Specifically, the Educational Testing Service (ETS) institutional code for SU is 7673. Note that in all cases, only the results of tests taken after June 1, 2022 will be considered valid for your application. (See “TOEFL/ IELTS” on pages 10-11).

Applicants with scores from an equivalent proficiency test must submit them together with their other application materials.

[Special Remarks on English Language Requirement Waivers]

- 1) The English language requirement will be waived if the applicant is a native English speaker or completed their bachelor's or master's degree in English as the medium of instruction in the United States, the United Kingdom, Ireland, Australia, New Zealand, or English-language universities in Canada, South Africa, India, the Philippines, Hong Kong, and Singapore.
- 2) Applicants who completed their bachelor's or master's degree in English as the medium of instruction in countries other than those listed in 1) above need not submit TOEFL or IELTS scores but must instead provide an official letter from the university certifying that English was the language of instruction (except for applicants who completed or expected to graduate the MEcon program of Saitama University)

8. Two Applicant Recommendation Forms

You will need to submit Applicant Recommendation Forms from two persons qualified to judge your academic abilities. Applicants who completed or expected to graduate the MEcon program of Saitama University need to submit a letter of consent by the primary supervisor). You must provide at least one reference from someone who can comment on your readiness for doctorate-level studies—preferably a professor who taught you. These references should describe your academic work in detail. If you have completed significant independent research, such as a thesis, the admissions committee will expect one of these recommendations from your thesis supervisor. References must be submitted via the recommendation form. Subsequently, each recommendation form must be sealed in an envelope with the writer's seal or signature over the flap.

9. Application Fee Remittance Certificate

Please pay the application fee of 30,000 yen following the directions below. Applicants who are expected to complete the MEcon program of Saitama University in September 2025 do not need to pay the application fee.

(See how to pay the application fee on page 11)

When you have completed the payment procedures, please print out the Proof of Payment form, and paste it onto the attached sheet for the application fee certificate for submission with the application documents.

In the case of applicants by the Eligibility (4) or (5) (see page 3), this fee is payable only after the department confirms the eligibility.

Note that the application fee received by the University is NON-refundable.

[Important Points on Completing Application Materials and Submitting Your Applications]

- 1) The application procedure slightly varies depending on the individual's eligibility profile.
- 2) Required application materials should include the following forms:
 - Application Form 1
 - Application Form 2
 - Application Form 3
 - Applicant Recommendation Form (2)
 - Attachment Sheet for Application Fee Remittance CertificatePlease be sure to download, print out, complete, and submit all of these forms, in addition to the other required application materials (described on pages 4-7).
- 3) Do not use nicknames or abbreviations when writing names on the application documents.
You must write your name in Roman letters, as it appears in your passport.
- 4) It is recommended that documents be sent by registered express mail or an equivalent air courier (e.g., Federal Express, DHL, UPS).
- 5) No changes to any of the documents are allowed after submission.

- 6) For non-English-language documents, the document-issuing school or authority must provide a corresponding English or Japanese translation of the original language. If the School or authority does not provide such a service, the documents must be translated and verified by an outside translation organization and certified to be the same as those issued by the school or authority. Please be sure to submit both the original documents and the certified translations.
- 7) Application documents submitted cannot be returned.
- 8) If, after admission, it is discovered that any of the documents have been falsified or any necessary details or documents have been omitted, admission will be cancelled, even in the event that the candidate has already matriculated to the university.

Key Addresses and URL

- 1) All documents, except application material 7, must be sent to the following address:

Department of Economics
Graduate School of Humanities and Social Sciences
Saitama University
255 Shimo-Okubo, Sakura-ku,
Saitama City 338-8570
JAPAN

E-mail of Office of the DEcon program: mecon@gr.saitama-u.ac.jp

- 2) Website: <https://hss.saitama-u.ac.jp/english/index.html>

Privacy Policy

SU is committed to protecting the individual privacy of applicants and students by restricting the use of all collected information as specified by the Policies on the Protection of Personal Information Held by Saitama University based on the Act on the Protection of Personal Information Held by Independent Administrative Agencies. In accordance with these policies, the information on this application may be used by SU officials only for appropriate administrative purposes.

Applicants Who Need Assistance

For applicants with physical disabilities or who need assistance, please consult with the Department of Economics, Graduate School of Humanities and Social Sciences in advance.

Evaluation of Applicants

The evaluation of applicants involves a two-stage process: an initial review of the documentation and an interview. The interview will be conducted only with applicants who have passed the initial documentary review.

Document Review

The Document Review will be the principal method of selecting applicants for admission.

Applicants may be rejected on the examination of their research plan and profile. The research plan should get the confirmation by the prospective supervisor and the plan will be assessed by additional faculty academic staff.

In-Person Interview by Zoom

An interview with each applicant by SU academic staff is scheduled to be conducted in March 2025 to determine the final candidates for admission. The time and date for the interviews are arranged by e-mail. The interviews are conducted online (Zoom). Accordingly, if the applicant fails to reply to the e-mail within the designated period, the applicant will be automatically disqualified for the interview. The interview may be waived for extraordinarily competent applicants who receive notifications via e-mail.

[Important points concerning online interviews]

Please review and adjust your PC environment. You must prepare the following items for the interview and test your equipment and software together well before the interview.

- 1) Software: Zoom should be used for the interview unless otherwise specified.
- 2) Internet connection: Broadband (i.e., high-speed Internet connectivity) is strongly recommended
- 3) Equipment: You need a built-in or separate web camera and microphone.

Announcement of Final Results

The results of the screening process are announced by e-mail. The applicants who pass the final selections will be notified by e-mail by the end of May 2025.

Admission Fee and Tuition

Successful applicants must complete the admission procedure by postal mail by the designated date. Failure to do so is regarded as a withdrawal from the program.

