

**Application Procedure for Admissions to
Public Administration Program,
Economics Major,
Graduate School of Humanities and
Economic Sciences,
Yamaguchi University**

2025 Enrollment

Yamaguchi University

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

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

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

Applications for 2025 Admissions to the Public Administration Program, Economics Major, Graduate School of Humanities and Economic Sciences (Master's Programs), Yamaguchi University are invited as follows:

I . Number of Admissions

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

II . Major, Program and Research Fields

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

III. Qualification for Application

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

Those who meet any one of the following requirements:

1. Those who hold or will be granted a bachelor's degree by the end of March (September) 2025.
2. Those who have completed or are expected to complete 16 years of formal education by the end of March (September) 2025.
3. Those who have reached the age of 22 by the end of March (September) 2025 and pass a preliminary screening, of application documentation, to determine that they have reached a level of academic ability either equal to or surpassing an undergraduate degree. Those wishing to apply under this requirement will thus be required to submit prescribed application documentation in advance. Please contact Admissions Office, Graduate School of Economics, Yamaguchi University, for details.

IV. Application Procedures

1. Application period

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

1st period: January 6 (Monday)- January 10 (Friday),2025

2ndperiod: June 2 (Monday) -June 6 (Friday), 2025

2. Application documents

(1) Application Form for Admissions

The form provided by the Graduate School is required.

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

The forms provided by the Graduate School are required.

(3) Academic Transcript

(4) Certificate of (Prospective) Graduation

(5) TOEIC original score sheet (that certifies your score is 730 or above) or TOEFL iBT equivalent (78 or above) or IELTS equivalent (5.5 or above) taken after April 2022.

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

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

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

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

-Course/Lessons

-Books

-Papers

-Statistical Software.

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

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

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

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

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

(9) Confirmation of your name and nationality

Please submit either

(a) Certificate of citizenship of your nation

(b) A copy of your passport

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

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

(11) Examination Fee

¥30,000 (Japanese Yen)

(A) From within Japan

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

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

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

(B) From Overseas

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

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

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

3. Address for Application

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

Admissions Office

Graduate School of Economics

Yamaguchi University

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

V. Selection of Candidates for Admissions

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

VI. Date and Place of Examination

1. Date of Examinations: 1st period: Between the end of January and beginning of February 2025 (to be determined),
2nd period: Between the end of June and beginning of July 2025 (to be determined)
2. Place of Examination: In the applicant's country or at Yamaguchi University (to be determined)

VII. Announcement of Application Results and Admissions Procedures

1. Announcement
 - A) The results of the 1st period entrance examination will be mailed to only successful applicants from noon February 28(Friday), 2025.
 - B) The results of the 2nd period entrance examination will be mailed to only successful applicants after July 23 (Wednesday), 2025.
 - C) Successful applicants' registration numbers will also be shown on the website of the Graduate School of Humanities and Economic Sciences.
2. Admissions Procedures
Detailed information will be sent to successful applicants.
3. Those who are accepted during the 1st period can choose to enroll in either Spring or Autumn.

VIII. Others

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

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

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

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

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

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

(1) Matriculation Fee: ¥282,000

Subject to change, payable at admissions

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

Subject to change, payable at entrance

¥267,900 for the second semester

Subject to change, payable at the end of November

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

**Application Form for Admissions to Public Administration Program,
Graduate School of Humanities and Economic Sciences, Yamaguchi University
2025 Enrollment**

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

Application Form for Admissions to Public Administration Program,
Graduate School of Humanities and Economic Sciences, 2025 Enrollment

Photograph Card

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

Leave the ※-marked column blank.

Application Form for Admissions to Public Administration Program,
Graduate School of Humanities and Economic Sciences, 2025 Enrollment

Examination Card

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

Leave the ※-marked column blank.
Keep this card on your desk during the examination.

○Mailing address card 1

Address	
Name	

○Mailing address card 2

Address	
Name	

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

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

Applicant No.	※
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Leave the ※marked field blank

Reason for Applying the Graduate School

Name	

Applicant No.	※
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Leave the ※marked field blank

Progress Report

Name	

Applicant No.	※
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Leave the ※marked field blank

Research Plan

Name	
Title: _____	
1. Background and Problem Statement	_____
2. Objectives	_____
3. Research Questions	_____
4. Literature review	_____
5. Rationale	_____
6. Methodology	_____
7. Bibliography	_____