

Tokyo University of Foreign Studies

**Doctoral Program
Graduate School of Global Studies**

**April 2019
Admission Information**

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

Table of Contents

1. Intake	1
2. Eligibility	1
3. October Admission	2
4. Application Procedure	3
5. [For those applying under Eligibility (2)] Alternative to Certificate of (Expected) Graduation	7
6. Selection.....	8
7. Entrance Procedure	9
8. Consultation with Physically Challenged Applicants.....	10
9. Handling of Personal Information	10
10. Applicants who are Currently English Teachers.....	10
11. Extension of Study Period for Working Adults.....	10
12. Precautions.....	10
[Reference]	
Peace and Conflict Studies (PCS)	11
Joint Doctoral Program for Sustainability Research	11
■ Payment at a Convenience Store (Japanese).....	12
■ Precautions for Filling out Application Form, Address Labels, Examination Admission Card and Photograph Card	13

Attachments

- (1) Application Form 入学志願票
- (2) Address Labels あて名票
- (3) Examination Admission Card 受験票 and Photograph Card 写真票
- (4) Request Form for Application Fee Payment 検定料振込依頼書 (Form is not available online)
- (5) Request Form for Eligibility Check 出願資格認定申請書 (**Only for the applicants who fall into 2. Eligibility (7) or (8)**)
- (6) Eligibility Check Form 入学試験出願資格認定審査調書 (**Only for the applicants who fall into 2. Eligibility (7) or (8)**)

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

*The Joint Doctoral Program for Sustainability Research is scheduled to be established in April 2019.
Refer to the following website for more details. <http://www.tufs-tuat-uec.jp/>

2. Eligibility

Applicants must meet one of the following conditions:
<ul style="list-style-type: none"> (1) Those who have obtained or are expected to obtain a master's or a professional degree by March 31, 2019 (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, 2019 (Note 1) (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, 2019 (4) Those who have obtained or are expected to obtain a degree equivalent to a master's or a professional degree by March 31, 2019 within Japan through correspondence courses offered by a foreign educational institution (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, 2019 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) (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, 2019 (7) Those designated as eligible by the MEXT (Note 2) (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, 2019 (Note 3)
(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>(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.”</p> <ul style="list-style-type: none"> 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 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

(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 12, 2018. 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 9, 2018.

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
 - 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 12, 2018. 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 TUFS
- Notification of eligibility check results will be delivered to applicants or their representative in Japan by post by Friday, November 9, 2018.

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) *Refer to page 11.
- 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

*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 at a later time.

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 (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)	Documents will not be returned once application has been accepted. Application fee is not refundable once application has been accepted.
(5)	The various certificates indicated in (3)-1 Application Documents must be original copies issued by the graduate school an applicant attended/is attending or a true (certified) copy of the original issued by the graduate school or a public institution, such as an embassy or a notary public. In cases where school-issued certificates are only available online, consult with the Admissions Office.
(6)	In case the original certificates are issued in a language other than Japanese, English, or Chinese, you must attach a Japanese or an English translation of the original certified and stamped/signed by your graduate school or a public institution. <u>TUFS does not provide the service to verify translated documents.</u>
(7)	<p>The TUFS Admissions Office issues a certified copy of original certificates. Follow the instructions below when you request the service.</p> <p>Contact the Admissions Office in advance. Bring or mail your original certificates to the Admissions Office.</p> <p>If you mail the original document, please include a self-addressed envelope and affix sufficient stamps for Japanese registered post. You must write down a Japanese address on the self-addressed envelope, and the envelope must be big enough to contain all the documents. Make sure to attach a memo indicating your own or your representative's contact information (telephone number, etc.) in case we need to reach you regarding your request.</p> <p>The Admissions Office will be accepting requests on weekdays, 10:00-12:00 and 13:00-16:00, from Monday, September 3, 2018 to Thursday, November 22, 2018.</p> <p>*A certified copy will be given to the applicant in a sealed envelope. Do not open the envelope, and submit it as it is.</p> <p>*If you are requesting this service by post during the application period when sending in other application documents at the same time and you need to have the original certificates returned, attach a memo indicating this.</p>
(8)	Do not attempt to fill out your application form at the counter of the Admissions Office at the last minute. Should you have any questions concerning how to fill out the form, contact the Admissions Office in advance.
(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.

