

**Tokyo University of Foreign Studies**

**Doctoral Program  
Graduate School of Global Studies**

**April 2020  
Admission Information**

**Doctoral Program in Global Studies  
Doctoral Program in Japan Studies**

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### Contact Information

Admissions Office, Tokyo University of Foreign Studies  
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN  
TEL: +81-(0)42-330-5179  
Office Hours: Monday to Friday, 9:00-12:00 and 13:00-17:00  
(excluding national holidays and TUFs administrative summer and winter breaks)  
E-mail: gao@tufs.ac.jp

The applicant himself/herself shall contact the Admissions Office for inquiry.

## Doctoral Program, Graduate School of Global Studies

### [Admission Policy]

In order to be admitted and study in the TUFS Doctoral Program, Graduate School of Global Studies, applicants are expected to have acquired adequate basic knowledge in fields of study related to the diverse languages, cultures, and societies of the world and those that deal with global problems across regions. Applicants are also expected to have the ability to conduct interdisciplinary and cross-sectoral research, think flexibly, and possess the strong awareness of issues required to tackle the various problems arising in the globalized world.

In the entrance examination for April admission, applicants will be required to take a written test on the basic knowledge required to conduct research in their fields of specialty. Their ability, aptitude, and passion for conducting research will be judged based on a thesis and a research proposal to be presented in an oral examination.

### 1. Intake

Graduate School of Global Studies	April Admission	October Admission	Total
Doctoral Program in Global Studies	22	5	27
Doctoral Program in Japan Studies	9	1	10
Joint Doctoral Program for Sustainability Research	2	1	3

\*For information about the Joint Doctoral Program for Sustainability Research, please refer to the following website: <http://www.tufs-tuat-uec.jp/>

### 2. Eligibility

<p>Applicants must meet one of the following conditions:</p> <ol style="list-style-type: none"> <li>(1) Those who have obtained or are expected to obtain a master's or a professional degree by March 31, 2020</li> <li>(2) Those who have obtained or are expected to obtain a master's degree according to Article 104, Clause 4 of the School Education Act of Japan by March 31, 2020 (Note 1)</li> <li>(3) Those who have obtained or are expected to obtain a degree equivalent to a master's or a professional degree at an educational institution outside Japan by March 31, 2020</li> <li>(4) Those who have obtained or are expected to obtain a degree equivalent to a master's or a professional degree by March 31, 2020 within Japan through correspondence courses offered by a foreign educational institution</li> <li>(5) Those who have completed or are expected to complete a course and have obtained or are expected to obtain a degree equivalent to a master's or a professional degree by March 31, 2020 at a foreign educational institution in Japan, which is recognized to have graduate courses according to the educational system of that country and specifically designated by the Minister of Education, Culture, Sports, Science and Technology – Japan (MEXT)</li> <li>(6) Those who have completed or are expected to complete a course offered by the United Nations University and have obtained or are expected to obtain a degree equivalent to a master's degree by March 31, 2020</li> <li>(7) Those designated as eligible by the MEXT (Note 2)</li> <li>(8) Those who have been screened individually for eligibility and approved by the Graduate School of TUFS as having the academic ability equivalent to or higher than a master's or a professional degree holder and will be aged 24 or older by March 31, 2020 (Note 3)</li> </ol> <p>(Note 1 ) Those who have been awarded or are expected to be awarded a master's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education 大学改革支援・学位授与機構 (formerly National Institution for Academic Degrees and University Evaluation included 旧大学評価・学位授与機構)</p> <p>(Note 2) In Eligibility (7), “those designated as eligible by the MEXT” are persons who meet one of the following conditions. See also, “Supplemental Information” on page 2.</p> <ol style="list-style-type: none"> <li>1. Those who have engaged in research at a university or a research institution for a minimum of two years after graduating from a university, and approved by the Graduate School of TUFS based on their achievement as having the academic ability equivalent to or higher than a master's degree holder</li> <li>2. Those who have engaged in research at a university or a research institution for a minimum of two years after completing 16 years of school education outside Japan, or after completing 16 years of school education within Japan through correspondence courses offered by a foreign educational institution, and approved by the Graduate School of TUFS based on their achievement as having the academic ability equivalent to or higher than a master's degree holder</li> </ol>
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(Note 3) In Eligibility (8), those who qualify for an individual eligibility check are the ones who do not fall into any of (1) to (7) and “are graduates of a university, a junior college, a technical college, an advanced vocational school, or other types of educational institution and do not hold a master’s degree.” If you wish to apply under Eligibility (8), you need to request an individual eligibility check prior to your application. Please bring the following items to the TUFs Admissions Office or send them by **registered post** by Friday, October 11, 2019. Refer to the mailing address provided in 4. Application Procedure (2) Where to Submit Your Application.

