

2023年（4月入学）

名古屋大学大学院国際開発研究科
博士後期課程

Doctoral Program

Application Guidebook

for the Academic Year 2023

学生募集要項

April Enrollment

Graduate School of International Development
(GSID)

NAGOYA UNIVERSITY

名古屋大学大学院
国際開発研究科

2022年度学年暦

月	日	事項
4月	1日	春季休業（～4日）、新入生ガイダンス
	2日	新入生履修登録期間（9:00～5日11:00まで）
	5日	入学式
	8日	履修登録確認1回目（新入生除く）
	11日	春学期授業開始 在学生履修登録修正期間（～19日13:00まで）
	中旬	定期健康診断、学修計画書提出
	下旬	他研究科履修願（春学期科目）締切
5月	1日	名古屋大学記念日
	6日	履修登録確認2回目（新入生含む）
	14日	春学期金曜午後開講授業の授業日
	28日	春学期授業予備日
	下旬	春学期分授業料納入期限
6月	9日	名大祭(9日午後～12日)
	10日	9月修了者・博士学位論文提出期限(16時)
7月	1日	9月修了者・修士学位論文提出期限(16時)
	15日	9月修了者・修士学位論文口述試験
	23日	春学期授業予備日
	29日	春学期授業終了
8月	8日	夏季休業（～9月30日）
	上旬	集中講義（～9月）
9月	15日	在学生履修登録入力期間（～21日17:00）
	27日	9月修了者・修了式
	29日	10月入学者・新入生ガイダンス
	29日	履修登録確認1回目（新入生除く）
10月	1日	秋季入学式
	3日	秋学期授業開始
	4日	新入生・在学生履修登録（～11日13:00まで）
	上旬	他研究科履修願(秋学期科目)締切
	25日	履修登録確認2回目（新入生含む）
11月	20日	秋学期授業予備日
	29日	秋学期水曜開講授業の授業日
	下旬	秋学期分授業料納入期限
12月	9日	3月修了者・博士学位論文提出期限(16時)
	27日	年末授業最終日
	28日	冬季休業（～1月7日）
2023年 1月	6日	3月修了者・修士学位論文提出期限(16時)
	10日	年始授業開始日
	21日	秋学期授業予備日
	24日	秋学期授業終了
	30日	3月修了者・修士学位論文口述試験
3月	中旬	授業料免除申請締切(2023年度分)
	27日	修了式・学位授与式

Academic Calendar 2022

Date	Events
April 1	Spring Holidays(until April 4), GSID Orientation for New Students
April 2	Class Registration Period for New Students (from 9:00 until 11:00 on April 5)
April 5	Spring Entrance Ceremony
April 8	Class Registration Confirmation (First time) except for new students
April 11	Spring Semester Classes Start Class Registration Correction Period for Current Students (until 13:00 on April 19)
Mid April	Student Health Checkup and Submission of Research Plan
Late April	Spring Class Registration Deadline of Other Graduate Schools
May 1	Nagoya University's Anniversary
May 6	Class Registration Confirmation (Second time) including new students
May 14	Class Day for Fridays Afternoon Classes of Spring Semester
May 28	Make-up Class Day for Spring Semester
Late April	Spring Semester Tuition Fees Payment Deadline
June 9	University Festival "Meidai-Sai"(9th afternoon to 12th)
June 10	PhD Dissertation Submission Deadline for September Graduates (until 16:00)
July 1	Master's Thesis Submission Deadline for September Graduates (until 16:00)
July 15	Master's Thesis Oral Defense for September Graduates
July 23	Make-up Class Day for Spring Semester
July 29	Spring Semester Classes End
August 8	Summer Holidays (until September 30)
Early August	Intensive lectures (until September)
September 15	Class Registration Period for Current Students (until 17:00 on September 21)
September 27	Graduation Ceremony for September Graduates
September 29	GSID Orientation for New Students enrolled in October
September 29	Class Registration Confirmation (First time) except for new students
October 1	Fall Entrance Ceremony
October 3	Fall Semester Classes Start
October 4	Class Registration Period for New Students and Current Students (until 13:00 on October 11)
Early October	Fall Class Registration Deadline of Other Graduate Schools
October 25	Class Registration Confirmation (Second time) including new students
November 20	Make-up Class Day for Fall Semester
November 29	Class Day for Wednesdays Classes of Fall Semester
Late October	Fall Semester Tuition Fees Payment Deadline
December 9	PhD Dissertation Submission Deadline for March Graduates (until 16:00)
December 27	Last Class day of 2022
December 28	Winter holidays (until January 7)
January 6	Master's Thesis Submission Deadline for March Graduates (until 16:00)
January 10	Classes Start
January 21	Make-up Class Day for Fall Semester
January 24	Fall Semester Classes Ends
January 30	Master's Thesis Oral Defense for March Graduates
Mid March	Tuition Fee Exemption Application Deadline (for AY2023)
March 27	Graduation Ceremony for March Graduates

Admission Policy

As detailed in our Mission Statement, the Graduate School of International Development aims to educate researchers and professionals who can contribute to international development cooperation. We equip these researchers and professionals with excellent independent research capabilities and practical work skills.

The Graduate School of International Development seeks the following persons:

1. Those who have a strong desire to conduct empirical research on the development problems that the international community, states, and civil society organizations tackle by using social science theories and methods, and to contribute to policy-making and implementation from a global perspective;
2. Those who have the will to contribute to state- and community-building in cooperation with the international community and with a full understanding of national and local realities;
3. Those who are eager to realize sustainable development and just societies at the global level while establishing a worldwide network of governments, universities, international organizations, private companies, nongovernmental organizations, and individual citizens.

【Important Notice】 Change of application method: Web application

The Graduate School of International Development has initiated a web application system in 2022. In order to apply online, applicants must have access to a PC, printer and e-mail address. An acceptable payment method must be decided upon, and a full facial photograph must be submitted along with all necessary application documents. Applicants must first register at the My Page section of the website before starting application procedures. Applicants should allow ample time for completing application procedures. In addition, important notices regarding entrance examinations shall be sent from the university to your e-mail address. An email address should be prepared that is easy to check on a daily basis, and it should not be changed prior to April 2023.

Note: In this application guideline, all dates and times are in Japan time.

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(April Enrollment)

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I . General Selection (April Enrollment)

Those who want to be admitted to the Ph.D. Program of the Graduate School of International Development in 2023 must follow the following instructions.

1 . Admission Openings

Department of International Development and Cooperation: approximately 18 applicants

2 . Application and Filing Period

All three steps of the application must be completed in order.

(1) Registering Online

Registration Period: November 21 (Monday) 0:00 - December 8 (Thursday), 2022, 12:00 (noon).

You cannot register after the deadline of the web application system.

For details, see “4 Application Procedure (1) Registering through the Web Application System and Payment of Examination Fee” on pages 1-2.

(2) Payment of Examination Fee

Payment Period: November 21 (Monday) 0:00 - December 8 (Thursday), 2022, 12:00 (noon).

For details, see “4. Application Procedure (1) Registering through the Web Application System and Payment of Examination Fee” below and “5. How to Pay the Examination Fee” on pages 2-3.

(3) Submission of Application Documents

Reception Period: December 5 (Monday) 8:30 - December 9 (Friday), 2022,16:00

- Applicants must send the application by attaching them to e-mail and registered postal mail. For details, see “4. Application Procedure (2) Send the documents by registered postal mail and e-mail attachment” on page 2 and the “Checklist” on page 7 and after.
- Applications will be accepted only if all the documents arrive by the application deadline by both e-mail and registered postal mail. If any documents are delayed, your application will not be accepted.

3 . A Prior Agreement of GSID Faculty Member

It is strongly recommended that before applying for this program, an applicant should get the agreement of a faculty member such as Professor or Associate Professor of GSID to become the applicant's academic adviser if the individual is admitted to GSID.

Visit the following website to get information on GSID faculty members.

