

For the Enrollment in April, 2020

Graduate School of Humanities
and Studies on Public Affairs (GSHSPA),
Chiba University

Application Guidelines
for
The Economics in English Course (EEC)
(Master's Program)

Autumn Selection
Winter Selection

I. Autumn Selection

1. Admission statistics

- The Studies on Public Affairs and Social Sciences Division, consisting of the three courses (Economics in English Course, Course of Studies on Public Affairs, and Course of Economics and Management), welcomes in up to 10 new graduate students each academic year.
(Note: Number of students to be admitted could change in the future, because MEXT plans to reform the system of graduate degree program. If such a change occurs, we will notify the change on our website.)
- For the Economics in English Course, applicants can apply for admission in both the Autumn and Winter selection period.

2. Required Qualifications for the Applicants to the Economics in English Course (EEC). Applicants are expected to satisfy one of the following by March 31, 2020:

1. Graduated or expect to graduate from a university stipulated by Clause 1, Article 83 of the School Education Act, Japan
2. Obtained or expect to obtain a bachelor's degree accredited by the National Institution for Academic Degrees and University Evaluation, Japan
3. Completed or expect to complete 16 years of formal education in a foreign country
4. Completed or expect to complete 16 years of formal education by taking a distance-learning program in Japan that is administered by a foreign educational institution
5. Approval by the Minister of the Ministry of Education, Culture, Sports, Sciences and Technology (MEXT) of the Japanese Government as described in Ministry of Education Directive, Vol. 5, 1953

Applicants that satisfy the following criteria must further pass the Preliminary Eligibility Screening (PES) exam that is detailed on pages 3-5:

6. Previous entry to a graduate school, and approval by the Graduate School of Humanities and Studies on Public Affairs (GSHSPA), Chiba University as equal to a graduate program at the GSHSPA.
7. Applicants with the credits required by the GSHSPA with excellent results, and:
 - i) have been or were enrolled at a university for more than three years by March 31, 2020.
 - ii) have completed or expect to complete by March 31, 2020, 15 years of formal education in a foreign country.
 - iii) have completed or expect to complete by March 31, 2020, a distance-learning program in Japan that is administered by a foreign educational institution and have thereby considered to be completed a total of 15 years of education in a foreign country.
 - iv) have graduated or expect to graduate, by March 31, 2020, from an educational institution in a foreign country equivalent to a foreign university, and completion of a

total of 15 years of education in that country.

8. Those who are at least 22 years of age as of March 31, 2020, and have passed the Preliminary Eligibility Screening (PES) by the GSHSPA.

In addition, for specific academic programs, other requirements must also be met:

- For applicants who have graduated or expect to graduate from an educational institution in Japan that is administered by a foreign educational institution: the program must have a total of 16 years of formal education and be designated as being equivalent to a foreign university by the Minister of the MEXT.
- For applicants who have obtained or expect to obtain a bachelor's degree by completing a three-year (or more) academic program provided either by a foreign university or by a foreign educational institution: the degree must be certified as equivalent to an undergraduate education by the government of the foreign country in which the educational institution is located, or be designated as equivalent to a certified institution by the Minister of the MEXT.
- For applications of a specialized curriculum at an advanced vocational school designated by the MEXT: the length of the curriculum should be four or more years, and the curriculum must meet the criteria set by the Minister of the MEXT.

3. Preliminary Eligibility Screening by the GSHSPA

Please note that this section is only for those who wish to apply for the Economics in English Course (EEC) with one of Qualification 6, 7, or 8 on page 1 to 2. The others should jump to page 6.

Those applicants with the application qualifications 6, 7, or 8 above must pass the Preliminary Eligibility Screening (PES) by the GSHSPA. Each of these applicants, before applying to the PES, needs to confirm the required documents below with the Admissions Office of the GSHSPA, Chiba University.

(1) A complete application for the Preliminary Eligibility Screening (PES) includes:

For those who are with the application qualification (6)

- a) A complete application form for the PES (the form is attached to the original Japanese Application Guidelines)
- b) Transcripts from the university and the graduate school you have graduated from or will graduate from (in Japanese or in English)
- c) Academic requirements for graduation from the university and the graduate school you have graduated or will graduate from

For those who are with the application qualification (7)

- a) A complete application form for the PES (the form is attached to the original Japanese Application Guidelines)
- b) Transcripts from the university (or education institution) you have graduated from or will graduate from (in Japanese or in English)
- c) A recommendation letter from the president of the university (or education institution) or the dean of the department from which you have graduated or will graduate from
- d) The academic requirements for graduation of the university (or education institution) you have graduated or will graduate from
- e) Other relevant documents (please refer to the Admissions Office, the GSHSPA at Chiba University)