- A) Request Form for Eligibility Check 出願資格認定申請書 (Form provided)
- B) Eligibility Check Form 入学試験出願資格認定審査調書 (Form provided)
- C) A certificate of graduation and a transcript issued by the most recently attended school (Must be issued under the name of the school president or dean and be sealed in an envelope)
- D) An academic paper that can be considered equivalent to a master’s thesis
- E) Other documents requested by TUFs

Notification of eligibility check results will be delivered to applicants or their representative in Japan by post by Friday, November 8, 2019.

#### Supplemental Information

- For Eligibility (5), refer to the following website for the foreign educational institutions and courses that are recognized by the Minister of MEXT (文部科学大臣指定外国大学(大学院相当)日本校). [MEXT] [http://www.mext.go.jp/a\\_menu/koutou/shikaku/07111317/001.htm](http://www.mext.go.jp/a_menu/koutou/shikaku/07111317/001.htm)
- Under Eligibility (7) and (8) requirements, those approved as “having the academic ability equivalent to or higher than a master’s or a professional degree holder” are persons who have scholarly achievements such as publishing academic papers and books considered equivalent to or superior to a master’s thesis.
- If you wish to apply under Eligibility (7), you need to request an individual eligibility check prior to your application. Please bring the following items to the TUFs Admissions Office or send them by **registered post** by Friday, October 11, 2019. Refer to the mailing address provided in 4. Application Procedure (2) Where to Submit Your Application.
  - A) Request Form for Eligibility Check 出願資格認定申請書 (Form provided)
  - B) Eligibility Check Form 入学試験出願資格認定審査調書 (Form provided)
  - C) A certificate of graduation and a transcript issued by the most recently attended school (Must be issued under the name of the school president or dean and be sealed in an envelope)
  - D) Document(s) presenting research achievements
  - E) Other documents requested by TUFsNotification of eligibility check results will be delivered to applicants or their representatives in Japan by post by Friday, November 8, 2019.

### 3. October Admission

Applicants for “October Admission” for the Doctoral Program in Global Studies must meet one of the following conditions:

- ① Those who are applying for Peace and Conflict Studies (PCS)
- ② Those who reside outside Japan and are employed as a regular employee at a governmental institution or an international organization of any country including Japan at the time of application
- ③ Those designated as eligible as a result of an individual eligibility check by the Dean of the Graduate School of Global Studies of TUFs

\*As of August 2019, possibilities of partial changes in October admission are still remaining. Please check the details in “October 2019 Admission Information for Doctoral Program, Graduate School of Global Studies” which will be posted on the “International Students” section of our website in the end of 2019.

#### 4. Application Procedure

##### [Precautions on Application Procedure]

Applicants must follow instructions in preparing their application. An Examination Admission Card 受験票 and Guideline for Entrance Examination will be given to those whose applications have been accepted. Be sure to read and keep the Guideline for Entrance Examination until the end of the examination as it provides very important information.

(1) Applicants must submit all of the required application documents as one packet to the Admissions Office of TUFS (refer to Application Procedure Details, (2) Where to Submit Your Application) by the designated deadline.

(2) Submission of an application after the application deadline is not acceptable under any circumstances. Applicants are not allowed to change the Studies and the Examination Subject of their choice once their applications have been accepted.

(3) **Applicants who reside outside Japan need to designate a representative who resides in Japan.** (If TUFS needs to contact an applicant who resides outside Japan, we will contact their representative.)

(4) Accepted documents are NOT returnable, and the application fee is NOT refundable once the application has been accepted.

(5) Various certificates indicated on page 4 (3)-1 Application Documents (proof of academic background, degree and grades) must be issued, certified or authenticated by the university where the applicant graduated, or other public institutions such as the embassy and a notary's office (Note 1). In special circumstances, applicants MUST obtain advice from the Admissions Office in advance. For example, documents issued by the university are available for online browsing only; the authentication system is not existing due to a national policy; documents required for the graduates are unobtainable because the graduation is scheduled shortly before the admission deadline. Late submission caused by delay in applying for necessary documents is not considered as a special circumstance (except for natural disasters and alike).

(6) In the case that the original certificates are issued in a language other than Japanese, English, or Chinese, applicants must attach a Japanese or an English translation of the original copy certified by the official seal or signature of the responsible officer from public institutions (Note 1-2). **TUFS does NOT certify the translated documents.**

(7) The TUFS Admissions Office issues a certified copy of original certificates. Follow the instructions below when you request the service.

Contact the Admissions Office in advance and bring or mail your original certificates such as a certificate of degree (Note 1) to the Admissions Office.

**In the case of a request for the return of the document by mail**, applicants must enclose an envelope guided by the following instructions below. Furthermore, TUFS shall not be held responsible for any loss during transportation or inconvenience caused due to delay in returning documents.