The List of Faculty Members of GSID

<https://www4.gsid.nagoya-u.ac.jp/en/general/members/>

The Faculty Profile offered by Nagoya University

<http://profs.provost.nagoya-u.ac.jp/view/search?m=affiliation&l=en&a2=0000045&s=1&o=affiliation>

4. Application Procedure

(1) Registering through the Web Application System and Payment of Examination Fee

- The application procedure is completed by submitting the necessary documents by the application deadline after registering the application on the web application system and paying the examination fee.
- The application procedure cannot be completed simply by registering the application and paying the entrance examination fee online.
- Payment deadline of the examination fee is four days from the w application date including the online application date.
- Please note that the payment deadline for registration on the web application system after December 5 (Monday) will be December 8 (Thursday) 12:00 (noon).

(2) Send the documents by registered postal mail and e-mail attachment

The submission method differs depending on the application documents, whether it is by postal mail or by e-mail attachment. The application will be accepted only if the postal mail and e-mail attachments arrive within the application acceptance deadline. If either one is delayed, the application will not be accepted.

<Documents that need to be sent by postal mail>

The application documents specified on the “Checklist” on p.7 or later shall be posted by registered mail. Print the “Address Sheet” in color from the web application system, attach it to the square No. 2 envelope (size that can accommodate A4), and send it to arrive by the application deadline (Friday, December 9, 16:00).

If you live abroad, please send it by a traceable method such as EMS or DHL.

<Application documents that need to be submitted by email attachment>

The application documents that are not sent by postal mail should be sent to gsidexam@adm.nagoya-u.ac.jp as an electronic file (PDF or MS Word file).

Please download the prescribed form from the website below.

<https://www4.gsid.nagoya-u.ac.jp/en/admission/application/>

*Please refer to the “Checklist” on p.7 or later for details on whether to send the application documents by postal mail or attaching them to e-mail.

5. How to Pay the Examination Fee

(1) Examination Fee 30,000yen *Handling fee will be charged separately.

MEXT scholarship students do not need to pay the examination fee.

(2) How to Pay

Payment of the examination fee should be made by one of the following methods.

<Available for both residents of Japan and overseas residents>

- Paying by Credit Card

<Available only for residents of Japan>

- Paying by Internet Banking

- Paying at Convenience Stores
- Paying at ATMs with Pay-easy option

(3) Examination Fee Refund Policy

After accepting the application documents, the paid examination fee will not be refunded. However, it may be refunded only in the following cases. The transfer fee for the refund will be deducted. For details, see the attached “Web Application Flow”.

- ① If you do not complete the application procedures after paying the examination fee or if your application is not accepted.
- ② If you pay the examination fee twice.

*The entrance examination fee will be refunded by bank transfer. When returning to an account at a bank outside Japan, the amount returned will be greatly reduced and it will take many days to return. Please pay the examination fee very carefully.

6. Connection Test

Since the oral examination will be conducted online, an online connection test will be conducted in advance.

- (1) Date: January 19, 2023 (Thursday)
- (2) Language: English or Japanese.
- (3) Method: Details will be notified by e-mail after the application is filed.

Participate in the same environment using the same device as the oral exam.

If you do not participate in the preliminary connection test, it will be deemed that you have declined the examination.

7. Selection Process, Date and Method

There will be no written examination. Applicants will be examined only according to the oral examination.

- (1) Date: February 2 (Thursday), 2023
(Alternative date in case: February 3(Friday), 2023, 8:45-10:15)
- (2) Language: English or Japanese
- (3) Method: Oral examination will be conducted online.

* How to confirm the latest information in the case of unforeseen circumstances

The examination schedule and selection measures may change due to the spread of infectious diseases or other unforeseen circumstances. Please check the GSID website regularly for the latest information, especially before the application and the examination.

GSID Website: <https://www4.gsid.nagoya-u.ac.jp/>

7. Announcement of Examination Results

- (1) Date: February 8 (Wednesday), 2023.
- (2) Notification: The official letters of admission will be sent out only for successful applicants by postal mail after the examinee numbers of successful applicants are posted on the GSID website.

No telephone inquiries will be accepted.

8. Entrance Registration Procedures

Detailed information will be sent out at a later date.

- (1) Entrance Registration Day: March 15 (Wednesday), 2023
- (2) Required Fees:
 - ① Entrance Fee: 282,000 yen
 - ② Tuition Fee (6 months: April, 2023 – September, 2023): 267,900 yen (535,800 yen per year)

* Those who have already enrolled in other universities are, in principle, unable to enroll in GSID. However, under the certain circumstances, there may be the cases of acceptance. Please contact the GSID Administrative Office before undertaking entrance registration procedures.

* Please note that if the fees change before your entrance to the university or during your stay at the Nagoya University, you will need to pay the revised fees.

* Among the successful candidates, jobholders will be asked to submit a letter of consent from the head of your organization. No format is provided.

9. Related Information

- (1) After applications are filed, changes in submitted documents are not permitted. The examination fee is non-refundable. Submitted documents will not be returned.
- (2) Applicant's name, email address and other personal information included in application documents will be used only for the purpose of grading and registering during the entrance examination, selection process, announcement of examination results, entrance registration procedures and student affairs after admission. Personal information will be used appropriately and will not be used for any other purposes.
- (3) Regarding the clarification of the scope of control for “deemed exports” under the Foreign Exchange and Foreign Trade Act (“FEFTA”)

As a general rule, the following is unnecessary if the research involves only the humanities and social sciences.

As an exception, if you are involved in a fusion area with a science field, please follow the procedures below.

In November 2021, in accordance with the clarification of the scope of control for “deemed exports” under the Foreign Exchange and Foreign Trade Act (“FEFTA”), some provision of sensitive technology to faculty members and students by universities and research institutions has become subject to control under the FEFTA. Consistently with this change, when applying to study at the University, students will be required to submit a “Declaration of applicable specific categories” based on the “Flowchart for determining applicable specific categories”. In addition, submitting a “Letter of confirmation” may be required at the time of acceptance.

“Declaration of applicable specific categories” and “Flowchart for determining applicable specific categories”

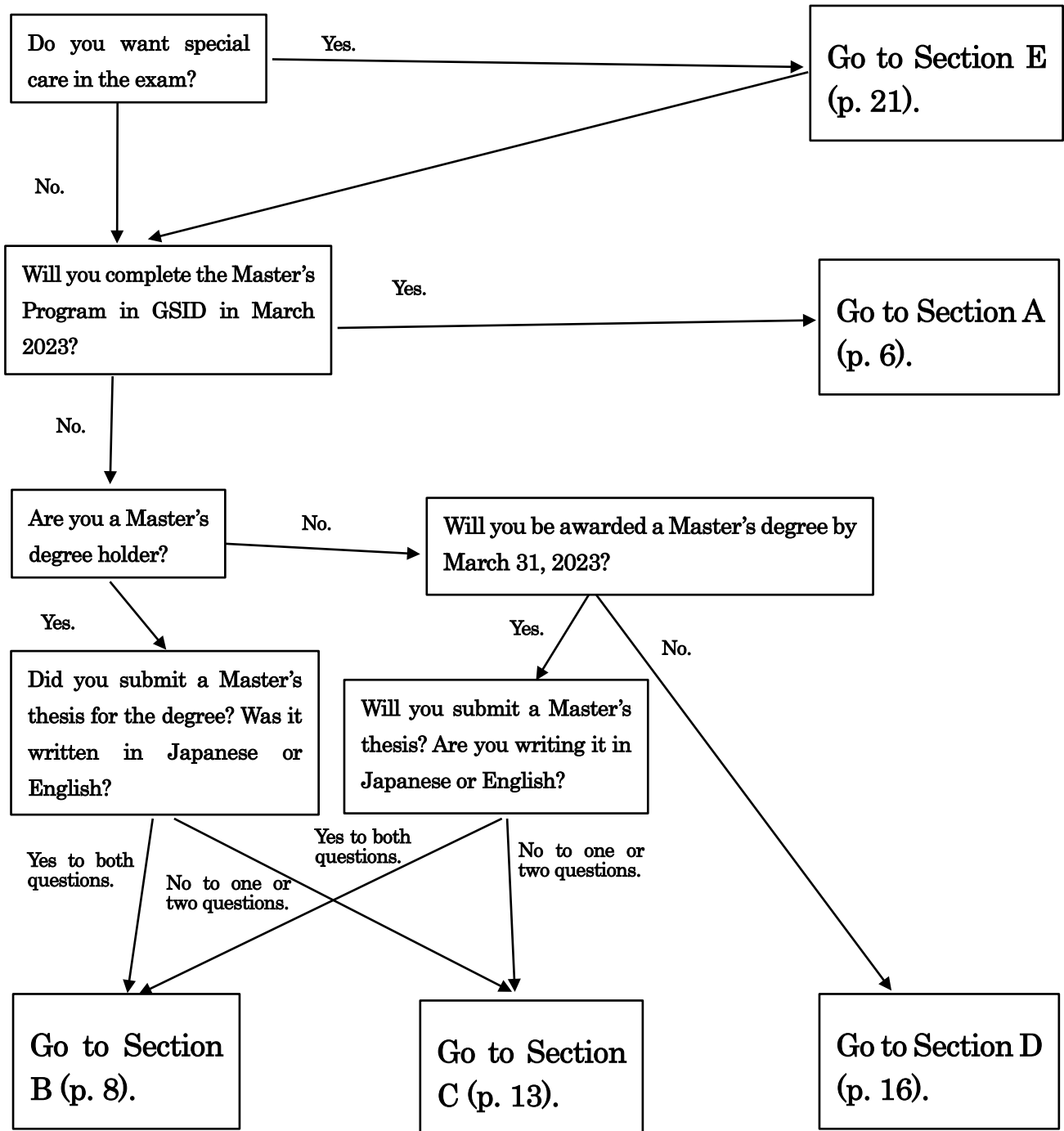
https://mado.adm.nagoya-u.ac.jp/form1_export-control_en