For those who are with the application qualification (8)

- a) A complete application form for the PES (the form is attached to the original Japanese Application Guidelines)
- b) Curriculum vitae of work experience (the form is attached to the original Japanese Application Guidelines)

- c) A Graduation Certificate (diploma) and transcripts from the university (or an education institution) you have graduated or will graduate from (in Japanese or in English)
- d) Other relevant documents (please refer to the Admissions Office, the GSHSPA at Chiba University)

All the applicants with the qualification 6, 7, or 8 must submit:

- a) A self-addressed envelope with 82 Japanese yen stamp for the notification of the PES result. If you do not live in Japan, please write the current address in the country you reside.
- b) (Foreign applicants) Curriculum vitae of educational record (the form is attached to the original Japanese Application Guidelines)

(1) Instructions on the Preliminary Eligibility Screening (PES)

a) Application Period for the Preliminary Eligibility Screening

Date: Monday, August 19, 2019 – Wednesday, August 21, 2019

Hours: 9:00-11:30 AM, 1:30-4:30 PM

If you intend to submit your application for the PES by mail, please:

- i) Write in red on the envelope: “Application for the Preliminary Eligibility Screening, the GSHSPA, Chiba University”
- ii) Send application by registered mail. Your application for the PES must be delivered no later than 4:00 pm on Wednesday, August 21, 2019.

b) All applications for the PES should be submitted in person or sent to:

The Admissions Office, Graduate School of Humanities and Studies on Public Affairs (GSHSPA),
Chiba University

1-33 Yayoi-cho, Inage, Chiba 263-8522, Japan

Tel: +81-43-290-2354

(2) Notice of the PES result

The result of the PES and the decision whether you may apply for the Economics in English Course at the GSHSPA, will be sent to you by post in the early September 2019.

(3) Applicants who pass the entrance examination of the Economics in English Course (EEC), after the successful PES with qualification (7) must:

- a) Re-submit a transcript that list all the subjects and credits the applicants obtained during their undergraduate education, by Friday, March 13, 2020.
- b) Applicants who pass the entrance examination of the EEC with qualifications 7ii - 7iv with the

expected completion of a total of 15 years of formal education by March 31, 2020 must resubmit a certificate of graduation and transcripts by Friday, March 13, 2020.

The final decision of admission to the EEC will be made based on these resubmitted certification of graduation (diploma) and transcripts. Please note that depending on these resubmitted documents, you may NOT obtain a final admission to the EEC. The announcement of final admission will be made at 10:00 on Thursday, March 19, 2020.

4. Instructions on Application to the Economics in English Course (EEC), Autumn Selection

(1) Application Period

You may:

- Bring the application packet to the Admissions Office between Tuesday, September 17 – Thursday, September 19, 2019. Office hours are 9:00 - 11:30, and 13:30 - 16:30.
- Submit all documents via mail. All documents must be delivered to the Admissions Office by September 19, 2019 at 16:00. Please use a registered mail service to ensure that your documents are received.

The address to the Admissions office is below:

The Admissions Office, Graduate School of Humanities and Studies on Public Affairs
(GSHSPA), Chiba University
1-33 Yayoi-cho, Inage, Chiba 263-8522, Japan
Tel: +81-43-290-2354

(2) How to submit your application

1. Please submit all the application documents in a packet.
2. If submitting your application paperwork by mail from within Japan, do so using registered mail, and include the wording “Application for Admittance to Graduate School of Humanities and Studies on Public Affairs (GSHSPA) Master’s Program” in red on the front of the envelope.
If submitting from outside Japan, **you must email the Admissions Office (gah2352@office.chiba-u.jp) in advance**, and then send your application via EMS. If no email is received in advance, your application may not be processed.
3. Submit in person or Send your application packet for admission to:

The Admissions Office, Graduate School of Humanities and Studies on Public Affairs (GSHSPA),
Chiba University
1-33 Yayoi-cho, Inage, Chiba 263-8522, Japan (Tel: +81-43-290-2354)

(3) Entrance Examination Fee

1. For Applicants Residing in Japan

Examination Fee: 30,000 Japanese yen

All applicants, including those who plan to bring in the application packet to the Admissions Office, must pay the examination fee **by wire transfer**.

From a bank in Japan, by using the form attached to the original Japanese Application Guidelines,

please wire the Examination Fee at a teller window. Please **do not use** an automatic teller machine (ATM). Wire transfer charges shall be paid by the applicants. Affix the wire transfer certificate to the back of your Application Form. Please confirm that there is an official bank stamp on the transfer certificate. The Admissions Office does not accept the transfer certificate without a bank stamp.