(1) Application Period

From Monday, November 19, 2018 to Thursday, November 22, 2018

● 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.

*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 you should arrange to have your application packet arrive at the Admissions Office between November 19 and 21.

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 Japanese registered post and postmarked on or before Tuesday, November 20, 2018. Applications not sent by Japanese 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 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	- Applicants must choose one Studies. They are not allowed to apply for multiple Studies within the TUFS Doctoral Program. - Applicants who reside outside Japan must provide their representative's name and contact information in the section of Contact Information. - Paste a photograph (4cm long by 3cm wide, upper body, face front, no hat, and taken within three months before the application). - Do not edit your photograph. The person in the picture should look the same as the person who appears in the examination.
<input type="checkbox"/>	★ Examination Admission Card 受験票 and Photograph Card 写真票	- Paste a photograph on both cards. Use the same photograph pasted on the Application Form.
<input type="checkbox"/>	Research Proposal	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. 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.

<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) applicants who are currently enrolled in the TUFS Master's Program, are expected to graduate in March 2019, and wish to continue to the Doctoral Program, as well as (2) recipients of the MEXT scholarship as of November 22, 2018 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 (http://e-apply.jp/e/tufs-admission). 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>*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>.</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 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>*In any of the payment methods, <u>the handling charge for payment must be borne by applicants</u>. Please note that an application cannot be accepted if the amount received is below the Application Fee.</p>
--------------------------	---------------------------------	---

<input type="checkbox"/>	Proof of MEXT Scholarship (If applicable)	Recipients of the MEXT scholarship as of November 22, 2018 must submit an original certificate that confirms the receipt of the MEXT scholarship.
Certificate	<input type="checkbox"/> Transcript	<ul style="list-style-type: none"> - 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. - Applicants who have attended/transferred to another or multiple schools as a regular degree student must <u>submit transcripts from all of them</u>.
	<input type="checkbox"/> Certificate of (Expected) Graduation (Those applying under Eligibility (2) must refer to 5. Alternative to Certificate of (Expected) Graduation on page 7.)	<ul style="list-style-type: none"> - 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. - Applicants who have graduated from a graduate school in China 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 China. *Applicants who are expected to graduate from a graduate school in China must submit a Certificate of Expected Graduation issued by the graduate school in which they are currently enrolled. - Applicants who have already graduated from a graduate school must arrange with their school to submit a <u>Certificate of Graduation on which the name of the degree awarded is written</u>. - Check “Certificate of Degree” below.
	<input type="checkbox"/> Certificate of Degree	<ul style="list-style-type: none"> - 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.
<input type="checkbox"/>	★ Address Labels あて名票	<p>On the provided three Address Labels あて名票, write down your postal code, address (within Japan), and name where we can ensure the delivery of various documents, including a Notice of Acceptance.</p> <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.</p>
<input type="checkbox"/>	Self-addressed Envelope (Applicable for those submitting application by post)	<p>On the envelope sized 長形 3 号 (23.5cm long by 12cm wide), write down your postal code, address (within Japan), and name where we can ensure the delivery, and affix JPY 392 worth of stamps.</p> <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.</p> <p>Your Examination Admission Card 受験票 will be sent by Japanese registered post in this self-addressed envelope.</p>

(3)-2 Applicants Who Have Graduated from a Graduate School in China

Applicants who have graduated from a graduate school in China 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 printout of an English version of the “Online Verification Report of China Higher Education Qualification Certificate (HEQC)” 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 can be substituted with an original English transcript issued by

		CHSI Japan Office or an original English Credential Report issued by the China Academic Degree & Graduate Education Development Center (CDGDC). The transcript must list all the classes and grades earned at the graduate school.
<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.

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

Note that all of the documents except for the Online Verification Report of HEQC must be an original document verified and stamped by the issuing institution and must be submitted along with other application documents before the application deadline. Copies are not acceptable. It may take time to obtain the documents, so please prepare ahead of time.