1. The self-addressed envelope must be of sufficient size to accommodate all documents.

2. Affix sufficient stamps for Japanese registered post.

[https://www.post.japanpost.jp/service/fuka\\_service/kakitome/index\\_en.html](https://www.post.japanpost.jp/service/fuka_service/kakitome/index_en.html)

3. Write down a Japanese address on the self-addressed envelope.

The Admissions Office will be accepting requests on weekdays, 10:00-12:00 and 13:00-16:00, from Monday, September 2, 2019 to Thursday, November 21, 2019.

\*A certified copy will be given to the applicant in a sealed envelope. Do not open the envelope, and submit it as it is.

\*If you are requesting this service by post during the application period, also submit all the other application documents and enclose a memo indicating that the original certificates need to be returned.

(8) Do NOT fill out the application form at the window of the Admissions Office and avoid interfering with other services offered.

(9) Even if you have submitted the same application documents to TUFS in the past, you are required to prepare and submit a new set of documents.

(10) You are not allowed to simultaneously apply for the Doctoral Program and the Joint Doctoral Program for Sustainability Research for April 2020 admission.

Note 1: All documents submitted to TUFS that are original or certified by public institutions MUST correspond to items 1-3 below.

1. The certificates MUST be sealed by the concerned institutions or contain the signature of the responsible officer from these institutions (Photo copy of the certificate is NOT acceptable.)
2. The certificates have an advanced copy protection (\*The Administration Office will verify by taking a photo copy at the time of application.)
3. The certificates MUST be in a sealed and unopened envelope upon submission.  
\*If the envelope is opened, and the certificate is a photocopy, the document is invalid. Applicants must confirm to the issuing institution that the certificates correspond to the documents required by the Admissions Office because the submitted documents should not be inspected by applicants themselves.

Note 2:

If the embassy is unable to provide translation and authentication services, referral should be made to embassy-recommended translation services. Be careful with unofficial translation services pretending to be authorized. In the absence of embassy-appointed translation services, a translated document (private document) should be authenticated by a notary office. The private document is signed and/or name-sealed by the writer, and its translation should be genuine, also see page 11 Precautions (13). Any document that has had text inserted, deleted, or altered is ineligible. For the notary process, contact a nearby notary office.

For proof of graduation and degree, diploma and graduation certificates are acceptable. However, diploma and graduation certificates are issued only once in a life time; therefore, as stated on (7), please follow the process for authentication by TUFS.

[Application Procedure Details]

(1) Application Period

From Monday, November 18, 2019 to Thursday, November 21, 2019

- Submit in Person  
Weekdays 10:00-12:00 and 13:00-16:00  
\*It takes some time to check your application, so please do not wait until the last minute to come to the Admissions Office with your application.  
\*Reconfirm page 3 (8).  
\*We will not accept any applications from persons arriving at the Admissions Office after 16:00 on the last day of the application period.
- Submit by Post
  - ① Send your application packet by registered postal mail or courier service (Japanese registered post, DHL, FedEx, EMS, etc.) so that you can ensure the delivery. Your application must arrive at the Admissions Office before the deadline.  
\*We strongly suggest arranging to have your application packet arrive at the Admissions Office between November 18 and 20.  
\*\*The Admissions Office will keep the application packets that arrive before the application period in the case of international delivery only.
  - ② Write “Application for the Doctoral Program (xx Studies)” in red on the envelope.
  - ③ We exceptionally accept application packets that arrive after the deadline if it has been sent by registered post and postmarked on or before Tuesday, November 19, 2019. Applications not sent by registered post that arrive after the deadline will not be accepted.

(2) Where to Submit Your Application

Admissions Office, Tokyo University of Foreign Studies  
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN

(3)-1 Application Documents

Prepare the following application documents. Items marked with ★ are available on our website. Download the forms and print them double-sided on A4 size paper (210mm by 297mm). Make sure to check Precautions on Application Procedure, items 5), 6), and 7) on the previous page when preparing certificates.