2. For Applicants Residing Outside Japan

Examination Fee: 30,000 Japanese yen

Please pay the examination fee of **¥30,000** by credit card. **Please complete payment before you submit your application.**

(1) Please access the below address to make your payment.

(http://www.chiba-u.ac.jp/exam/kaigai_kenteiryuu/index.html)

(2) After making payment for the examination fee, you will receive an email from Chiba University confirming the details. Please print out that email and attach it to your application paperwork prior to submission.

(3) Payment of the examination fee by credit card will be available from August 26, (Monday), 2019.

(MEXT Scholarship Students are not required to pay the Entrance Examination Fee.)

(4) Your application packet must include:

Application for Admission	Please fill out the form attached to the original Japanese Application Guidelines.
ID Card and Photo Card for Entrance Examination	Please fill out the form attached to the original Japanese Application Guidelines.
Certificate of Graduation (Diploma) or Certificate of Expected Graduation	A diploma or a certificate of expected graduation prepared by the president (or the dean of the department) of the university or the advanced vocational school from which you graduated or will graduate. Those applicants who include a certificate of expected graduation in their application packet must submit a diploma at the time of the official enrollment at the GSHSPA. (For documents in a language other than Japanese or English, please prepare and attach a Japanese or English translation)
Transcript	A certificate prepared by the president (or the dean of the department) of the university or the advanced vocational school from which the applicant graduated or will graduate. Applicants who are expecting to graduate in the future must include a transcript up to September 2019 in your application packet. Such applicants must also submit a complete transcript of all credits at the time of the official enrollment at the GSHSPA, if admitted. (For documents in a language other than Japanese or English, please prepare and attach a Japanese or English translation)

Certificate of Bachelor's Degree	<p>For applicants with the qualification (2) on page 2: Please submit a certificate issued by the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIA), Japan showing that you were awarded a bachelor's degree.</p> <p>Those applicants who are expecting to graduate in the future must include a certificate prepared by the president of the university or the advanced vocational school with which you are affiliated. The certificate must show that the president will request the NIA to award you a bachelor's degree by March 31, 2020.</p>
Two Photographs	On both the ID Card and Photo Card for the entrance examination, affix a full-faced, upper body photograph of yourself. The photo should be taken without a hat, and in the 3 months prior to the date of application submission.
Return-mail Envelope (to send ID and Photo Card for Entrance Examination) *For Applicants Residing in Japan	Please submit the return-mail envelope attached to the original Japanese Application Guidelines. On the envelope, please write your name, address (in Japan), and zip code. If you do not live in Japan, please fill out your current address with the name of the country, and contact the Admissions Office. If you live in Japan, please affix the postal stamps for express on the envelope.
Address Stickers for "Notification of Acceptance" *For Applicants Residing in Japan	Please fill out the address stickers attached to the original Japanese Application Guidelines.
Application Document Checklist	Please fill out the form attached to the original Japanese Application Guidelines.

Foreign applicants (with nationality other than Japan) must submit the following additional documents. Please attach a Japanese or English translation in the cases where the following documents are prepared in languages other than Japanese or English.

Certificate of Bachelor's Degree	(Only those applicants who graduated from a foreign university) If submitting a photo copy of a bachelor's degree certificate, at the time of the Entrance Examination please present the original certificate to the Admissions Office.
Certificate of Residence (original) or Copy of Residence Card	<p>Please submit a Certificate of Residence (that does not show your personal number ("My number"), but shows your status of residence and permitted period of residency in Japan) issued by the city hall, village office, etc. of your residence in Japan. If you cannot submit a Certificate of Residence, please submit a photo copy of your Residence Card.</p> <p>Those who have not yet registered your residency in Japan and those who live abroad, please submit a copy of your passport (with pages that show your name, age, sex, and if any, the page showing your residence qualifications in Japan and your Japanese visa).</p>

Curriculum vitae of educational record	Please fill out the form attached to the original Japanese Application Guidelines.
Certificate of the MEXT Scholarship Student	(Only for the MEXT Scholarship Students) Please submit a Certificate of the MEXT Scholarship Student.

(5) Admission Procedure

The selection will be made based on the results of a written examination and the submitted documents.

(1) Entrance Examination Date

Saturday, October 19, 2019

Applicants will be notified of the time and the room of the written exam by the mail along with an ID/Photo Card for the Entrance Examination.

(2) Entrance Exam Topics

Undergraduate-level microeconomics and macroeconomics. You may need to use basic calculus involving partial differentiation and integration.