You may submit the form at your own discretion. If you have any questions, please contact below.

Nagoya University, Academic Research & Industry - Academia - Government collaboration, Export Control Division E-mail : anzen@aip.nagoya-u.ac.jp TEL : 052-747-6702

If you cannot submit the "Declaration of applicable specific categories" in time for the application deadline, please submit it as soon as it is ready. All other documents required for application must be submitted on the application deadline.

Eligibility and Procedures for Application



- A. Applicants who will complete the Master's Program in GSID in March 2023 → Page 5
- B. Applicants who have, or will have, completed Master's Program by submitting a Master's thesis written in Japanese or English by March 31, 2023 → Page 8
- C. Applicants who hold, or will hold, a Master's degree without submitting a Master's thesis by March 31, 2023, or who have, or will have, submitted a Master's thesis written in a language other than Japanese or English by March 31 2023 → Page 13
- D. Applicants who do not hold, or will not hold, a Master's degree by March 31, 2023 → Page 16
- E. Special needs applicants who need some special care in the examination → Page 21

A. Applicants who will complete the Master's Program in GSID in March 2023

1. Required Documents

Applicants who will complete the Master's Program in GSID in March 2023 must complete and submit the items listed below.

(1) Documents which all applicants must submit

① Application Form and Photograph Card

- Print on A4 size paper in color on one side from the web application system.
- Prepare a data file (up to 2MB) of a front-facing, upper body, no hat, facial photo without background taken within 3 months of application and upload it to the web application system.
- A letter of admission will be sent to the address entered in the web application system. If your address changes after you apply, be sure to notify the GSID Administrative Office of the change.

② Curriculum Vitae/Resume (Prescribed form downloaded)

Fill in the necessary items on the form.

③ Research proposal (in a free format)

Research proposal must be written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4-size paper.

(2) Optional documents which may be submitted voluntarily

⑨ Academic work,

⑩ Summary of the academic work,

⑪ List of academic work

Applicants may submit academic papers and/or books written by the applicants in Japanese or in English on the research topic specified in the research proposal. The academic work and their summary in about 3,000 characters of Japanese or in about 1,200 words of English are to be submitted. When the applicant wants to submit published work, please include the cover page of the publication. The applicant must attach a list of publication which should give the bibliographical data of all the academic work such as the author's name, the title of the paper, the name of the journal, volume number, the first page and the last page of those, and the year of publication. If a paper listed is not published, please indicate "unpublished." If the paper is a chapter of a book, please indicate the name of editors, the title of the book, the title of the chapter, the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication.

⑫ A photocopy of official score sheet of a language proficiency test

Applicants may submit a photocopy of official score sheet of TOEFL, TOEIC, IELTS, or Duolingo as an English proficiency test, or JLPT as a Japanese proficiency test. This may be submitted voluntarily.

2. Examination Fee

The applicants of current GSID students shall be exempted from the examination fee.

A. Applicants who will complete the Master's Program in GSID in March 2023

Checklist

		Documents to be submitted		Submission method
	①	Application Form and Photograph Card	All applicants	Postal Mail
	②	Curriculum vitae/resume	All applicants	Email
	③	Research proposal	All applicants	Email
	⑨	Academic work	Optional	Email
	⑩	Summary of the academic work	Optional	Email
	⑪	List of academic work	Optional	Email
	⑫	A photocopy of official score sheet of a language proficiency test	Optional	Email

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

B. Applicants who have, or will have, completed Master's Program by submitting a Master's thesis written in Japanese or English by March31, 2023

1. Eligibility

Those who satisfy one or more of the following qualifications are eligible to apply under the section B.

By submitting a Master's thesis written in Japanese or English,

- ① Individuals who hold a Master's degree or Professional degree from a Japanese University or will receive a Master's degree or Professional degree from a Japanese University by the end of March, 2023.
- ② Individuals who have received a degree equivalent to a Master's degree or Professional degree in a country other than Japan or will receive one by the end of March, 2023.

Applicants may be requested to submit additional documents, if the GSID Administrative Office is considered that it's necessary to verify the eligibility for application. Refer to Section D (p. 16) for more information.

2. Required Documents (Common)

Go to Section A (p. 6), if applicants are GSID students who will complete the Master's Program in March, 2023.

The applicants other than GSID students who will complete the Master's Program in this September must submit the following documents to the GSID Administrative Office.

(1) Documents which all the applicants must submit

- ① Application Form and Photograph Card
 - Print on A4 size paper in color on one side from the web application system.
 - Prepare a data file (up to 2MB) of a front-facing, upper body, no hat facial photo without background taken within 3 months before application and upload it to the web application system.
 - A letter of admission will be sent to the address entered in the web application system. If your address changes after you apply, be sure to notify the GSID Administrative Office of the change.
- ② Curriculum Vitae/Resume (Prescribed form downloaded)
Fill in the necessary items on the form.
- ③ Research proposal (in a free format)
Research proposal must be written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4 size paper.

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

- ④ A photocopy of the passport
Applicants without Japanese nationality must submit a photocopy of the page of their valid passport showing the passport number and the applicant's photograph.

- ⑤ A photocopy of the Residence Card

Those applicants who are currently residing in Japan must also submit a photocopy of their Residence Card (both sides).

(3) Optional documents which may be submitted voluntarily

- ⑥ Letter of recommendation

Letter of recommendation must be written and sealed by the applicant's academic advisor from the university s/he attended. A letter from the applicant's present supervisor is also acceptable. The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment. In addition, when it is the applicant, not the recommender, who submits the recommendation letter, it must be a paper letter and submitted by postal mail.

- ⑦ Letter of self-recommendation

- ⑧ Statement concerning applicant's previous working and/or research experience

Please write or type 2,000 characters in Japanese or 800 words in English on a separate sheet of A4 size paper.

- ⑨ Academic work,

- ⑩ Summary of the academic work,

- ⑪ List of academic work.

Applicants may submit academic papers and/or books written by the applicants in Japanese or in English on the research topic specified in the research proposal. The academic work and their summary in about 3,000 characters of Japanese or in about 1,200 words of English are to be submitted. When the applicant wants to submit published work, please include the cover page of the publication. The applicant must attach a list of publications which should give the bibliographical data of all the academic work such as the author's name, the title of the paper, the name of the journal, volume number, the first page and the last page of those, and the year of publication. If the list includes an unpublished paper, please clearly indicate "unpublished." If the paper is a chapter of a book, please write the name of editors, the title of the book, the title of the chapter, the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication.