	Documents	Details
<input type="checkbox"/>	★ Application Form 入学志願票	<ul style="list-style-type: none"> <li>- Applicants must choose one Studies. They are not allowed to apply for multiple Studies within the TUFs Doctoral Program.</li> <li>- Applicants who reside outside Japan must provide their representative's name and contact information etc. in the section of Contact Information.</li> <li>- Paste a photograph (4cm long by 3cm wide, upper body, face front, no hat, and taken within three months before the application).</li> <li>- Do not edit your photograph. The person in the picture should look the same as the person who appears in the examination.</li> </ul>
<input type="checkbox"/>	★ Examination Admission Card 受験票/ Photograph Card 写真票	<ul style="list-style-type: none"> <li>- Applicants must write down their name on the back of their photos and use the same photo pasted on the Application Form.</li> </ul>
<input type="checkbox"/>	Research Proposal	<p>No. of copies of Research Proposal to be submitted: 4 (copies are accepted) Style: Use A4 size paper and keep the word count within 4,000 characters in Japanese or the equivalent volume if writing in a different language. Attach a front page on which your name, the program and Studies you are applying for, and the title of your research are written.</p> <p>In case the Research Proposal is written in a language other than Japanese or English, you must attach a Japanese or an English translation of the original in A4 size paper. The same requirement is applied for any quote written in a language other than Japanese or English.</p>
<input type="checkbox"/>	Application Fee (JPY 30,000)	<p>Make a payment to a designated bank account according to one of the following methods. Please note that (1) <b>applicants who are currently enrolled in the TUFs Master's Program, are expected to graduate in March 2020, and wish to continue to the Doctoral Program</b>, as well as (2) <b>recipients of the MEXT scholarship as of November 21, 2019</b> are exempted from the application fee payment.</p> <p>① Bank Transfer Use the Request Form for Application Fee Payment 検定料振込依頼書 (refer to the Admission Information booklet in Japanese) and make a money transfer at a bank. Paste the "Proof of Application Fee Payment 振込金受付証明書" on the designated section on the back of the Application Form.</p> <p>② Payment at a Convenience Store Refer to the instructions on a later page. Paste the "Proof of Payment 収納証明書" on the designated section on the back of the Application Form.</p> <p>③ Payment by Credit Card Access the TUFs e-apply website (<a href="http://e-apply.jp/e/tufs-admission">http://e-apply.jp/e/tufs-admission</a>). Choose 博士後期課程 4 月入学 and complete the required procedure. After completing the transaction, print out the "Payment Information" page (or a confirmation email) and attach it to the application form.</p> <p><b>*In case a representative is making a payment on behalf of an applicant, make sure to complete the transaction <u>under the applicant's name</u>.</b></p> <p>Overseas Remittance For overseas applicants who are unable to make a payment by methods ① to ③, make a bank transfer by overseas remittance to the designated bank account below. Paste a proof of payment or a receipt on the designated section on the back of the Application Form. Make the payment in JPY. The transferred amount that TUFs receives must be the amount of the Application Fee. If the payment cannot be</p>

		<p>made in JPY, payment in USD will be accepted; the transferred amount must be equivalent to the amount of the Application Fee in JPY.</p> <p>*For those making payment in USD, note that the amount in excess of the JPY fee cannot be returned.</p> <p>[Designated Bank Account]  Bank: Sumitomo Mitsui Banking Corporation  Branch: Tokyo Daiichi Branch (Branch code: 931)  Bank Address: 1-41 Miya-machi, Fuchu-shi, Tokyo 183-0023 JAPAN  Swift Code: SMBCJPJT  Account #: 9796047  Account type: regular saving account  Name: Tokyo University of Foreign Studies  University Address: 3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534 JAPAN  Tel: +81-42-330-5137</p> <p><b>*In any of the payment methods, <u>the handling charge for payment must be borne by applicants.</u></b> Please note that an application cannot be accepted if the amount received is below the Application Fee.</p>
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	<input type="checkbox"/>	Proof of MEXT Scholarship (If applicable)	<p>Recipients of the MEXT scholarship as of November 21, 2019 must submit an original certificate that confirms the receipt of the MEXT scholarship.</p> <p>* Applicants need to request for a certificate from university or institutions in which they are currently enrolled.</p>
Certificate	<input type="checkbox"/>	Transcript	<ul style="list-style-type: none"> <li>- The transcript(s) must list all the classes and grades that you have taken/been awarded from the first semester in the graduate school to the last or the most recent semester.</li> <li>- Applicants who have attended/transferred to another or multiple graduate schools as a regular degree student must <u>submit transcripts from all of them.</u></li> </ul>
	<input type="checkbox"/>	Certificate of (Expected) Graduation (Those applying under Eligibility (2) must refer to 6. Alternative to Certificate of (Expected) Graduation on page 8.)	<ul style="list-style-type: none"> <li>- Submit a Certificate issued by the graduate school whose name you have mentioned in the section of “出願資格 (Eligibility)” in your application form.</li> <li>- <b>Applicants who have graduated from a graduate school in mainland China</b> (except for those who have graduated from a university in Hong Kong, Macau and Taiwan) must submit Verification Report of China Higher Education Qualification Certificate instead of a Certificate of Graduation. Check (3)-2 Applicants Who Have Graduated from a Graduate School in Mainland China.  *Applicants who are expected to graduate from a graduate school in mainland China must submit a Certificate of Expected Graduation issued by the graduate school in which they are currently enrolled.</li> <li>- <b>Applicants who have already graduated from a graduate school</b> must arrange with their school to submit <u>a Certificate of Graduation on which the name of the degree awarded is written.</u></li> <li>- If the name of the degree you were awarded is not stated on the Certificate of Graduation, check “Certificate of Degree” below.</li> </ul>
	<input type="checkbox"/>	Certificate of Degree	<ul style="list-style-type: none"> <li>- For those who have already graduated from a graduate school, if the name of the degree you were awarded is not stated on the Certificate of Graduation, you must also submit a Certificate of Degree that specifies the name of the degree.</li> </ul> <p>*For submitting a Certificate of Degree, please follow the process for authentication by TUFUS, indicated on page 3 (7).</p>
	<input type="checkbox"/>	★ Address Labels あて名票	<p>On the provided three Address Labels あて名票, write down your name, phone number, postal code, address (within Japan), where we can ensure the delivery of various documents, including a Notice of Acceptance.</p>