(3) Examination Location

Graduate School of Humanities and Studies on Public Affairs (GSHSPA), Chiba University
(Nishi-Chiba Campus)

1-33, Yayoi-cho, Inage, Chiba 2653-8522, Japan

10-min walk from JR East “Nishi-Chiba Station” to the South Gate of Nishi-Chiba Campus

10-min walk from Keisei line “Midoridai Station” to the Main Gate of Nishi-Chiba Campus

(Please refer to: <http://www.chiba-u.ac.jp/e/about/location/index.html>)

(6) Announcement of the Entrance Examination Results

Time: 10:00 AM, Friday, November 29, 2019

The results of the entrance examination will be posted on the Bulletin Board of Faculty of Letters. Admitted applicants will also be sent a letter of acceptance by express registered mail. This letter will be sent using the address stickers for “Notification of Acceptance”. Please note that we will NOT respond to any inquiries over the phone and e-mails.

(7) Disclosure of Personal Information Related to the Admission Procedure

Personal information related to the entrance examination shall be provided to applicants by request. The request must be made by the applicant him/herself between May 1 (Friday) and June 30 (Tuesday), 2020. To request personal information disclosure, the ID card for the entrance examination must be presented. Please keep your ID card until the end of July 2020.

(8) Other Points of Attention

- (1) Incomplete application packets may not be accepted.
- (2) Depending on the qualification to apply, we may request that the applicant submit additional documents that are not shown in this guidelines.
- (3) Admission may be withdrawn, even after the official enrollment at GSHSPA, if false entries or missing entries are found on application documents.
- (4) Once paid, the Examination Fee will not be refunded to the applicants. It may be, however, refunded to the individuals who have paid it by mistake and did not apply for the admission. Such individuals must take the procedure for refunding no later than Tuesday, March 31, 2020. For details, please contact the Admissions Office, the GSHSPA, Chiba University.
- (5) Applicants with disabilities should make an appointment for preliminary consultation on the written entrance exam and courses within the GSHSPA before submitting the application packet. Please make an appointment before August 30, 2019.

Consultation information:

Required Documents

- a. Application form for preliminary consultation;

You can obtain the format from

The Admissions Office, Graduate School of Humanities and Studies on Public Affairs (GSHSPA),
Chiba University

1-33 Yayoi-cho, Inage, Chiba 263-8522, Japan

Tel: +81-43-290-2354, gah2352@office.chiba-u.jp

- b. A doctor's certificate that explains the type and degree of the applicant's disabilities, and specific arrangements that the applicant needs.

- (6) If an ID/Photo Card for the entrance examination has not been received 8 days before the examination, please contact the Admissions Office by an e-mail or a phone.
- (7) The GSHSPA, Chiba University may use the personal information collected in the admissions procedure not only for selecting successful applicants, but also for research on efficient

administration for the GSHSPA, improvements in its academic guidance, and developing better admission procedures.

- (8) The Admissions Office will not arrange accommodations for applicants.
- (9) Applicants who come to Japan for entrance examinations are responsible for confirming with the Japanese embassy or consulate in their home country with respect to relevant visa procedures.

(9) Enrollment Formalities for the Successful Applicants

(1) Enrollment Date

Wednesday, January 22 – Thursday, January 23, 2020

The letter of notification of the entrance-examination result will inform applicants of the place and time for the official enrollment.

(2) Fees at the Enrollment

(a) Enrollment Fee: 282,000 Japanese yen

Students who wish to enroll must pay the tuition for the Spring semester of 321,480 Japanese yen via direct debit in May 2020. At the time of enrollment, students will be informed of how to make the direct debit. Total tuition for an academic year is 642,960 Japanese yen: 321,480 yen for the Spring semester and 321,480 yen for the Fall semester. For financial assistance, there is a waiver program for tuition and enrollment fees. For more details on the waiver program, please contact the International Support Desk (ISD), Chiba University.

isd@office.chiba-u.jp

+81-43-290-2198.

MEXT scholarship students are exempted from both the enrollment fee and tuition.

(b) Membership Fee for the Student Health Mutual Aid Society: 4,000 yen (for 2 years)

All the students are required to join the Society. Please make a payment, before enrollment, at a post office or a branch of the Japan Post Bank. The Society provides mutual financial support among students in case of illness or injury.

(c) Fee for Disaster and Accident Insurance for Student Education and Research: 2,430 yen (for 2 years)

All the students are required to pay for insurance. Please make a payment, before enrollment, at a post office or a branch of the Japan Post Bank. This insurance covers injuries due to accidents during lectures, school events, extracurricular activities, and commuting to and from the GSHSPA. The

insurance also covers damages caused by the insured on other properties and people. For more details on the insurance, please inquire at the International Support Desk (ISD), Chiba University.