- ⑫ A photocopy of official score sheet of a language proficiency test

Applicants may submit a photocopy of official score sheet of TOEFL, TOEIC, IELTS, or Duolingo as an English proficiency test, or JLPT as a Japanese proficiency test. This may be submitted voluntarily.

3. Required Documents (for Section B)

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

- ⑬ Official transcripts from your previous school(s)

They must be issued by the institution which has awarded, or will have awarded, the Master's degree. Photocopies will not be accepted.

⑭ Certificate of graduation or expected graduation

This must be issued by the institution which has awarded, or will have awarded, the Master's degree. Photocopies will not be accepted.

⑮ Master's thesis/Research thesis

A copy of Master's thesis or research thesis are to be submitted.

⑯ Summary of Master's thesis/Research thesis

The summary must be written in about 3,000 characters in Japanese or about 1,200 words in English.

4. Submission of Master's Thesis

(1) Unfinished Master's Thesis

If applicants have not completed their Master's thesis due to the submission date fixed by the institution to which they belong, they may be allowed to submit the Master's thesis and its final summary by July 1 (Friday), 2022. When they send the application form to the GSID Administrative Office, those applicants must submit a certificate regarding the submission date for the Master's thesis issued by the dean of the institution or their supervisor as well as the tentative summary of the unfinished thesis written in about 3,000 characters in Japanese or about 1,200 words in English.

The deadline of submission date: January 13 (Friday), 2023, 16:00,

⑰ Tentative summary of the unfinished thesis

⑱ Certificate regarding the submission date for the Master's thesis

(2) Master's thesis not written in Japanese or English

If the Master's thesis is not written in Japanese or English, please go to Section C (p. 13).

(3) When the topic of the research proposal is different from that of the Master's thesis

If the topic of the research proposal is considerably different from that of the Master's thesis, the applicant must submit a copy of at least one academic paper related to the proposed topic, in more than 10,000 Japanese characters or more than 4,000 English words, whether published or not, and its summary, about 3,000 characters in Japanese or about 1,200 words in English, in addition to the Master's thesis. Unpublished papers must be one written in more than 10,000 Japanese characters or 4,000 English words.

When the applicant wants to submit published work, please include the cover page of the publication. The applicants must attach a list of publications which should give the bibliographical data of all the academic work such as the author's name, the title of the paper, the name of the journal, volume number, the first page and the last page of those, and the year of publication. If the list includes an unpublished paper, please clearly indicate "unpublished." If the paper is a chapter of a book, please write the name of editors, the title of the book, the title of the chapter,

the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication. If the applicant submits academic work (⑨, ⑩, and ⑪), the following documents (⑲, ⑳, and ㉑) are not necessary. A statement of the reason why you decided to change the topic must be submitted.

- ⑲ Academic paper(s).
- ⑳ Summary of the academic paper(s)
- ㉑ List of academic paper(s)
- ㉒ Statement of the reason for the change of topic

(4) Revised Master's thesis

Applicants are allowed to submit the modified thesis for the Master's degree. In this case, they are required to submit both the original Master's thesis which was duly submitted to the previous institution and the revised one.

- ㉓ Revised Master's thesis

B. Applicants who have, or will have, completed Master's Program by submitting a Master's Thesis written in Japanese or English by March 31, 2023

Checklist

	Documents to be submitted		Submission method
①	Application Form and Photograph Card	All applicants	Postal Mail
②	Curriculum Vitae/Resume	All applicants	Email
③	Research proposal	All applicants	Email
④	A photocopy of the passport	Non-Japanese	Email
⑤	A photocopy of the Residence Card	Non-Japanese living in Japan	Email
⑥	Letter of recommendation	Optional	Postal Mail [※]
⑦	Letter of self-recommendation	Optional	Postal Mail
⑧	Statement concerning applicant's previous working and/or research experience	Optional	Email
⑨	Academic work	Optional	Email
⑩	Summary of the academic work	Optional	Email
⑪	List of academic work	Optional	Email
⑫	A photocopy of official score sheet of a language proficiency test	Optional	Email
⑬	Official transcripts from your previous school(s)	All applicants	Postal Mail
⑭	Certificate of graduation or expected graduation	All applicants	Postal Mail
⑮	Master's thesis/Research thesis	All applicants	Email
⑯	Summary of Master's thesis	All applicants	Email
⑰	Tentative summary of unfinished Master's thesis	Relevant applicants	Email
⑱	Certificate regarding the submission date for the Master's thesis	Relevant applicants	Email
⑲	Academic paper(s) equivalent to Master's thesis/Research	Relevant applicants	Email
⑳	Summary of academic paper(s)	All applicants	Email
㉑	List of academic paper(s)	Relevant applicants	Email
㉒	Statement of the reason for the change of topic	Relevant applicants	Email
㉓	Revised Master's thesis	Optional	Email

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

※ The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment.

C. Applicants who hold, or will hold, a Master's degree without submitting a Master's thesis by September 30, 2022 or who have, or will have, submitted a Master's thesis written in a language other than Japanese or English by March 31, 2023

1. Eligibility

Those who satisfy one of the following requirements:

Without a Master's thesis submitted or with a Master's thesis submitted in a language other than Japanese or English,

- ① Individuals who hold a Master's degree or Professional degree from a Japanese University or will receive a Master's degree or Professional degree from a Japanese University by the end of March, 2023.
- ② Individuals who have received a degree equivalent to a Master's degree or Professional degree in a country other than Japan or will receive one by the end of March, 2023d.

2. Required Documents (Common) For the detail, refer to p.8-9.

(1) Documents which all the applicants must submit

- ① Application Form and Photograph Card
- ② Curriculum Vitae/Resume (Prescribed form downloaded)
- ③ Research proposal (in a free format)

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

- ④ A photocopy of your passport
- ⑤ A photocopy of the Residence Card

Those applicants who are currently residing in Japan must also submit a photocopy of their residence card (both sides).

(3) Optional document which may be voluntary submitted

- ⑥ Letter of recommendation
- ⑦ Letter of self-recommendation
- ⑧ Statement concerning applicant's previous working and/or research experience
- ⑨ Academic work
- ⑩ Summary of the academic work
- ⑪ List of academic work
- ⑫ A photocopy of official score sheet of a language proficiency test.

3. Required Documents (for Section C)

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

- ⑬ Official transcripts from your previous school(s)

They must be issued by the institution which has awarded, or will have awarded, the Master's degree. Photocopies will not be accepted.

- ⑭ Certificate of graduation or expected graduation

This must be issued by the institution which has awarded, or will have awarded, the Master's

degree. Photocopies will not be accepted.

⑯ Summary of Master's thesis/research thesis

The summary must be written in about 3,000 characters in Japanese or about 1,200 words in English. This is a required document if the Master's thesis is written in a language other than Japanese or English. However, this is not required if no Master's thesis was submitted to the previous institution to get the Master's degree.

⑳ Whole or partial translation of the Master's thesis

If the Master's thesis is written in a language other than Japanese or English, Japanese or English translation of the whole or a part of the Master's thesis must be submitted to the GSID Administrative Office. Japanese or English summary of the thesis will be accepted. However, it must be written in more than 10,000 Japanese characters or 4,000 English words. Translation is not necessary if no Master's thesis was submitted to the previous institution. Other academic papers (⑲) may be submitted as a substitute for the Master's thesis.

⑲ Academic paper(s) equivalent to the Master's thesis,

⑳ Summary of the academic paper(s),

㉑ List of academic paper(s).

If no Master's thesis was submitted to the previous institution, the applicant must submit a copy of at least one academic paper related to the proposed topic, in more than 10,000 Japanese characters or more than 4,000 English words, whether published or not, and its summary (about 3,000 characters in Japanese or about 1,200 words in English). If the Master's thesis is written in a language other than Japanese or English, the applicant may submit a copy of at least one academic paper, in more than 10,000 Japanese characters or more than 4,000 English words, whether published or not, related to the proposed topic and its summary (about 3,000 characters in Japanese or about 1,200 words in English) as a substitute for the whole or partial translation of the Master's thesis (㉑). When the applicant wants to submit published work, please include the cover page of the publication.