(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 the submitted self-addressed envelope. 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 19, 2018 to Tuesday, January 8, 2019, excluding national holidays and the TUFS administrative winter break between Saturday, December 29, 2018 and Thursday, January 3, 2019

② Where to Submit Your Thesis

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

Thesis (4 copies)	Four copies of one (or more) major thesis whose length and quality should be equivalent to a master's thesis 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. 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. <u>Alternation of or addition to the thesis will not be allowed once it is submitted.</u>
-------------------	--

5. [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 laureation
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 13:00-17:00, Monday through Friday (excluding national holidays and the TUFS administrative summer break)

6. 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

[Doctoral Program in Global Studies]

(1) Entrance Examination (Written)

Saturday, January 26, 2019

The written examination consists of the following Examination Subjects.

Applicants who are expected to graduate from the TUFS Master's Program in March 2019 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 22, 2018. We will not accept any request made after the deadline.

(2) Entrance Examination (Oral)

Saturday, January 26 or Sunday, January 27, 2019

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

(3) Announcement of Results

10:00 a.m. on Friday, February 15, 2019 on the TUFS bulletin board

Notice of Acceptance will be sent to successful applicants by 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 over the phone or e-mail.

[Doctoral Program in Japan Studies]

(1) Entrance Examination (Written)

Saturday, January 26, 2019

The written examination consists of the following Examination Subjects.

Applicants who are expected to graduate from the TUFS Master's Program in March 2019 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 22, 2018. We will not accept any request made after the deadline.

(2) Entrance Examination (Oral)

Saturday, January 26 or Sunday, January 27, 2019

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.

(3) Announcement of Results

10:00 a.m. on Friday, February 15, 2019 on the TUFS bulletin board

Notice of Acceptance will be sent to successful applicants by 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 over the phone or e-mail.

7. Entrance Procedure

(1) Period for the Entrance Procedure

Tuesday, March 26 and Wednesday, March 27, 2019

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 2019, and will continue to the Doctoral Program, as well as (2) recipients of the MEXT scholarship as of and after April 1, 2019 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, 2019, or later are responsible for payment of the admission fee.

(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.

8. Consultation with 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 Tuesday, October 9, 2018

(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.

9. 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.

10. 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 concurrently English teachers, to stay employed and enrolled, take the required 12 credits, and complete the Doctoral Program within three years.

11. 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.

12. 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 Friday, March 29, 2019. If they fail to submit the request form by the deadline, they will be registered in our university system, be required to make a tuition payment, and may be subject to face other problems. Make sure to submit the request form as soon as possible.

*Obtain the request form from the Admissions Office as soon as you decide to withdraw.

- (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/dcotor/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 2019
3. Eligibility
Details will be announced on the above URL.
4. Application Procedure
 - (1) Application Period
From Friday, March 1, 2019 to Friday, May 10, 2019
 - (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 2019
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.

Payment at a Convenience Store

セブン-イレブン マルチコピー機

<http://www.sej.co.jp>

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

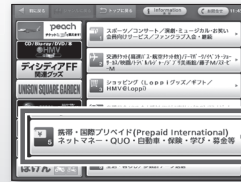
MINISTOP
Loppi

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

<http://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

あなたと、コンビニに、
FamilyMart

Famiポート

<http://www.family.co.jp>

最寄りの「ファミリーマート」にある「Famiポート」へ。

TOP画面の「申込・請求(学び・教育)」よりお申込みください。



申込・請求

学び・教育

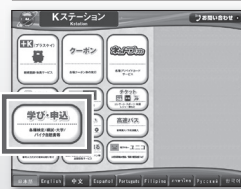
各種(入学検定料等)お支払いサービス

ケイ・ステーション
Kstation

<http://www.circleksunkus.jp>

最寄りの「サークルK・サンクス」にある「Kステーション」へ。

TOP画面の「学び・申込」よりお申込みください。



「学び・申込」

各種(入学検定料等)のお支払い

お申込みの大学

をタッチし、申込情報を入力して「払込票/申込券/受付票」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。

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、Famiポート)または「受付票」(Kステーション)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、Kステーション)または「取扱明細書兼領収書」(Loppi、Famiポート)。