		Applicants who reside outside Japan must write their representative's name, mailing address in Japan, and the applicant's name in parentheses alongside the representative's name.
<input type="checkbox"/>	Letter Pack Light (Applicable for those submitting application by post)	Letter Pack Light will be used to send your Examination Admission Card 受験票. Fold it in half and submit it along with other documents. (Note 1) Letter Pack Light can be purchased at postal counters and most of locations selling postage stamps such as convenience store. (Note 2) Applicants must write down their name, postal code, address (within Japan) where the Admissions Office can ensure the delivery of their Examination Admission Card. Furthermore, do not peel off a tracking sticker for sender (indicated as "Sender To Retain"). (Note 3) Applicants who reside outside Japan must write their representative's name, mailing address in Japan, and the applicant's name in parentheses alongside the representative's name.

(3)-2 Applicants Who Have Graduated from a Graduate School in Mainland China (Except for those who have graduated from a university in Hong Kong, Macau and Taiwan).

Applicants who have graduated from a graduate school in mainland China (Except for those who have graduated from a university in Hong Kong, Macau and Taiwan) must prepare certificates according to the following instructions.

	Documents	Details
<input type="checkbox"/>	Verification Report of China Higher Education Qualification Certificate (Required)	<p><i>[If obtaining the Report from the CHSI website in China]</i> Submit a <b>printout of an English version of the "Online Verification Report of China Higher Education Qualification Certificate (HEQC)"</b> issued by the China Higher Education Student Information (CHSI). *No need to submit the Certificate of Graduation issued by your graduate school.</p> <p><i>[If obtaining the Report from the CHSI Japan Office]</i> Submit an original English version of the Verification Report of HEQC. *No need to submit the Certificate of Graduation issued by your graduate school.</p>
<input type="checkbox"/>	Transcript (Substitution allowed)	Submit a transcript issued by the graduate school you have graduated from. The transcript(s) must list all the grades that you have taken/been awarded from the first semester in the graduate school to the last. Applicants who have been enrolled or are currently enrolled in multiple graduate schools (master's level) as regular students because of transfer or a double degree program must submit transcripts from all of the institutions.
<input type="checkbox"/>	Certificate of Degree (Substitution allowed)	Submit a Certificate issued by the graduate school you have graduated from. The Certificate can be substituted with an original English Credential Report issued by CDGDC. *For submitting a Certificate of Degree, please follow the process for authentication by TUFS, indicated on page 3 (7).

(Note-1) Refer to the websites of the abovementioned institutions for more details.

- CHSI (in China) <http://www.chsi.com.cn/>
- CHSI Japan Office (in Japan) <http://www.chsi.jp/>

(Note-2) All documents must be originals issued by the universities where applicants graduated. For special circumstances, the transcripts and certificates of the conferment of degree can be substituted with a copy of an online verification report issued by CHSI (English version). The certificate of graduation can also be replaced by a copy of an online certificate issued by CDGDC. In such cases, applicants must contact Admissions Office for further instructions.

- CDGDC (in China) <http://www.cdgdc.edu.cn/>

(3)-3 Examination Admission Card 受験票 for Applications Submitted by International Post

For applicants who have submitted their applications by international post, their Examination Admission Card 受験票 stamped with an Application Number and a Guideline for Entrance Examination will be

delivered to their representative's address in Japan using Letter Pack Light. Please make sure to collect it from your representative as soon as it is delivered.

(4) Submission of a Thesis

Applicants must submit a thesis according to the following instructions. We will decline the applications from applicants who fail to submit their thesis during the designated period.

① Submission Period

Weekdays 10:00-12:00 and 13:00-16:00 from Monday, November 18, 2019 to Wednesday, January 8, 2020, excluding national holidays and the TUFs administrative winter break between Sunday, December 29, 2019 and Friday, January 3, 2020.

② Where to Submit Your Thesis

Refer to “(2) Where to Submit Your Application.”