When applicants submit academic papers, they must attach a list of publications which should give the bibliographical data of all the academic work such as the author's name, the title of the paper, the name of the journal, volume number, the first page and the last page of those, and the year of publication. If the list includes an unpublished paper, please clearly indicate "unpublished." If the paper is a chapter of a book, please write the name of editors, the title of the book, the title of the chapter, the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication. If the applicant submits academic work (⑨, ⑩, and ⑪), the following documents are not necessary.

C. Applicants who hold, or will hold, a Master's degree without submitting a Master's thesis by March 31, 2023, or who have, or will have, submitted a Master's thesis written in a language other than Japanese or English by March 31, 2023

Checklist

		Documents to be submitted		Submission method
	①	Application Form and Photograph Card	All applicants	Postal Mail
	②	Curriculum Vitae/Resume	All applicants	Email
	③	Research proposal	All applicants	Email
	④	A photocopy of the passport	Non-Japanese	Email
	⑤	A photocopy of the Residence Card	Non-Japanese living in Japan	Email
	⑥	Letter of recommendation	Optional	Postal Mail*
	⑦	Letter of self-recommendation	Optional	Postal Mail
	⑧	Statement concerning applicant's previous working and/or research experience	Optional	Email
	⑨	Academic work	Optional	Email
	⑩	Summary of the academic work	Optional	Email
	⑪	List of academic work	Optional	Email
	⑫	A photocopy of official score sheet of a language proficiency test	Optional	Email
	⑬	Official transcripts from your previous school(s)	All applicants	Postal Mail
	⑭	Certificate of graduation or expected graduation	All applicants	Postal Mail
	⑯	Summary of Master's thesis/research thesis	Relevant applicants	Email
	⑰	Academic paper(s) equivalent to the Master's thesis	Relevant applicants	Email
	⑱	Summary of the academic paper(s)	Relevant applicants	Email
	㉑	List of academic paper(s)	Relevant applicants	Email
	㉒	Whole or partial translation of the Master's thesis	Relevant applicants	Email



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

* The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment.

D. Applicants who do not hold, or will not hold, a Master's degree by March 31, 2023

1. Eligibility

(1) Application Requirements

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

- ① Individuals who have received a degree equivalent to a Master's degree or Professional degree in Japan through correspondence educational managed by a foreign school or other recognized Student institution or will receive one by the end of March, 2023.
- ② Individuals who have received a Master's degree or Professional degree from a university in Japan that is recognized as a university belonging to the system of higher education of a foreign country and is approved by the Japanese Minister of Education, Culture, Sports, Science and Technology or will receive one by the end of March, 2023.
- ③ Individuals who have completed the course of the United Nations University and have received a degree equivalent to a Master's degree, or will have completed the course of the United Nations University and will have received a degree equivalent to a Master's degree by the end of March, 2023. The United Nations University refers the university established by the United Nations General Assembly's resolution of December 11, 1972. The university is provided for under Paragraph 2 of Article 1 of the Act on Special Measures (Law No. 72, 1976) concerning the Implementation of the Agreement between the United Nations and Japan relating to the Headquarters of the United Nations University.

(2) Eligible applicants

Meeting one of the above requirements,

- ① Individuals who have, or will have, received a degree equivalent to a Master's degree by March 31, 2023, by submitting a research paper.
⇒ Go to Section B (p. 8).
- ② Individuals who have, or will have, received a degree equivalent to a Master's degree by March 31, 2023, without a research paper submitted.
⇒ Go to Section C (p. 13).

(3) Non-eligible applicants

Individuals who do not meet either requirement indicated above may be allowed to apply for the entrance examination after they pass the eligibility screening.

2. Eligibility Screening

(1) Eligible individuals upon the eligibility screening

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

- ① Individuals who have been approved by the Japanese Minister of Education, Culture, Sports, Science and Technology (Ministry Notice No. 118 of 1989)
Have at least 2 years of research experience at a university or a research institute after graduation from a Japanese university or after 16 years of formal education outside Japan, and have been recognized by GSID, based on the basis of the research achievement, as having

academic ability equal to or exceeding those holding a Master's degree.

- ② Individuals who have been recognized by GSID, based on individual eligibility screening for the examination, as having academic ability equal to or exceeding those holding a Master's degree, and are aged not less than 24 years by the end of March 2023.

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

3. Documents Required for the Eligibility Screening

Applicants for eligibility screening must submit the following document for the purpose of screening to the GSID Administrative Office.

(1) Documents which all the applicants must submit

- ② Curriculum vitae/resume (Prescribed form downloaded)

Fill out the application form of each necessary items. Both of electric file and hard copy should be submitted.

- ③ Research proposal (in a free format)

Research proposal must be written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4 size paper.

- ⑬ Official transcripts

Official transcripts at the undergraduate course issued by a university or official transcripts from the last school(s) in which you were enrolled. Photocopies will not be accepted.

- ⑭ University diploma or certificate of graduation

University diploma or certificate of graduation from your previous school(s). Photocopies will not be accepted.

- ⑵ Application for Eligibility Screening for the Examination (Prescribed form downloaded)

Fill out the application form of each necessary items.

(2) Optional documents which may be submitted voluntarily

- ⑥ Letter of recommendation

Letter of recommendation must be written and sealed by the applicant's present supervisor or employer, stating the period of your employment. The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment. In addition, when it is the applicant, not the recommender, who submits the recommendation letter, it must be a paper letter and submitted by postal mail.

- ⑦ Letter of self-recommendation

- ⑧ Statement concerning applicant's previous working and/or research experience

The applicant may submit a report in Japanese (3,000 characters) or in English (1,200 words) on A4 size paper describing what the applicant did in the company or research institute.

- ⑨ Academic work,
- ⑩ Summary of the academic work,
- ⑪ List of academic work,
- ⑫ Report on products of the research or working experience

Applicants may submit academic papers and/or books written by the applicants in Japanese or in English on the research topic specified in the research proposal. A copy of the academic work, whether published or not, and their summary in about 3,000 characters of Japanese or in about 1,200 words of English are to be submitted.

When the applicant wants to submit published work, please include the cover page of the publication. The applicant must attach a list of publications, which should give the bibliographical data of all the academic work such as the author's name, the title of the paper, the name of the journal, volume number, the first page and the last page, and the year of publication. If the list includes an unpublished paper, please clearly indicate "unpublished." If the paper is a chapter of a book, please write the name of editors, the title of the book, the title of the chapter, the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication.

A report may be submitted on the products from the applicant's work experience, if any. It must be written in Japanese (3,000 characters) or in English (1,200 words), on A4 size paper.

- ⑬ Certificate of Research Experience (Prescribed form downloaded)

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

4. Eligibility Screening Procedures

(1) Application period

Application will be accepted by 16:00, November 11(Friday), 2022.

No fee is payable for the purpose of the eligibility screening.

(2) Notification of the result

The result of the eligibility screening will be notified to the applicant approximately within two weeks after the documents are received.

5. Those who pass the eligibility screening

Those who pass the eligibility screening must submit the following documents during the filing period (See p. 1) to the GSID Administrative Office. For the detailed, refer to p.6-7.

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

- ① Application Form and Photograph Card

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

- ④ A photocopy of the passport

- ⑤ A photocopy of the Residence Card

Those applicants who are currently residing in Japan must also submit a photocopy of their Residence Card (both sides).

(3) Optional documents which may be voluntarily submitted

- ⑫ A photocopy of official score sheet of a language proficiency test.