Incoming students must pay a full admission fee of 282,000 Japanese yen at the time of the admission procedure. Applicants who are expected to complete the MEcon program of Saitama University in September 2025 do not need to pay the admission fee.

[Notes]

- 1) The tuition for the first semester will be 267,900 yen (535,800 yen for the whole year). The admission fee and tuition are for 2025 and are subject to change. Tuition is subject to change during the years of enrollment, and the revised tuition must be paid from the time the change takes place.
- 2) Tuition/Admission Fee Exemptions may be provided to a limited number of applicants in special cases.
- 3) Further information will be provided to applicants who pass the final selections.

TOEFL / IELTS

The official score report MUST reach us by February 3, 2025.

- 1) The Official Score Report of the TOEFL test must be sent directly from the ETS to the SU. The official score report is different from the examinee score report sent to individual examinees. Please make sure you make arrangements early, using the following institutional codes, so the Official Score Report will arrive at SU by the deadline. The TOEFL administration offices in each country explain the procedure for requesting the official score report to be issued, the number of days required for issuing the official score report, etc., on their websites. Also, keep the Score Report Request Acknowledgement sent to you from the ETS after requesting the Official Score Report to be issued just in case the graduate school needs to verify the fact that you made a request to the ETS.

| |
|---|
| <u>Saitama U MEcon Pro</u> Institutional Code: 7673 |
|---|

- 2) The IELTS Test Report Form must be sent directly from the IELTS administration office in each country to SU. The test report form is different from the one that is sent to applicants taking the IELTS. Please make sure you make arrangements early, so the test report form will

arrive at SU by the deadline. The IELTS administration office in each country will explain the procedure for requesting the test report form to be issued, the number of days required for issuing the test report form, etc., on their website. Use the following address:

| |
|--|
| <p>Saitama U DEcon Pro 255 Shimo-Okubo, Sakura-ku, Saitama City 338-8570 JAPAN</p> |
|--|

How to Pay the Application Fee

Application Fee: 30,000 yen

Early payment of the application fee is recommended. This fee must be received in Japan by **February 3, 2025 or earlier**. When making payments, fees may be applied. Any and all such fees are the responsibility of the applicant.

If you currently live in Japan, Payment Method 1 cannot be used. Instead, please use Payment Method 2.

Payment Method 1: (For Applicants living outside Japan)

Follow the instructions about “Flywire” included near the end of these guidelines and complete your payment. “Flywire” is online payment system that is used by educational institutions around the world.

When you have completed the payment procedures, print out the Payment Confirmation, and paste it onto the "Attachment sheet for the Application Fee Remittance Certificate" for submission with the application documents.

Note: If payment is not made before the deadline, the application will be automatically cancelled. In addition, it should be noted that this payment period is shorter for those who apply just before the application deadline.

If you cannot pay by Flywire, please contact us at: mecon@gr.saitama-u.ac.jp

Payment Method 2: (For applicants living in Japan)

Please make a payment at a convenience store. Please see the guide "コンビニエンスストアでの入学検定料支払方法" at the end of these guidelines. Be sure to paste 取扱明細書/収納証明書 onto the Attachment Sheet for Application Fee Remittance Certificate with the application documents.

Scholarship

I Government Scholarship

1. Japan Student Services Organization (JASSO) Scholarship

<https://www.jasso.go.jp/en/index.html>

(1) Research Program for the MEXT Honor Scholarship for Privately Financed International Students

The Japan Student Services Organization (JASSO) offers the Reservation Program for the MEXT Honors Scholarship for Privately Financed International Students (hereafter "Reservation Program for Honors Scholarship") to students who attend a university or other institutions of higher education in Japan. In conjunction with this scholarship, JASSO sponsors a reservation program that sets aside scholarships for privately financed international students who enroll in a graduate school in Japan directly from overseas (i.e., applicants do not have to visit Japan before enrollment).

Privately financed international students who enroll in SU's or the DEcon Program MEET these criteria, although a scholarship is not always guaranteed.

The Reservation Program for Honors Scholarship (graduate level) is paid monthly in the amount determined for that Japanese school year (April-March). This amount is subject to change each year. For reference, the monthly stipend for the 2024 school year was 48,000 yen.

After a scholarship has been reserved for an applicant, it is awarded for a certain period based on the time that the applicant enrolls in a Japanese graduate school. For students enrolled in the DEcon Program in October 2025, the duration of the scholarship is six months, from October 2025 to March 2026. Students need to compete for the MEXT (regular) Honors Scholarships or other scholarships for privately financed international students during the subsequent period.

All applications must be processed through SU. Direct applications by students will not be accepted. The application for the Reservation Program for Honors Scholarship must be made after matriculation.

[Important Points on Other Scholarships Related to the Reservation Program for Honors Scholarship]

The Reservation Program for Honors Scholarship cannot be awarded to students scheduled to receive one of the government or non-government/private scholarships.

(2) MEXT Honors Scholarship for Privately Financed International Students

Privately financed international students studying at SU are eligible to apply for the MEXT Honors Scholarship offered by JASSO. Applications for the scholarship should be made through SU. Please note that the JASSO scholarship is highly competitive.

2. Foreign Government Scholarships

Foreign government scholarships are available for those who are dispatched to Japan to study by the government of their home country. Please inquire about the relevant authority in your country for further details.

Foreign government scholarship recipients will receive priority in their housing applications for the International House.

II DEcon Program Scholarships

Partial Scholarship

The Economics Society offers 200,000 yen to every first-year international student who matriculates in the DEcon program and moves to Japan from abroad, but only if they do not receive any support from any other scholarship covering their travel expenses.

III Non-Government and Private Scholarship

Every year, approximately 30 private organizations award scholarships to students. Although both the number of recipients and the amount paid are limited, we proactively advertise and recommend international students for these private scholarships.