Thesis (4 copies)	<p>Four copies of one (or more) major thesis whose length and quality should be equivalent to a master's thesis.</p> <p>In case the thesis is written in a language other than Japanese or English, you must attach a Japanese or an English translation or abstract of the original in A4 size paper.</p> <p>Attach a front page on which your Application Number (if you already know), your name, the program and Studies for which you are applying, and the title of your thesis are written.</p> <p><b><u>Alternation of or addition to the thesis will not be allowed once it is submitted.</u></b></p>
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5. Application and Admission Fees for the MEXT Recipients

[Application Fee (page 5)]

If an applicant is a MEXT recipient on the last day of the application period, the application fee is exempted.

[Admission Fee (page 10)]

For an applicant guaranteed to become a MEXT recipient by the first day of the admission month, the admission fee is exempted.

Confirm the following if the abovementioned criteria are applicable:

- 1) Applicants must check their scholarship duration indicated on the proof of the MEXT scholarship.
- 2) Even if an applicant is a MEXT recipient at the time of application, an extension of scholarship may not be granted. Since the results of the MEXT scholarship are not yet announced at the time of enrollment, applicants including those who are currently applying for the MEXT scholarship should follow the instructions mentioned in the enrollment procedures sent with the letter of acceptance.

6. [For those applying under Eligibility (2)] Alternative to Certificate of (Expected) Graduation

Prepare the following documents instead of the Certificate of (Expected) Graduation.

	Required Documents
Applicants who have obtained a master's degree	Copy of a diploma or certificate of graduation
Applicants who are expected to obtain a master's degree (Note 1)	A certificate issued by the National Institution for Academic Degrees and Quality Enhancement of Higher Education 大学改革支援・学位授与機構 indicating that the applicant has applied for a master's degree 学位授与申請受理証明書

(Note 1) Persons who are expected to obtain a master's degree and who have passed the entrance examination for the Graduate School of TUFs but who fail to apply for or obtain a master's degree must immediately report this to TUFs. Those who fail to apply for or obtain a master's degree will lose their eligibility for admission and will not be allowed to matriculate.

[Point of Contact] Admissions Office, Tokyo University of Foreign Studies

3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN

TEL: +81-(0)42-330-5179 (Direct)

Office hours: 10:00-12:00 and 13:00-16:00, Monday through Friday (excluding national holidays and the TUFs administrative winter break)

7. Selection

Selection will be made based on the research proposal, thesis, and other submitted documents and the results of

the entrance examination (written and oral).

Those applying for Peace and Conflict Studies shall refer to the following website.

[http://www.tufs.ac.jp/english/admission/degree/pg/doctor/doctoralprogram\\_October.html](http://www.tufs.ac.jp/english/admission/degree/pg/doctor/doctoralprogram_October.html)

### [Doctoral Program in Global Studies]

(1) Entrance Examination (Written)

Saturday, January 25, 2020

The written examination consists of the following Examination Subjects.

Applicants who are expected to graduate from the TUFS Master's Program in March 2020 are exempted from the written examination. However, those who wish to study "English Linguistics," "English Language Education," "German Linguistics," or "German Language and Culture" in the Doctoral Program are not exempted from the written examination.

Examination Subjects		Time and Duration
Choose either one Language Subject that you primarily use to conduct research or one Area Subject that examines the understanding of your field of research. Whether or not you have chosen an appropriate examination subject based on your research proposal is one important element in making admission decisions.		10:00-12:00 (120 minutes)
Language Subjects	English, German, French, Italian, Spanish, Portuguese, Russian, Polish, Czech, Chinese, Korean, Mongolian, Indonesian, Malay, Filipino, Thai, Lao, Vietnamese, Cambodian, Burmese, Urdu, Hindi, Bengali, Arabic, Persian, Turkish, Uzbek	
Area Subjects	English Linguistics, English Literature, English Language Education	

\*Applicants must choose one subject from the list above and write down the subject of their choice on the Application Form.

\*Applicants who wish to study "English Linguistics," "English Literature," or "English Language Education" in the Doctoral Program must choose "English Linguistics," "English Literature," or "English Language Education" from the Area Subjects.

\*Applicants who wish to have their examination questions and responses in English instead of Japanese must contact the Admissions Office before 16:00 on Thursday, November 21, 2019. We will not accept any request made after the deadline.

Your request may not be granted. In the case that you decided not to take the examination because your request to be tested in English was declined, as stated on page 3 (4), the admission fee will not be refunded. Please make sure to consult with the Admissions Office in advance.

(2) Entrance Examination (Oral)

Saturday, January 25 or Sunday, January 26, 2020

The oral examination is conducted based on the submitted thesis and research proposal. Time of the oral examination will be indicated in the Guidelines for Entrance Examination delivered after the application has closed.