D. Applicants who do not hold, or will not hold, a Master's degree by March 31, 2023

Checklist

(1) Documents for Eligibility Screening

		Documents to be submitted		Submission method
	②	Curriculum vitae/resume	All applicants	Email
	③	Research proposal	All applicants	Email
	⑥	Letter of recommendation	Optional	Postal Mail
	⑦	Letter of self-recommendation	Optional	Postal Mail
	⑧	Statement concerning applicant's previous working and/or research experience	Optional	Email
	⑨	Academic work	Optional	Email
	⑩	Summary of academic work	Optional	Email
	⑪	List of academic work	Optional	Email
	⑬	Official transcripts	All applicants	Postal Mail
	⑭	University diploma or certificate of graduation	All applicants	Postal Mail
	⑮	Application for Eligibility Screening	All applicants	Postal Mail
	⑯	Certificate of research experience	Optional	Postal Mail
	⑰	Report on the products of work experience	Optional	Email

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

※ The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment.

(2) Documents for Application for the Examination

		Documents to be submitted		Submission method
	①	Application Form and Photograph Card	All applicants	Postal Mail
	④	A photocopy of the passport	Non-Japanese	Email
	⑤	A photocopy of the Residence Card	Non-Japanese living in Japan	Email
	⑫	A photocopy of official score sheet of a language proficiency test	Optional	Email

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

E. Special needs applicants who need some special care in the examination

1. Consultation on special care in the examination

Applicants needs some special care in terms of taking exams should consult the GSID Administrative Office prior to applying for the examination.

(1) Consultation period

Consultation will be accepted by 16:00 in November 11 (Friday), 2022.

(2) Required Documents

Please submit the following documents:

- ㉘ A request letter for special care in the examination

A request letter for special care on A4-paper, stating the nature of the applicant's special needs, the arrangements desired for examinations (no special format required)

- ㉙ A doctor's diagnosis

A doctor's diagnosis of the applicant's special needs issued within three months. A photocopy of the diagnosis may be accepted.

- ㉚ Other documents

The applicant may submit other documents.

* Please contact the GSID Administrative Office before the application deadline if the applicant with special needs wishes to consult about studies at the University.

2. Application Procedures for the Examination

The applicant may submit the application for the entrance examination after the consultation with the GSID Administrative Office.

- A. Applicants who will complete the Master's Program in GSID coming in March 2023 → Go to Section A (p. 6).
- B. Applicants who have, or will have, completed Master's Program by submitting a Master's thesis written in Japanese or English by March 31, 2023 → Go to Section B (p. 8).
- C. Applicants who hold, or will hold, a Master's degree without submitting a Master's thesis by March 31, 2023, or who have, or will have, submitted a Master's thesis written in a language other than Japanese or English by March 31, 2022 → Go to Section C (p. 13).
- D. Applicants who do not hold, or will not hold, a Master's degree by March 31, 2022 → Go to Section D (p. 16).

E. Special needs applicants who need some special care in the examination

Checklist

		Documents to be submitted	
	㉘	A request letter for special care in the examination	All applicants
	㉙	A doctor's diagnosis	All applicants
	㉚	Other documents	Optional

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

II . Special Selection Enrollment Program for Applicants with Relevant Work Experience (April Enrollment)

In order to provide persons with substantial work experience in the field of international development/cooperation an opportunity to deepen and systematize their knowledge, the Department of International Development and Cooperation of the Graduate School of International Development (GSID), Nagoya University offers a special selection option for enrollment in the doctoral program.

1 . Application Requirements

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

① Currently employed (excluding those currently on leave) at an organization which conducts international development- or cooperation-focused activities and/or research, and have three or more years of work experience in such an organization,

② Have received a recommendation from the applicant's current employer,

③ Have received written acceptance from a professor in the Department of International Development and Cooperation to supervise the applicant's research, and meet one of the following conditions.

(1) Hold a Master's degree or Professional degree from a Japanese University.

(2) Have received a degree equivalent to a Master's degree or Professional degree in a country other than Japan.

(3) Have received a degree equivalent to a Master's degree or Professional degree in Japan through correspondence education managed by a foreign school or other recognized educational institution.

(4) Have received a Master's degree or Professional degree from a university in Japan that is recognized as a university belonging to the system of higher education of a foreign country and is approved by the Japanese Minister of Education, Culture, Sports, Science and Technology.

(5) Have completed the course of the United Nations University and have received a degree equivalent to a Master's degree. The United Nations University refers the university established by the United Nations General Assembly's resolution of December 11 in 1972. The university is provided for under Article 1, para. 2 of the Act on Special Measures (Law No. 72. 1976) concerning the Implementation of the Agreement between the United Nations and Japan relating to the Headquarters of the United Nations University.

(6) Have been approved by the Japanese Minister of Education, Culture, Sports, Science and Technology (Ministry Notice No. 118 of 1989)

Those who meet the following two qualifications:

① Have at least 2 years of research experience at a university or a research institute after graduation from a Japanese university or after 16 years of formal education outside of Japan, and

② Have been recognized by GSID, on the basis of the research achievement, as having academic ability equal to or exceeding those who holds Master's degree.

(7) Have been recognized by GSID, based on individual eligibility screening for the examination, as having academic ability equal to or exceeding those holding a Master's degree, and are aged not less than 25 years by the end of March, 2023.

*Applicants for the special selection program are not allowed to simultaneously apply for the

General Selection.

2. Admission Openings

Department of International Development and Cooperation: A limited number

3. Application and Filing Period

The application should go through all three steps in order.

(1) Registration to the Web Application

Entry Period: November 21 (Monday) 0:00 - December 8 (Thursday), 2022, noon.

You cannot enter after the entry deadline of the web application system.

For details, see “4. Application Procedure (1) Registration to the Web Application System and Payment of Examination Fee” below.

(2) Payment Period of Examination Fee

Payment Period: November 21 (Monday) 0:00 - December 8 (Thursday), 2022, noon.

For details, see “4. Application Procedure (1) Registration to the Web Application System and Payment of Examination Fee” below and “5. How to Pay the Examination Fee” on page 24.

(3) Submission of Application Documents

Reception Period: December 5 (Monday) 8:30 - December 9 (Friday) 16:00, 2022

- Applicants must send the application by e-mail attachment and registered mail. For details, see “4. Application Procedure (2) Send the documents by registered postal mail and e-mail attachment” below and the “Checklist” on pages 30-31.
- Applications will be accepted only if they arrive by the application deadline for both e-mail and registered mail. If there are any documents delayed, it will not be accepted. If even one document is delayed, it will not be accepted.

4. Application Procedure

(1) Registering through the Web Application System and Payment of Examination Fee

- The application procedure is completed by submitting the necessary documents to be submitted by the application deadline after registering the application on the web application system and paying the examination fee.
- The application procedure cannot be completed simply by registering the application and paying the entrance examination fee online.
- Payment deadline of the examination fee is four days from the web application date including the web application date.
- Please note that the payment deadline for registration on the web application system after December 5 (Monday) will be December 8 (Thursday) 12:00.

(2) Send the documents by registered postal mail and e-mail attachment

The submission method differs depending on the application documents, whether it is by mail or by e-mail attachment. The application will be accepted only if the postal mail and e-mail attachments arrive within the application acceptance deadline. If even one is delayed, the application will not be accepted.

<Documents that need to be sent by postal mail>

The application documents specified on the “Checklist” on p.30-31 shall be mailed by registered mail. Print the “Address Sheet” in color from the web application system, attach it to the square No. 2 envelope (size that can accommodate A4), and send it by the application deadline (Friday, December 9, 16:00).

If you live abroad, please send it by a traceable method such as EMS or DHL.

<Application documents that need to be submitted by email attachment>

The application documents that are not sent by mail should be sent to gsidexam@adm.nagoya-u.ac.jp as an electronic file (PDF or MS Word file).

Please download the prescribed form from the website below.

<https://www4.gsid.nagoya-u.ac.jp/en/admission/application/>

*Please refer to the “Checklist” on pages 0-31 for details on whether to send the application documents by postal mail or attach them by e-mail.

5. How to Pay the Examination Fee

(1) Examination Fee 30,000yen *Handling fee will be charged separately.

MEXT scholarship students do not need to pay the examination fee.

(2) How to Pay

Payment of the examination fee should be made by one of the following methods.