*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。

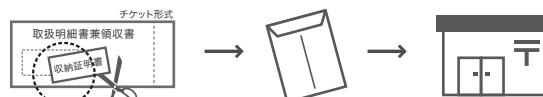
*お支払期限内に入学検定料のお支払いがない場合は、入力された情報はキャンセルとなります。

*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	432円
	入学検定料が5万円以上	648円

「取扱明細書」または「取扱明細書兼領収書」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。

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。



●言語文化学部		●大学院	
推薦入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	博士前期課程・秋季募集	2018. 8. 1 ~ 2018. 9. 25 16:00まで
帰国生等特別推薦入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	博士前期課程・特別選抜(推薦入試)	2018. 7. 9 ~ 2018. 8. 3 16:00まで
私費外国人留学生入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	博士後期課程	2018. 8. 1 ~ 2018. 11. 22 16:00まで
第3年次編入学	2018. 8. 1 ~ 2018. 8. 30 16:00まで	博士前期課程・冬季募集	2018. 11. 1 ~ 2019. 1. 8 16:00まで
●国際社会学部		●研究生・科目等履修生	
推薦入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	学部 科目等履修生(10月入学)	2018. 8. 1 ~ 2018. 8. 17 16:00まで
帰国生等特別推薦入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	学部 科目等履修生(4月入学)	2019. 1. 1 ~ 2019. 2. 1 16:00まで
私費外国人留学生入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	学部 研究生(10月入学)	2018. 8. 1 ~ 2018. 8. 17 16:00まで
第3年次編入学	2018. 8. 1 ~ 2018. 8. 30 16:00まで	学部 研究生(4月入学)	2019. 1. 1 ~ 2019. 2. 13 16:00まで
●国際日本学部		大学院 科目等履修生(4月入学)	2019. 1. 1 ~ 2019. 2. 19 16:00まで
推薦入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	大学院 研究生(10月入学)	2018. 8. 1 ~ 2018. 8. 17 16:00まで
帰国生等特別推薦入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで	大学院 研究生(4月入学)	2019. 1. 1 ~ 2019. 2. 19 16:00まで
日本留学試験利用入試	2018. 9. 1 ~ 2018. 11. 7 16:00まで		

*出願期間を入試要項でご確認の上、お支払いください。出願期限を過ぎたお支払いは出来ません。

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

Precautions for Filling out Application Form, Address Labels, Examination Admission Card and Photograph Card

1. Overall
 - Fill out in black or blue ink. **Do not use an erasable pen.** (Applications written with erasable ink will be considered to be blank).
 - If you made a mistake, cross out the error and stamp your seal or write in your initials over it. Write in the correct information nearby.
 - Read the admission information carefully before filling out the forms.
2. Application Form
 - In the field, “Examination Subjects” under “Global Studies,” check one box and fill in the name of the examination subject you wish to take.
 - If you expect to graduate from the TUFS Master’s Program in March 2018, check the box marked “TUFS Master’s Student.”
 - Write your name in *katakana* in the “Name in *Katakana*” field. Write your name in *kanji* (or in Roman block letters if you do not have a name in *kanji*) in the “Name in *Kanji* or English” field.
 - For “Current Address” and “Contact Information,” be sure to provide contact information where we can definitely reach you. Applicants who reside outside Japan need to designate a representative who resides in Japan and must write the representative’s information in the “Contact Information” field.
 - If your nationality is not Japanese and your type of visa is not a Student (*Ryugaku*) visa, specify the type of visa you are currently on in the “Type of Visa, Other type of visa” field.
 - Year, Month, Day in the “Eligibility” field must be the date written on your Certificate of (Expected) Graduation. If you are expected to graduate from a graduate school but the graduation date is not provided on your Certificate of Expected Graduation, write the last day of the month in which you expect to graduate.
 - Applicants who have a part-time job should circle “Not working/Working part-time” in the “Employment status at the time of application” field.
 - Fill out the back page (Resume).
 - **If you need more space to list your information, write on a separate sheet of paper and attach it to the Application Form.**
3. Address Labels
 - It has been reported that mail may not be delivered if the name on your mailbox is different from the name written on the Address Label. Be sure to match the names.
4. Examination Admission Card and Photograph Card
 - “Name in *Kanji* or English” must be the same as the name you have written on your Application Form.