(3) Announcement of Results

10:00 a.m. on Monday, February 17, 2020 on the TUFS bulletin board

Notice of Acceptance will be sent to successful applicants by Letter Pack Plus or Japanese registered post to the address indicated on the Address Labels **あて名票**.

Application Numbers of successful applicants will be posted on the bulletin board on campus and our website. (Details will be provided in the Guideline for Entrance Examination provided with the Entrance Admission Card **受験票**.) Acceptance can be confirmed on the bulletin board and the university website, but applicants should also make sure that they have received a formal Notice of Acceptance.

The Admissions Office will NOT answer any inquiries on the results of the application.

### [Doctoral Program in Japan Studies]

(1) Entrance Examination (Written)

Saturday, January 25, 2020

The written examination consists of the following Examination Subjects.

Applicants who are expected to graduate from the TUFS Master's Program in March 2020 are exempted from the written examination. However, applicants who are expected to graduate from the Recurrent Course in Japanese Language Education in the TUFS Master's Program are required to take the written

examination.

Examination Subjects		Time and Duration
Area Subjects	Japanese Linguistics, Japanese Language Education, Japanese Literature and Culture, Contemporary Studies of Japan	10:00-12:00 (120 minutes)

\*Applicants must choose one subject from the list above and write down the subject of your choice on the Application Form.

\*Applicants who wish to have their examination questions and responses in English instead of Japanese must contact the Admissions Office before 16:00 on Thursday, November 21, 2019. We will not accept any request made after the deadline.

Your request may not be granted. In the case that you decided not to take the examination because your request to be tested in English was declined, as stated on page 3 (4), the admission fee will not be refunded. Please make sure to consult with the Admissions Office in advance.

(2) Entrance Examination (Oral)

Saturday, January 25 or Sunday, January 26, 2020

The oral examination is conducted based on the thesis and research proposal submitted. Time of the oral examination will be announced after the application is closed.

Time of the oral examination will be indicated in the Guidelines for Entrance Examination delivered after the application has closed.

(3) Announcement of Results

10:00 a.m. on Monday, February 17, 2020 on the TUFS bulletin board

Notice of Acceptance will be sent to successful applicants by Letter Pack Light or Japanese registered post to the address indicated on the Address Labels **あて名票**.

Application Numbers of successful applicants will be posted on the bulletin board on campus and our website. (Details will be provided in the Guideline for Entrance Examination provided with the Entrance Admission Card **受験票**.) Acceptance can be confirmed on the bulletin board and the university website, but applicants should also make sure that they have received a formal Notice of Acceptance.

We will not answer any inquiry on the results of the application.

## 8. Entrance Procedure

(1) Period for the Entrance Procedure

Thursday, March 26 and Friday, March 27, 2020

Successful applicants who fail to complete the entrance procedure during the designated period will not be allowed to matriculate.

(2) Admission Fee

JPY 282,000

Please note that (1) successful applicants who are currently enrolled in the TUFS Master's Program, are expected to graduate in March 2020, and will continue to the Doctoral Program, as well as (2) recipients of the MEXT scholarship as of and after April 1, 2020 are exempted from the admission fee payment. Please note that successful applicants who were recipients of the MEXT scholarship at the time of application but who will lose their scholarship status as of April 1, 2020, or later are responsible for payment of the admission fee. Admission fee is not refundable once the entrance procedures are completed.

(3) Additional Information

- Details on the entrance procedure will be announced to each successful applicant.
- Successful applicants who were expected to graduate from a graduate school at the time of application but who fail to do so will not be allowed to matriculate even if they have completed the entrance procedure.
- The payment of JPY 267,900 tuition for the first half of one academic year is due in April. Another payment of JPY 267,900 for the second half is due in October.
- If the tuition is revised at the time of enrollment or during the academic year, the new tuition will be charged.
- Successful applicants are required to make a payment for the Personal Accident Insurance for Students Pursuing Education and Research (PAS) and other miscellaneous fees, in addition to the admission fee, during the entrance procedure.

- Successful applicants who will continue to work or be enrolled in another school must submit a “Letter of Approval to be Enrolled in the TUFS Doctoral Program” issued by their employer or school president in any form of paper during the entrance procedure.
- Successful applicants who need to obtain a student visa to enter and study in Japan must consult with the Student Exchange Division of TUFS immediately after they receive their Notice of Acceptance. [Student Exchange Division] Tel: +81-(0)42-330-5184, E-mail: ryugakusei-kyouiku@tufs.ac.jp

## 9. Consultation for Mentally and/or Physically Challenged Applicants

Applicants with a disability or developmental disorder, as specified in Article 22, Clause 3 of the Order for Enforcement of the School Education Act of Japan, who need special adjustment and support in accordance with the degree of their difficulty during the examination and after being admitted to TUFS must consult with the Admissions Office prior to their application.