<Available for both residents of Japan and overseas residents>

- Paying with a Credit Card

<Available only for residents of Japan>

- Paying by Internet Banking
- Paying at Convenience Stores
- Paying at ATMs with Pay-easy option

(3) Examination Fee Refund Policy

After accepting the application documents, the paid examination fee will not be refunded. However, the paid examination fee may be refunded only in the following cases. The transfer fee for the refund will be deducted. For details, see the attached “Web Application Flow”.

- ① If you do not complete the application procedures after paying the examination fee or if your application is not accepted.
- ② If you pay the examination fee twice.

*The entrance examination fee will be refunded by bank transfer. When returning to an account at a bank outside Japan, the amount returned will be greatly reduced and it will take many days to return, so pay the examination fee carefully.

6. Announcement of Examination Results

(1) Date: February 8(Wednesday), 2023.

(2) Notification: The official letters of admission will be sent out only for successful applicants by postal mail after the examinee numbers of successful applicants are posted on the GSID website.

NO telephone inquiries will be accepted.

7. Entrance Registration Procedures

Detailed information will be sent out at a later date.

(3) Entrance Registration Day: March 15 (Wednesday), 2023

(4) Required Fees:

① Entrance Fee: 282,000 yen

② Tuition Fee (6 months: April, 2023 – March, 2024): 267,900 yen (535,800 yen per year)

* Those who have already enrolled in other universities are, in principle, unable to enroll in GSID. However, under the certain circumstances, there may be the cases of acceptance. Please contact the GSID Administrative Office before undertaking entrance registration procedures.

* Please note that if the fees change before your entrance to the university or during your stay at the Nagoya University, you will need to pay the revised fees.

* Among the successful candidates, jobholders will be asked to submit a letter of consent from the head of your organization. No format is provided.

8. Related Information

(1) After applications are filed, changes in submitted documents are not permitted. The examination fee is non-refundable. Submitted documents will not be returned.

(2) Applicant's name, email address and other personal information included in application documents will be used only for the purpose of grading and registering during the entrance examination, selection process, announcement of examination results, entrance registration procedures and student affairs after admission. Personal information will be used appropriately and will not be used for any other purposes.

(3) Regarding the clarification of the scope of control for “deemed exports” under the Foreign Exchange and Foreign Trade Act (“FEFTA”)

As a general rule, the following is unnecessary if the research involves only the humanities and social sciences.

As an exception, if you are involved in a fusion area with a science field, please follow the procedures below.

In November 2021, in accordance with the clarification of the scope of control for “deemed exports” under the Foreign Exchange and Foreign Trade Act (“FEFTA”), some provision of sensitive technology to faculty members and students by universities and research institutions has become subject to control under the FEFTA. Consistently with this change, when applying to study at the University, students will be required to submit a “Declaration of applicable specific categories” based on the “Flowchart for determining applicable specific categories”. In addition, submitting a “Letter of confirmation” may be required at the time of acceptance.

“Declaration of applicable specific categories” & “Flowchart for determining applicable specific categories”

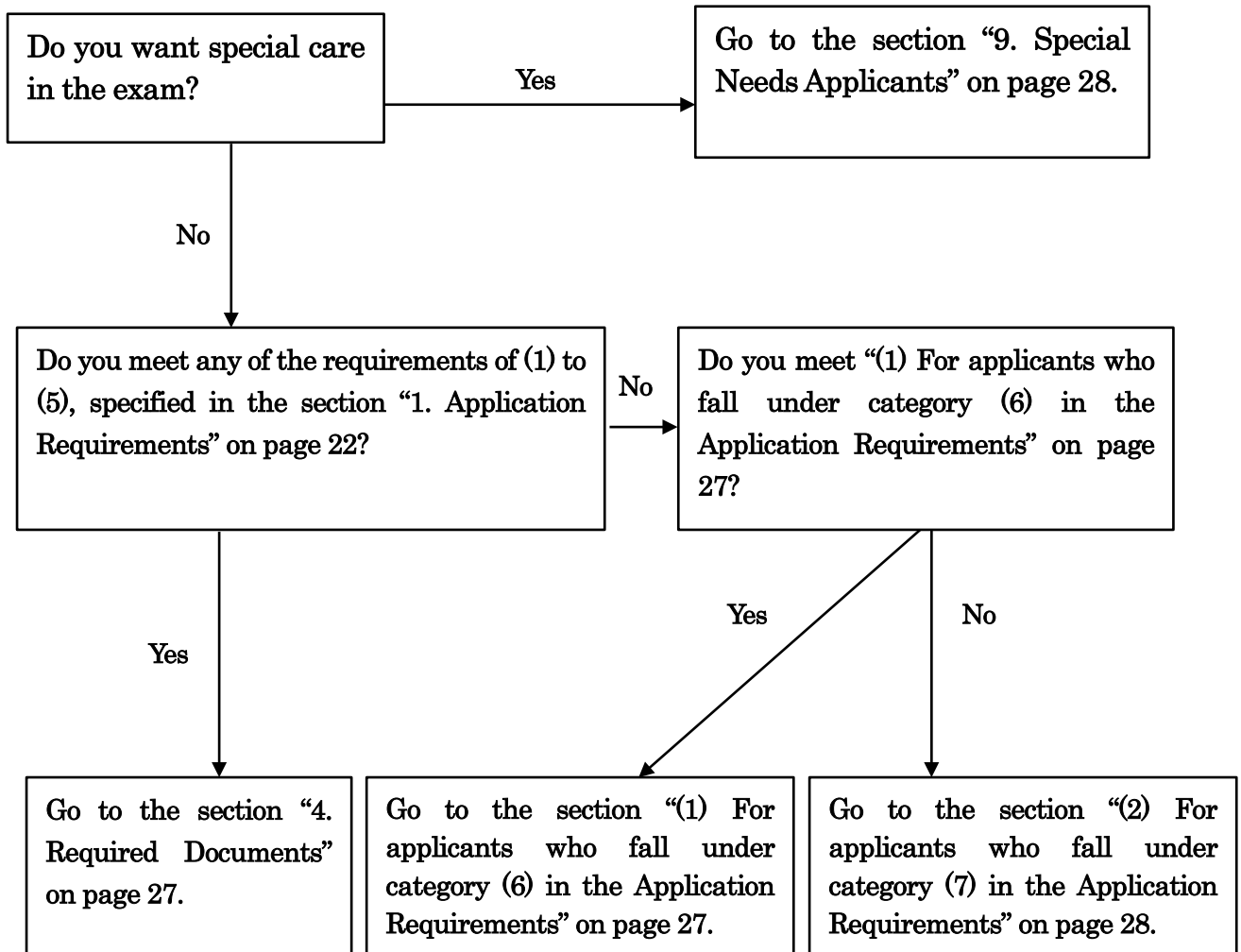
https://mado.adm.nagoya-u.ac.jp/form1_export-control_en

You may submit the form at your own discretion. If you have any questions, please contact below.

Nagoya University, Academic Research & Industry - Academia - Government collaboration, Export Control Division E-mail : anzen@aip.nagoya-u.ac.jp TEL : 052-747-6702

If you cannot submit the "Declaration of applicable specific categories" in time for the application deadline, please submit it as soon as it is ready. All other documents required for application must be submitted on the application deadline.

Special Selection Enrollment Program for Applicants with Relevant Work Experience Eligibility and Procedure for Application



1. If you need special cares at the exam, please refer the section, "9. Special needs applicants", on page 28.
2. If you meet any of the requirements of (1) to (5) specified in the section, "1. Application Requirements" on page 22, please refer the section, "Required Documents" on page 27.
3. If you do not have a Master's degree and meet (6) in the section, "1. Application Requirements" on page 22, please refer the section "(1) For applicants who fall under category (6) in the Application Requirements" on page 27.
4. If you do not have a master degree or meet (7) in the section, "1. Application Requirements" on page 22, please refer the section "(2) For applicants who fall under category (7) in the Application Requirements" on page 28.

9. Required Documents

Applicants must complete and send in the items listed below. Please type or write clearly by using black ink. Furthermore, applicants who do NOT hold a Master' degree and/or who fall under categories (6) and (7) in the Application Requirements listed above must also refer to the NOTE on eligibility screening for the examination, in section 5. "Eligibility Screening for the Examination".