For more information, check the website below:

<https://www.studyinjapan.go.jp/en/planning/by-style/pamphlet/>

For further information, please contact:

Study in Japan Unit, Information Service Division, Student Exchange Department

Japan Student Services Organization (JASSO)

2-2-1 Aomi, Koto-ku,

Tokyo 135-8630

JAPAN

Tel: +81 3 (5520) 6111

Fax: +81 3(5520) 6121

The Office of International Affairs

Saitama University

255 Shimo-Okubo, Sakura-ku,

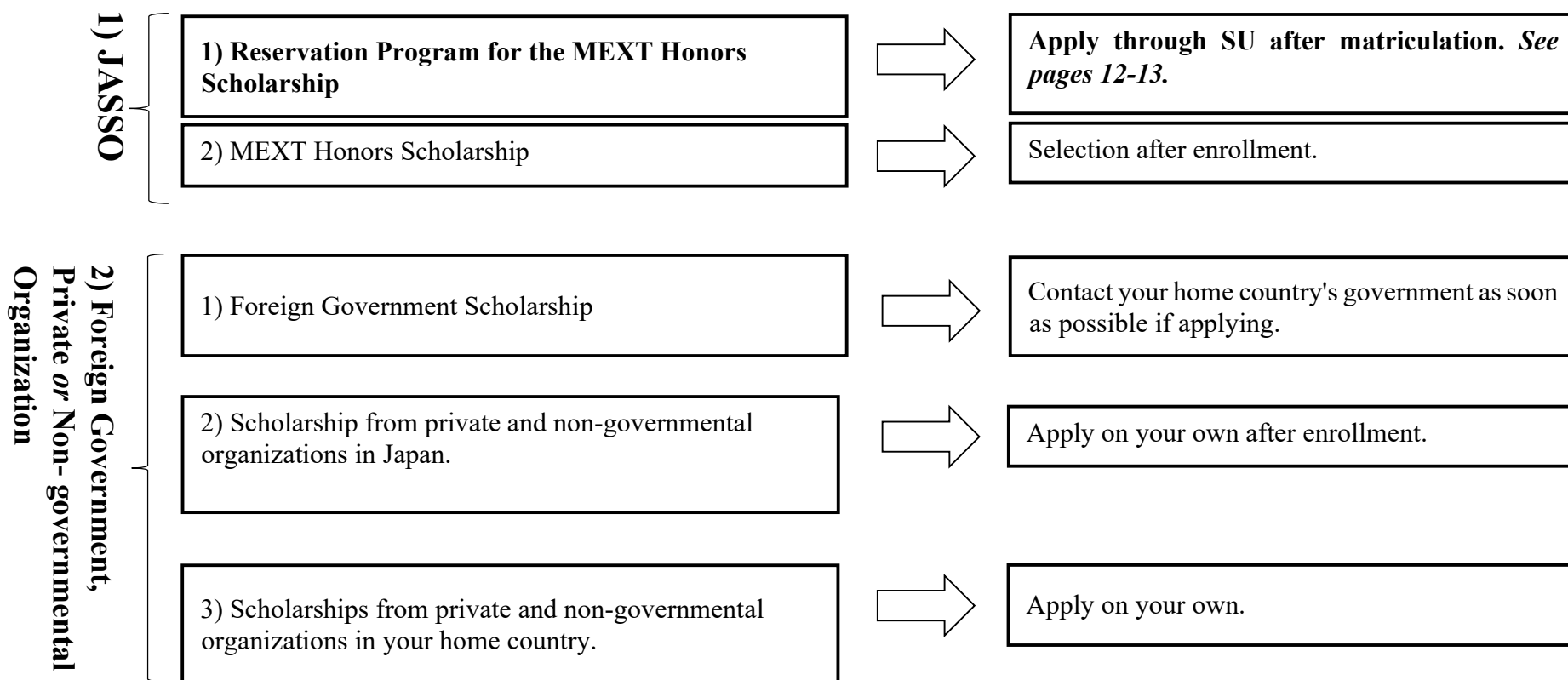
Saitama City 338-8570 JAPAN

Tel: +81 48(858)9061

Fax: +81 48(858)9675

ryugaku@gr.saitama-u.ac.jp

The following chart shows scholarships offered by JASSO (i.e., MEXT Honors Scholarships), foreign governments, or other organizations for privately financed international students.



Housing

International House

The International House is a quality housing complex for international students, researchers, faculty, and administrative staff of SU that aims to promote multicultural exchanges and mutual understanding. The commuting time to SU is five minutes on foot. The International House has furnished two rooms, family rooms, and single rooms with Internet connections.

Applications to stay in the International House are accepted in July (moving in October) and January (moving in April). Those wishing to move into the International House should forward their applications to the Office of International Affairs. Please understand that because the number of rooms is limited, an application does not guarantee a room in the facility. The maximum allowed period of residency is one year.

As of 2024, international students with Japanese government (Monbukagakusho: MEXT) or foreign government scholarships will be given priority in their housing applications for the International House.

For more information and an application form, please visit the following website:

<https://en.saitama-u.ac.jp/studentlife/accommodation-for-international-students-2/>

Visa

If you are not a Japanese citizen or a permanent resident, you must hold a proper visa to stay in Japan. For those who need a student visa, the university will support your visa application by issuing a certificate of eligibility (COE) and other necessary documents.

To obtain student visas, applicants must demonstrate that they have the financial means to support themselves as students in Japan.

APPLICATION FORM 1

For DEcon program Applicant

| | |
|---------------------------|--|
| Profile Number (i - x) | |
|---------------------------|--|

| | |
|-------------------------------|--|
| Applicant Reference Number | For official use only |
| | Attach a photo of yourself taken within the last 3 months. Write your name and nationality in block letters on the back of the photo. (H: 40mm, W: 30mm) |

The application form should be typewritten, or neatly handwritten in block letters using the Roman alphabet (unless otherwise specified).