In case an applicant has become in need of such care after the deadline, contact the Admissions Office by phone immediately. (See “Contact Information” on the page of Table of Contents.)

### (1) Consultation Period

Until Monday, October 7, 2019

### (2) What to Submit

Prepare the following documents in any form of paper. Bring them to the Admissions Office or send them by registered postal mail, courier service, or via e-mail to the Admissions Office/GAO. We may request a meeting with the applicant or their representative at TUFS if needed.

[Necessary Information and Documents]

- ① Applicant’s name, age, and gender
- ② Applicant’s address and phone number
- ③ Name of graduate school attended/attending, (expected) graduation date (year and month)
- ④ Choice of Studies in the Doctoral Program and Examination Subject
- ⑤ Type and degree of disability or disorder
- ⑥ Care needed during the entrance examination
- ⑦ Care needed after being admitted to TUFS
- ⑧ Submit the following documents
  - Medical Certificate written by a doctor
  - Copy of a handbook for the people with physical disabilities, etc.
  - Self-addressed envelope  
an envelope sized 長形 3 号 (3.5 cm long by 12 cm wide) affixed with sufficient postage stamps for Japanese registered post (write down the postal code, address within Japan, and name on)

## 10. Handling of Personal Information

In accordance with the “Act on Protection of Personal Information held by Incorporated Administrative Agencies, etc.” and “Regulations on Personal Information Protection by National University Corporation, Tokyo University of Foreign Studies,” we handle personal information submitted by applicants at the time of application, such as an applicant’s name, address, phone number, academic grades, and test scores, as follows:

- Information provided by the applicants is used only for the purpose related to selection, admission, and enrollment.
- Information of successful applicants who have completed the entrance procedure is used only for the purpose related to educational matters (e.g., creating a student registry), student affairs, and collecting tuitions.

## 11. Applicants who are Currently English Teachers

We offer two intensive courses (4 credits) per academic year. This enables doctoral degree candidates in Language Education (English Language Education), who are currently English teachers, to stay employed and enrolled, take the required 12 credits, and complete the Doctoral Program within three years.

## 12. Extension of Study Period for Working Adults

While the standard duration of study for the TUFS Doctoral Program is three years, a special provision to extend the study period beyond three years may be granted to employed persons. Details will be provided in the entrance procedure documents.

## 13. Precautions

- (1) **If the information submitted is detected to be false or does not include facts that must be presented to TUFS, we have all the right to cancel the applicant’s matriculation even after they have completed**

**the entrance procedure.**

- (2) If a successful applicant, after completing the entrance procedure, decides to decline their matriculation, they must submit a Request Form for Withdrawal from Enrollment (form provided) to the Admissions Office by Tuesday, March 31, 2020. If they fail to submit the request form by the deadline, they will be registered in our university system by TUFS, be required to pay tuition, and may be penalized. \*The Request Form for Withdrawal from Enrollment can be provided by the Admissions Office.
- (3) If there is a lack in overall intake after the entrance procedure, we may select additional successful applicants or may conduct another selection.

**[Reference]**

■ **Peace and Conflict Studies (PCS)**

There is no April Admission for PCS. Those who wish to apply for PCS shall check the Admission Information for October intake at the following website.

[http://www.tufs.ac.jp/english/admission/degree/pg/doctoralprogram\\_October.html](http://www.tufs.ac.jp/english/admission/degree/pg/doctoralprogram_October.html)

1. Intake  
Few (The number is included in the five intakes for October Admission of Doctoral Program in Global Studies.)
2. Admission Date  
**October 2020**
3. Eligibility  
Details will be announced on the above URL.
4. Application Procedure
  - (1) Application Period  
From Monday, March 2, 2020 to Friday, May 8, 2020
  - (2) How to Submit Your Application  
Submit in person or by post.  
The Admission Office will accept your application in person weekdays during the abovementioned application period, during the hours of 10:00-12:00 and 13:00-16:00.
  - (3) Where to Submit Your Application  
Admissions Office, Tokyo University of Foreign Studies  
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN
5. Selection and Announcement of Results
  - (1) Selection will be made based on the submitted application documents and the result of the oral examination.  
Time of the oral examination will be announced to each applicant after application is closed.
  - (2) Announcement of Results  
Late June 2020  
The results will be posted on our website. Each applicant will be informed of the URL via e-mail.
6. Entrance Procedure  
The period for the entrance procedure will be arranged flexibly with consideration for the successful applicants who are coming to Japan from overseas.

■ **Joint Doctoral Program for Sustainability Research**

This is a doctoral program jointly established by Tokyo University of Foreign Studies (TUFS), Tokyo University of Agriculture and Technology (TUAT), and the University of Electro-Communications (UEC). Details will be announced on our website and in the Admission Information for the Joint Doctoral Program for Sustainability Research.

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