- ① Application Form and Photograph Card
- ② Curriculum Vitae/Resume (Prescribed form downloaded)
- ③ Documents (e.g. letter[s] with the official seal of your organization[s]) proving a total of at least three years' work experience in the field of international development and/or cooperation, AND a report on your work experience. The report must be in Japanese (3,000 characters) or in English (1,200 words), on A4 size paper.
- ④ Letter of Recommendation written and sealed by your employer, stating the period of your employment. The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment. In addition, when it is the applicant, not the recommender, who submits the recommendation letter, it must be a paper letter and submitted by postal mail.
- ⑤ Letter of Acceptance from the GSID faculty member who intends to serve as your academic advisor, explaining the reason. The letter must be sealed by the faculty member.
- ⑥ Official transcripts from your previous graduate school. Photocopies will not be accepted.
- ⑦ Master's degree certificate: Photocopies will not be accepted.
- ⑧ Research proposal: Written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4 size paper. Also, send an electronic file such as PDF or MSWord of Research proposal to gsidexam@adm.nagoya-u.ac.jp write your name in the subject line.
- ⑨ A copy of your Master's thesis and summary (3,000 characters in Japanese or 1,200 words in English). If a Master's thesis is not available, a copy of papers or reports from your research work and/or professional experience, equivalent to a Master's thesis, and summary (3,000 characters in Japanese or 1,200 words in English). With your copy, include the cover page of the publication. Also, send an electronic file such as a PDF or MSWord of the Master's thesis and summary, or papers or reports and summary to gsidexam@adm.nagoya-u.ac.jp .
Please write your name in the subject line.
- ⑩ Applicants without Japanese nationality must submit a photocopy of the page of their valid passport showing the passport number and the applicant's photograph. Those applicants who are currently residing in Japan must also submit a photocopy of their Residence Card (both sides).

10. Eligibility Screening for the Examination

(1) For applicants who fall under category (6) in the Application Requirements:

The following documents MUST reach the GSID Administrative Office by November 11 (Friday), 2023 in order to receive eligibility screening for the examination. Results of the screening will be sent to applicants by within two weeks.

- ② Curriculum Vitae/Resume (Prescribed form downloaded)
- ③ A document (e.g. letter[s] with the official seal of your organization[s]) proving a total of at least three years of work experience in the field of international development and/or

cooperation, AND a report on your work experience*. The report must be in Japanese (3,000 characters) or in English (1,200 words), on A4 size paper.

- ④ Letter of recommendation written and sealed by your employer, stating the period of your employment.
- ⑧ Research proposal: Written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4 size paper.
- ⑪ Application for Eligibility Screening for the Examination (Prescribed form downloaded)
- ⑫ Certificate of research experience filled out by the head of the institution where you conducted your research (Prescribed form downloaded)
- ⑬ University diploma or certificate of graduation and official transcripts from your previous school(s). Photocopies will not be accepted.
- ⑭ A copy of an academic paper and/or books written by the applicant*. At least one of the papers submitted must be a published work. With your copy, include the cover page of the publication.

Of the items specified in the Required Documents section, applicants who pass the eligibility screening for the examination above must send items ①, ⑤, and ⑩.

(2) For applicants who fall under category (7) in the Application Requirements.

The following documents MUST reach the GSID Administrative Office by November 11 (Friday), 2023 in order to receive eligibility screening for the examination. Results of the screening will be sent to applicants within two weeks.

- ② Curriculum Vitae/Resume (Prescribed form downloaded)
- ③ A document (e.g. letter[s] with the official seal of your organization[s]) proving a total of at least three years of work experience in the field of international development and/or cooperation, AND a report on your work experience. The report must be in Japanese (3,000 characters) or in English (1,200 words) on A4 size paper.
- ④ Letter of recommendation written and sealed by your employer, stating the period of your employment.
- ⑥ Official transcripts from the last school(s) in which you were enrolled. Photocopies will not be accepted.
- ⑧ Research proposal: Written in Japanese (5,000 characters or less) or in English (2,000 words or less) on A4 size paper.
- ⑪ Application for Eligibility Screening for the Examination (Prescribed form downloaded)
- ⑫ Certificate of Research Experience ⑮ A copy of papers or reports from your research work and/or professional experience, equivalent to a Master's thesis. At least one of the papers submitted must be a published work. With your copy, include the cover page of the publication.

Of the items specified in the Required Documents section, applicants who pass the eligibility screening for the examination above must send items ①, ⑤, and ⑩.

1 1 . Selection Procedures

Selection will be carried out on the basis of documents submitted.

1 2 . **Special Needs Applicants**

Applicants who need some special care in terms of taking exams should consult the GSID Administrative Office prior to applying.

(1) End of consultation period: November 11 (Friday), 2022, 16:00.

(2) Consultation Process:

Please submit the following two documents: ①A request letter for special consideration, stating the nature of the applicant's special needs, the arrangements desired for examinations on A4 paper (no special format required); and ②A doctor's diagnosis of the applicant's special needs issued within three months. A photocopy of the diagnosis may be accepted. Furthermore, please submit other requested documents if necessary.

Note: Please contact the above office before the application deadline if the applicant with special needs wishes to consult about studies at the University.

II . Special Selection Enrollment Program for Applicants with Relevant Work Experience

Checklist

(1) Applicants who meet the requirements of (1) to (5) specified in the Application Requirements (Those who does not need to apply for eligibility screening for the examination)

		Documents to be submitted		Submission method
	①	Application Form and Photograph Card	All applicants	Postal Mail
	②	Curriculum Vitae/Resume	All applicants	Email
	③	Documents proving a total of at least three years' work experience in the field of international development and/or cooperation, and report on your work experience	All applicants	Email
	④	Letter of recommendation by your employer	All applicants	Postal Mail**
	⑤	Letter of acceptance from the GSID faculty member	All applicants	Email
	⑥	Official transcripts from your previous graduate school	All applicants	Postal Mail
	⑦	Master's degree certificate	All applicants	Postal Mail
	⑧	Research proposal	All applicants	Email
	⑨	Master's thesis and summary	All applicants	Email
	⑩	A photocopy of the passport and the residence card	Non-Japanese living in Japan	Email

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

※ The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment.

(2) Applicants who fall under category (6) in the Application Requirements

		Documents to be submitted		Submission method
	②	Curriculum Vitae/Resume	All applicants	Email
	③	Documents proving a total of at least three years' work experience in the field of international development and/or cooperation, and report on your work experience	All applicants	Email
	④	Letter of recommendation by your employer	All applicants	Postal Mail**
	⑧	Research proposal	All applicants	Email
	⑪	Application for Eligibility Screening for the Examination	All applicants	Postal Mail
	⑫	Certificate of research experience	All applicants	Postal Mail
	⑬	University diploma or certificate of graduation and official transcripts	All applicants	Postal Mail

	⑭	Academic papers and/or books written by the applicant	All applicants	Email
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↖ Check a mark ✓, when you make the document ready.

※ The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment.

(3) Applicants who fall under category (7) in the Application Requirements

		Documents to be submitted		Submission method
	②	Curriculum Vitae/Resume	All applicants	Email
	③	Documents proving a total of at least three years' work experience in the field of international development and/or cooperation, and report on your work experience	All applicants	Email
	④	Letter of recommendation by your employer	All applicants	Postal Mail*
	⑥	Official transcripts from the last school(s)	All applicants	Postal Mail
	⑧	Research proposal	All applicants	Email
	⑪	Application for Eligibility Screening for the Examination	All applicants	Postal Mail
	⑮	Certificate of research experience	Optional	Postal Mail
	⑮	Papers or reports from your research work and/or professional experience, equivalent to a Master's thesis	All applicants	Email

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

※ The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment.

(4) Applicants who pass the eligibility screening for the examination

		Documents to be submitted		Submission method
	①	Application Form and Photograph Card	All applicants	Email
	⑤	Letter of acceptance from the GSID faculty member	All applicants	Postal Mail
	⑩	A photocopy of the passport and the residence card	Non-Japanese	Email

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



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Contacts details for inquires & submission of
application materials:

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