1. Applicant Information

Family Name: _____

Given Names: _____

Name in Chinese Characters (if applicable): _____

 Nationality: _____ Date of Birth: _____
 DD MM YYYY
Gender: ☐ Male ☐ Female Marital Status: ☐ Single ☐ Married

Permanent Address: _____

City/State _____ Country _____ Postal Code _____

 Phone: [_____] _____ Mobile: [_____] _____
 Country code Country code

E-mail Address: _____

Mailing Address (if different from above): _____

City/State _____ Country _____ Postal Code _____

 Phone: [_____] _____
 Country code

Emergency Contact:

Name: _____ Relation to Applicant: _____

 Phone: [_____] _____ Email Address: _____
 Country code

2. Academic Background

Please fill in each blank or circle the number corresponding to the university/equivalent institution you attend(ed).

| Qualifications For Admission (Master's degree) | | |
|---|---------------------------|---|
| 1 National | (Official Name of School) | Date of Graduation (Expected / Completed) (MM / YYYY) |
| | (Faculty) | |
| 2 Public | (Department) | Date of Entrance (MM / YYYY) |
| 3 Private | (Degree Name) | |
| 4 Foreign | | |

Please list all schools you have attended or are attending in reverse chronological order.

| Academic Background | | |
|---|---|---|
| Period of Attendance (MM/YYYY - MM/YYYY) | Name of School (including department and major) | |
| — | | Graduate School (Expected/Completed) |
| — | | Undergraduate |
| — | | Upper Secondary School |
| — | | Lower Secondary School |
| — | | Elementary Education |

3. Current Status and Work Experience / Research Activities or Other activities

In reverse chronological order, please list all work experience/activities including your current position or status.

List positions you have held (other than as a student), including professional experience, laboratory work, or occupations. Include military service and teaching experience, if any.

| Complete this section clearly and correctly, and include the time period, name of organization, division and position. (sample) 09/2012 - 11/2014 AAA Co. Ltd., BBB Division, Assistant Manager | |
|---|---|
| Period of Employment (MM/YYYY - MM/YYYY) | Employment Record Name of Organization, Division, Position |
| — | |
| — | |
| — | |
| — | |
| — | |
| — | |

List articles, books, or other material published, and any inventions patented.

List academic honors, prizes, fellowships, scholarships, traineeships, or honorary scholarships you have received, or honor societies to which you have been elected.

If there is insufficient space to outline all your achievements or activities on this page, please attach additional page(s).

4. References

List names and addresses of persons whom you have asked to fill in the Recommendation Forms.

| Name | Affiliation | Address | Work Phone No. | E-mail | Relationship |
|------|-------------|---------|----------------|--------|--------------|
| | | | | | |
| | | | | | |

5. Name of the prospective supervisor who confirmed your research plan

6. Statement of Financial Support

Please indicate your planned source of financial support while studying. You may choose more than one.

☐ Grants/Scholarship (confirmed sources only)

☐ Employer ☐ Government ☐ Other

Name of Provider _____

☐ Self supported

☐ Family supported

☐ Loan

7. Applicants with Special Needs

Do you wish to request special support service at Saitama University?

☐ Yes ☐ No

If you do, please contact us via email at mecon@gr.saitama-u.ac.jp.

APPLICATION FORM 3
RESEARCH PLAN

Name: _____ , _____
Legal family name (surname) First name (given name) Middle name

State your research plan for applying to graduate school, including what you have studied so far, what you wish to study in the program, and what your future career goal is. This statement may assist the Admissions Committee in evaluating your application and aptitude for study at the Graduate School of Humanities and Social Sciences at Saitama University. Please use the space below for your response and attach additional page(s) if needed. Your statement should be approximately 2,000 words in length.

*Students applying to the DEcon program must include a specific topic and a concrete research plan for completion of the Doctoral thesis.

The research plan needs to be confirmed by the prospective supervisor before the application.

1. Title of the research

2. Details of the research plan

Applicant Recommendation Form

Graduate School of Humanities and Social Sciences,
Saitama University

Name of Applicant _____

(Family)

(First)

(Middle)

To the Recommender: The person named above has applied to our graduate school and has specified your name as an evaluator. Please evaluate this applicant's academic ability, personal traits, and other relevant information. Please use this form for your evaluation, seal the evaluation in an envelope, and sign across the seal, and then return it directly to the applicant. The applicant will forward the application forms together with the confidential evaluation to the graduate school. To allow the applicant to submit a complete application within the application period, your prompt attention would be sincerely appreciated. Your evaluation will be kept strictly confidential by our office.

Admissions Office, Graduate School of Humanities and Social Sciences,
Saitama University

| | Exceptional Top 5% | Excellent Top 10% | Very Good Top 25% | Good Top 50% | Below Below 50% | Unable to Judge |
|-----------------------------------|-----------------------|----------------------|----------------------|-----------------|--------------------|--------------------|
| Academic Ability | | | | | | |
| Analytical Ability | | | | | | |
| Originality/Creativity | | | | | | |
| Flexibility | | | | | | |
| Ability to Communicate in English | | | | | | |
| Ability to Write in English | | | | | | |
| Ability to Work with Others | | | | | | |
| Leadership | | | | | | |

Please continue on the reverse side.

Applicant Recommendation Form

Please describe the applicant's special personal qualities and/or abilities.

(If you were/are the applicant's supervisor, please comment on his/her writing sample.)

Recommender's Name in Full _____
(Family) (First) (Middle)

Relationship with Applicant _____

Title _____

Institution _____

Present Address _____

Telephone _____ E-mail _____

Date _____ Signature _____

DD / MM / YYYY

Attachment Sheet for Application Fee Remittance Certificate

Certificate should be pasted securely in this frame.

For Official Use

| 経理確認欄 | 研究科受付欄 |
|-------|--------|
| | |

埼玉大学大学院人文社会科学研究科(博士後期課程)

flywire

Easy! Fast! Safe!

Flywire is a reliable international tuition payment service that is used by educational institutions around the world.

Flywireは、世界中の教育機関でしようされている信頼性の高い国際的な授業料支払いサービスです。

Flywireでは、学費を現地通貨で支払うことができます。

With Flywire, you can pay tuition fees in your local currency.

The payment method available for the local currency is different for each country.

Saitama University collaborates with Flywire to provide an easy and safe payment method.

現地通貨で利用できる支払い方法は国によって異なります。埼玉大学はFlywireと協力して、簡単で安全な支払い方法を提供しています。

Students and parents: Please start the payment procedure at the Flywire website.

学生と保護者の方へ: Flywireのウェブサイトでは支払い手続きを開始してください。

First, go to saitama-u-application.flywire.com or scan



1. あなたの国を選択し、請求書の金額を入力します。

2. 支払方法を選択します。

3. 支払人の情報を入力します。

4. 学生情報を入力します。

QR code 5. 送金または決済。



Tell us about your payment

You pay from: Flywire University (UPI) receives:

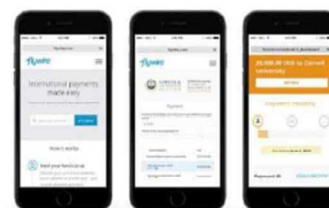


Flywireは授業料を日本円で学校に支払う責任を負います。
Flywire will take responsibility to pay the tuition fee to the school in Japanese yen.

1) 多彩な支払方法: 現地の銀行、クレジットカード、オンライン支払などを介して現地通貨で支払うことができます。
Benefits of paying through flywire
Flywire経由の支払いの利点

1) Multiple payment methods:
You can pay with local currency through your local bank, credit card, online payment, etc.

3) 携帯電話でのお支払いも可能です。
3) You can also make payments through your mobile phones.



2) Our customer support is open 24/7 via telephone, email, Skype

2) 当社のカスタマーサポートは、電話、Eメール、Skypeで年中無休でご利用いただけます。

<https://www.flywire.com>

Contact: <https://www.flywire.com/support> email: support@flywire.com

支払ページ (saitama-u-application.flywire.com) にアクセスしてください。

1) Access to saitama-u-application.flywire.com

- Choose your home country from the drop-down menu.
 - ・ ドロップダウンメニューから母国を選択します。
- Enter the exact payment amount you owe.
 - ・ 支払金額を正確に入力します。

The screenshot shows the Saitama University payment interface. At the top left is the Saitama University logo. At the top right are links for 'Contact', 'Help', 'Log in', and a language dropdown menu currently set to 'English'. Below these is a progress bar with six steps: '1. Payment Info', '2. Payment method', '3. Payer Info', '4. Info for the receiver', '5. Review & Confirm', and '6. Make payment'. The main heading is 'Your payment'. Under this, there are two sections: 'The payment will come from' and 'Saitama University receives'. In the first section, there is a dropdown menu labeled 'Country or region *'. In the second section, there is a currency symbol '¥' and an input field labeled 'Amount *' with the value '0'. Below the input field is a note: 'Amount will be formatted in the destination currency, in this case Japanese Yen. i.e. 10,000 for ten thousand JPY.' At the bottom right is a blue button labeled 'NEXT →'. Red arrows and text annotations highlight key actions: 'Select' points to the country dropdown, 'Input' points to the amount input field, and 'Click' points to the 'NEXT' button. A red box around the language dropdown is accompanied by text stating that other languages can be selected.

Select →

Input ←

Click →


You can also select a language other than English.
英語以外の言語も選択できます。

支払い方法を選択してください。

2) Select your preferred payment method.

Select your preferred payment method


Best Price Guaranteed Subject to terms and conditions



UnionPay debit card in Chinese Yuan (CNY)
CNY [REDACTED]

More info ▾


SELECT





UnionPay credit card in Chinese Yuan (CNY)
CNY [REDACTED]

More info ▾

SELECT




Debit/Credit Card in RMB
CNY [REDACTED]


Supports:  

More info ▾

SELECT



JCB Credit Card in CNY
CNY [REDACTED]

Supports: 

More info ▾

SELECT

← Choose & Click.

支払人情報を入力してください。

3) Enter the payer's personal details and contact information.

Saitama University
埼玉大学

Contact Help Log in English ▼

1. Payment Info 2. Payment method 3. Payer Info 4. Info for the receiver 5. Review & Confirm 6. Make payment

Payer information

(*) required field

| | |
|------------------------|---------------------------|
| Email * | First name * |
| Middle name | Family name * |
| Address 1 * | Address 2 |
| City * | State / Province / Region |
| Zip code / Postal Code | + 86 ▼ Phone number * |

☐ Receive text notifications on your payment status

☐ I would like to receive emails from Flywire about future discounts, promotions and offers

☐ I have read, understand, and agree to the Flywire [Terms of Use](#) and [Privacy Policy](#)

← PREVIOUS NEXT →

Input

Click

Click

学生情報を入力してください。

4) Enter the student's personal details and contact information.

※If your student ID number or your examination number is not assigned, please enter "000".

学生番号または受験番号が無い場合には、「000」を入力してください。

The screenshot shows the Saitama University website header with the logo and navigation links (Contact, Help, Log in, English). Below the header is a progress bar with six steps: 1. Payment Info, 2. Payment method, 3. Payer Info, 4. Info for the receiver, 5. Review & Confirm, and 6. Make payment. Step 4 is currently selected.

The main content area is titled "Information for Saitama University". Below the title, it says "(*) required field". The form is titled "Student Information" and contains the following fields:

- Student ID * (marked with a red asterisk icon)
- First Name *
- Middle Name
- Last Name *
- Date of Birth * (with a calendar icon)

At the bottom of the form, there are two buttons: "← PREVIOUS" and "NEXT →". A red arrow points to the "NEXT →" button with the label "Click". Another red arrow points to the input fields with the label "Input".

情報を確認してください。

5) Review and confirm your information.

Confirm →

Review and confirm payment information

| | | |
|---------------------|-------------------|---------------------------------|
| Payment information | You will send | Saitama University will receive |
| | <div></div> | <div></div> |
| | Country or region | |
| | <div></div> | |

| | |
|----------------|--------------|
| Payment method | You selected |
| | <div></div> |

| | | |
|-------------------|---------------------------|------------------------|
| Payer information | First name | Middle name |
| | <div></div> | <div></div> |
| | Family name | Address 1 |
| | <div></div> | <div></div> |
| | Address 2 | City |
| | <div></div> | <div></div> |
| | State / Province / Region | Zip code / Postal Code |
| | <div></div> | <div></div> |
| | Country | Phone number |
| | <div></div> | <div></div> |
| | Email | |
| | <div></div> | |

| | | |
|---------------------|---------------|-------------|
| Student Information | Student ID | First Name |
| | <div></div> | <div></div> |
| | Middle Name | Last Name |
| | <div></div> | <div></div> |
| | Date of Birth | |
| | <div></div> | |

← PREVIOUS

PAY →

← **Click**

銀行振替支払の場合:支払指図を検討し、支払を実行します。

6) For bank transfer payments: Review your payment instructions and make your payment.

- Review and submit your payment to Flywire using the payment instructions provided.
 - 提示された支払指図を使用して、Flywireに支払いを確認し、提出します。

[Contact](#)
[Help](#)
[Hi, Salvador](#)
[English](#)

Follow the steps below to pay before March 29, 2018 or your payment will be cancelled automatically.

\$
to your institution

Status

Payment ID

You
Flywire
Destination

1 Decide how you'd like to complete your bank transfer

Send your funds to Flywire so we can deliver your payment to the recipient. Most banks allow you to transfer funds via:

- Online banking**
Log in to your online account to transfer the funds.
- Telephone**
Call your bank to make your transfer.
- In-person visit**
Go to your bank to request the transfer.

Add this payment to your Flywire account

[ADD PAYMENT](#)

Manage your payment

- [Edit payment details](#)
- [SMS notifications](#)
- [Confirm funds were sent](#)
- [Change payment method](#)
- [Cancel this payment](#)
- [Download payment \(PDF\)](#)
Authenticate your payment is delivered to our institution.

[GREAT LINK TO BU](#)

Share your payment

[SHARE](#)

2 Make the bank transfer to Flywire

Use the payment instructions below to send the money to us. Keep in mind that it would take 2-3 business days to arrive to us.

| | |
|---------------------------|-----------------|
| Amount to pay: | |
| Reference / Payment ID: | |
| IBAN: | |
| Beneficiary Bank: | Banco Santander |
| Beneficiary Bank Address: | |
| Beneficiary: | Flywire |
| Beneficiary Address: | |

Notes:

I am aware that I am sending the money to Flywire, which will deliver it to my institution. I understand that it may take 2-3 business days to arrive to my institution. I agree with the terms and conditions of the service.

[DOWNLOAD INSTRUCTIONS FOR THE BANK TRANSFER](#)

3 Only when the bank transfer is made, let us know you have made the bank transfer by clicking on I've sent the funds.

You will get an email and you will be able to track your transfer status.

[I'VE SENT THE FUNDS](#)

クレジット・カード支払の場合:カード詳細を入力します。

6) For credit card payments: Enter your card details..

- Enter your information within 15 minutes to avoid your session timing out.
- Click Make Payment to continue.
 - カード番号、氏名、有効期限、暗証番号を入力します。
 - セッションのタイムアウトを回避するために、15分以内に情報を入力してください。
 - 【支払いを行う】をクリックして続行します。

\$

Payment pending

Payment status

Follow the steps below to pay before March 29th 2018 or your payment will be cancelled automatically.

Payment details

You're sending

They're receiving

Payment ID

Payment details

* Indicates a required field

Card number *

Expiry date *

MonthYear

Contact details ✓

Cardholder's name *

Security code

Last 3 digits on the back of card

Cancel payment

Make Payment

VISA

ADD THIS PAYMENT TO YOUR ACCOUNT

Manage your payment

SMS notifications

Cancel payment

POWERED BY flywire

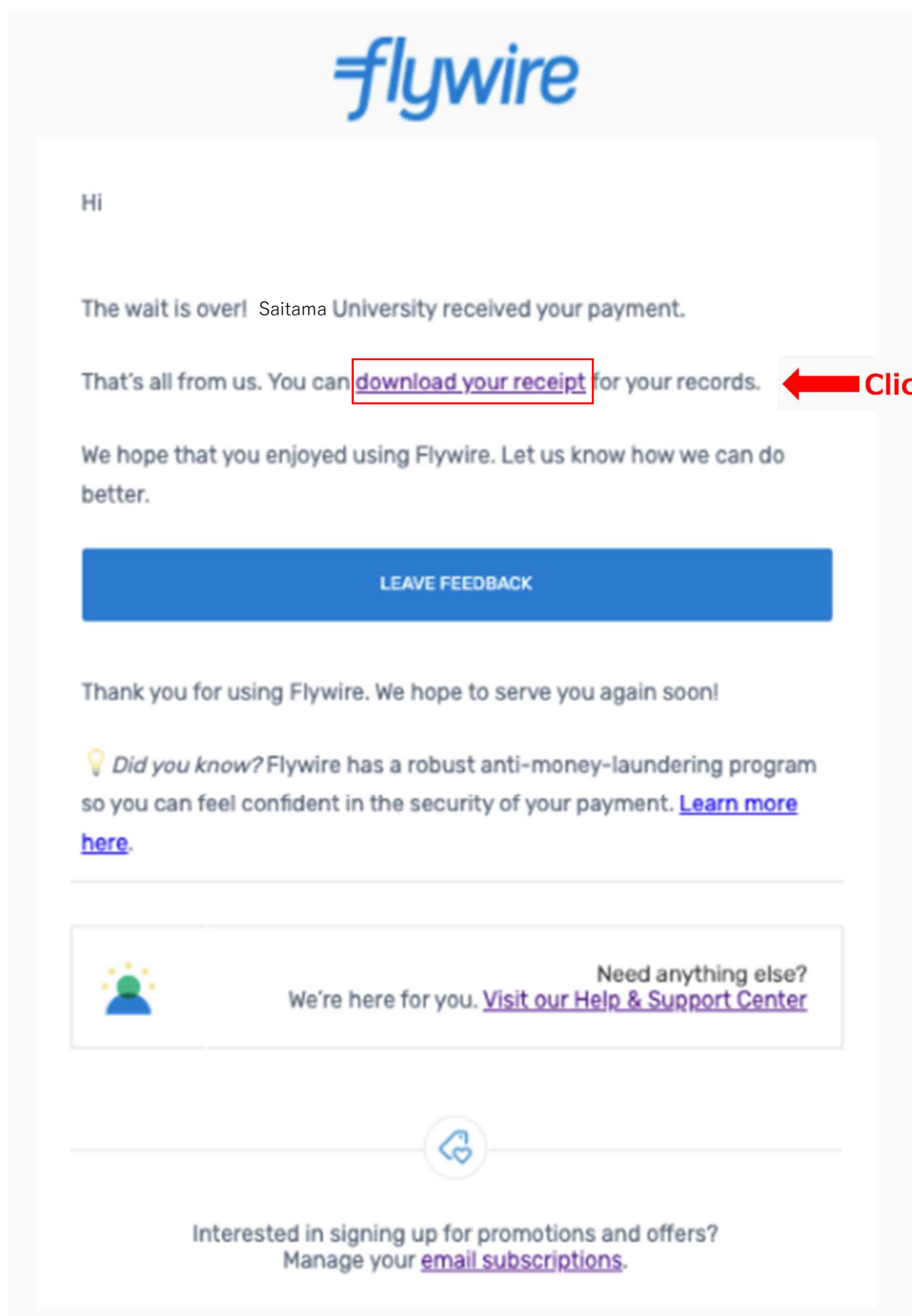
St. Olaf College address: 1520 St. Olaf Ave

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FLYWIRE.COM

領収書の取得

7) View and Download the Receipt.



You can also download the Receipt from the Mail sent after completion of procedures.
手続き完了後のメールから領収書をダウンロードすることもできます。



FLYWIRE PAYMENT CONFIRMATION

PAYMENT ID

STUDENT ID

FULL NAME

DESCRIPTION

DELIVERY DATE

ORIGINATING AMOUNT

RECEIVED AMOUNT

Thank you for completing your payment with us.



Flywire support

Do you need help with your payment?

<https://help.flywire.com>

PAYMENT POWERED BY



141 Tremont Street - Boston, MA 02111

Please use this receipt as the Application Fee Remittance Certificate.
この領収書を受験料振込証明書として利用してください。

支払の追跡

Track your payment

Payment tracking is available at flywire.com or through Flywire's mobile app. Log in to check the status of your payment and receive email notifications or opt into SMS text message alerts.

支払い追跡はflywire.comから、またはFlywireのモバイルアプリから利用できます。ログインして支払い状況をチェックし、Eメール通知を受け取るか、SMSテキストメッセージのアラートを選択します。

Need help?

Customer Support Phone Numbers: カスタマーサポートの電話番号

USA Toll free +1 800 346 9252

Australia +61 (2) 800 69 729

USA Local number +1 617 207 7076

United Kingdom +44 (20) 32 394 729

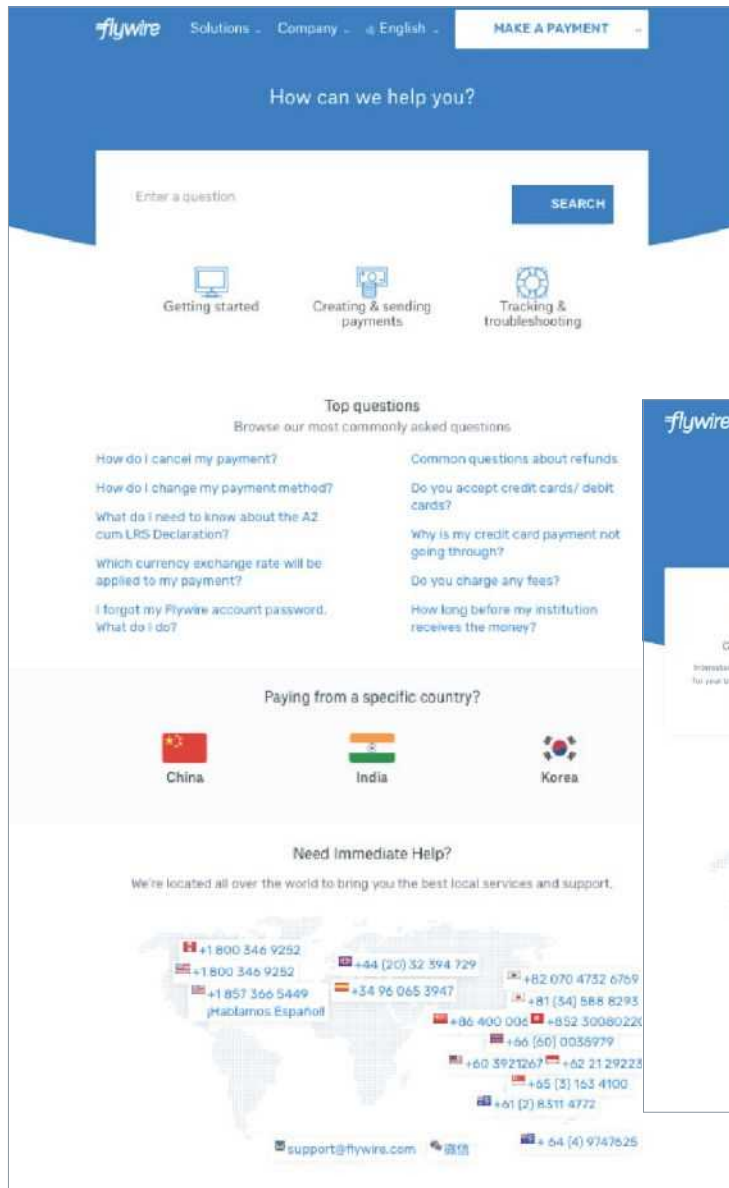
Spain +34 96 065 3947

Hong Kong +852 30 184 814

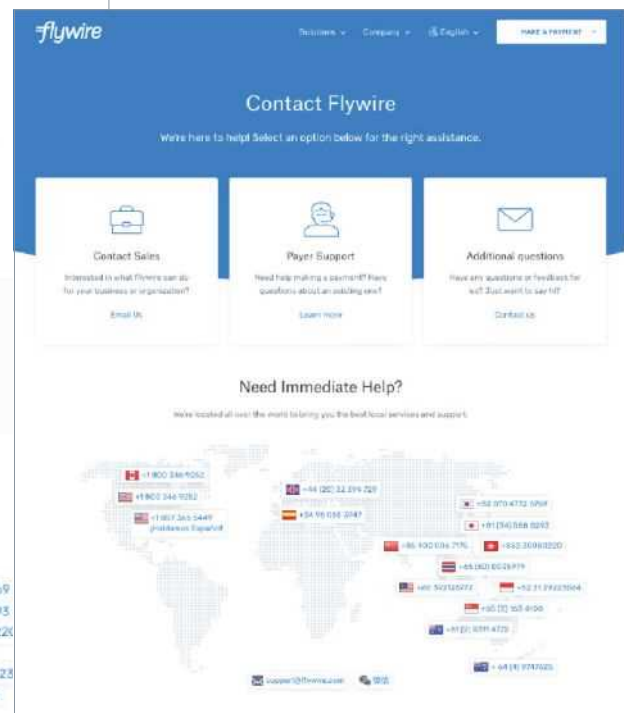
Canada +1 647 930 9424

South Korea +82 070 4732 6769

flywire.com/support



flywire.com/contact



コンビニエンスストアでの入学検定料払込方法

1 お申込みの前に

お支払い手続きの途中で「8桁の番号」の入力が求められます。
出願書類に記載したいずれかの電話番号の下8桁を入力してください。
例：07012345678 の場合 → 12345678
0481234567 の場合 → 81234567

電話番号メモ
(8桁)

下記のコンビニ端末にてお支払いください

1 お申込み

セブン-イレブン

マルチコピー機

<https://www.sej.co.jp/services/multicopy>

最寄りの「セブン-イレブン」にある「マルチコピー機」へ。



TOP画面の「学び・教育」よりお申込みください。



学び・教育

入学検定料等支払

LAWSON
Loppi

MINISTOP
Loppi

<https://www.lawson.co.jp>

<https://www.ministop.co.jp>

最寄りの「ローソン」「ミニストップ」にある「Loppi」へ。



TOP画面の「各種サービスメニュー」よりお申込みください。



「各種申込(学び)」を含むボタン

学び・教育・各種検定試験

大学・短大、専門、
小・中・高校等お支払い

埼玉大学大学院

をタッチし、申込情報を入力して「払込票/申込券」を発券ください。

*画面ボタンのデザインなどは予告なく変更となる場合があります。

2 お支払い

①コンビニのレジでお支払いください。

端末より「払込票」(マルチコピー機)または「申込券」(Loppi)が出力されますので、
30分以内にレジにてお支払いください。



②お支払い後、チケットとレシートの2種類をお受け取りください。

「取扱明細書」(マルチコピー機)または「払込受領証」(Loppi)。



*お支払い済みの入学検定料はコンビニでは返金できません。
*お支払期限内に入学検定料のお支払いがない場合は、入力された情報はキャンセルとなります。
*すべての支払方法に対して入学検定料の他に、払込手数料が別途かかります。

| | | |
|-------|-------------|----------|
| 払込手数料 | 入学検定料が5万円未満 | 550円(税込) |
|-------|-------------|----------|

3 出願

「取扱明細書」または「払込受領証」の
「収納証明書」部分を切り取り、
入試要項などの指示に従って郵送してください。
(※お客様控えは、郵送せずお手元大切に保管をしてください。)

貼付する場合、「感熱・感圧紙などを変色させる場合があります」と記載のある糊は
使用しないでください。「収納証明書」が黒く変色する恐れがあります。



※申込み時に入力した**8桁の番号**が
収納証明書に印字されていることを
確認してください。

【入試・出願に関するお問い合わせ先】 募集要項に記載の連絡先へお問い合わせください。

【検定料の払込に関するお問い合わせ先】 埼玉大学 経理課出納担当 TEL 048-858-3942 (受付時間) 平日9:00~17:00

【操作などのお問い合わせ先】 学び・教育サポートセンター <https://e-apply.jp/e/guide/> ※コンビニ店頭ではお応えできません。