(10) Other Issues

For students with children, there is a nursery on the Nishi-Chiba campus that graduate students may utilize. However, space is limited and a wait list is used if the nursery is in its full capacity. Please consult with the ISD for more information.

II. Winter Selection

1. Admission statistics

- The Studies on Public Affairs and Social Sciences Division, consisting of the three courses (Economics in English Course, Course of Studies on Public Affairs, and Course of Economics and Management), welcomes in up to 10 new graduate students each academic year.

(Note: Number of students to be admitted could change in the future, because MEXT plans to reform the system of graduate degree program. If such a change occurs, we will notify the change on our website.)

2. Required Qualifications for the Applicants to the Economics in English Course (EEC). Applicants are expected to satisfy one of the following by March 31, 2020:

1. Graduated or expect to graduate from a university stipulated by Clause 1, Article 83 of the School Education Act, Japan
2. Obtained or expect to obtain a bachelor's degree accredited by the National Institution for Academic Degrees and University Evaluation, Japan
3. Completed or expect to complete 16 years of formal education in a foreign country
4. Completed or expect to complete 16 years of formal education by taking a distance-learning program in Japan that is administered by a foreign educational institution
5. Approval by the Minister of the Ministry of Education, Culture, Sports, Sciences and Technology (MEXT) of the Japanese Government as described in Ministry of Education Directive, Vol. 5, 1953

Applicants that satisfy the following criteria must further pass the Preliminary Eligibility Screening (PES) exam that is detailed on pages 15-17:

6. Previous entry to a graduate school, and approval by the Graduate School of Humanities and Studies on Public Affairs (GSHSPA), Chiba University as equal to a graduate program at the GSHSPA.
7. Applicants with the credits required by the GSHSPA with excellent results, and:
 - i) have been or were enrolled at a university for more than three years by March 31, 2020.
 - ii) have completed or expect to complete by March 31, 2020, 15 years of formal education in a foreign country.
 - iii) have completed or expect to complete by March 31, 2020, a distance-learning program in Japan that is administered by a foreign educational institution and have thereby considered to be completed a total of 15 years of education in a foreign country.
 - iv) have graduated or expect to graduate, by March 31, 2020, from an educational institution in a foreign country equivalent to a foreign university, and completion of a total of 15 years of education in that country.
8. Those who are at least 22 years of age as of March 31, 2020, and have passed the Preliminary

Eligibility Screening (PES) by the GSHSPA.

In addition, for specific academic programs, other requirements must also be met:

- For applicants who have graduated or expect to graduate from an educational institution in Japan that is administered by a foreign educational institution: the program must have a total of 16 years of formal education and be designated as being equivalent to a foreign university by the Minister of the MEXT.
- For applicants who have obtained or expect to obtain a bachelor's degree by completing a three-year (or more) academic program provided either by a foreign university or by a foreign educational institution: the degree must be certified as equivalent to an undergraduate education by the government of the foreign country in which the educational institution is located, or be designated as equivalent to a certified institution by the Minister of the MEXT.
- For applications of a specialized curriculum at an advanced vocational school designated by the MEXT: the length of the curriculum should be four or more years, and the curriculum must meet the criteria set by the Minister of the MEXT.

3. Preliminary Eligibility Screening by the GSHSPA

Please note that this section is only for those who wish to apply for the Economics in English Course (EEC) with one of Qualification 6, 7, or 8 on page 13 to 14. The others should jump to page 18.

Those applicants with the application qualifications 6, 7, or 8 above must pass the Preliminary Eligibility Screening (PES) by the GSHSPA. Each of these applicants, before applying to the PES, needs to confirm the required documents below with the Admissions Office of the GSHSPA, Chiba University.

(1) A complete application for the Preliminary Eligibility Screening (PES) includes:

For those who are with the application qualification (6)

- a) A complete application form for the PES (the form is attached to the original Japanese Application Guidelines)
- b) Transcripts from the university and the graduate school you have graduated from or will graduate from (in Japanese or in English)
- c) Academic requirements for graduation from the university and the graduate school you have graduated or will graduate from

For those who are with the application qualification (7)

- a) A complete application form for the PES (the form is attached to the original Japanese Application Guidelines)
- b) Transcripts from the university (or education institution) you have graduated from or will graduate from (in Japanese or in English)
- c) A recommendation letter from the president of the university (or education institution) or the dean of the department from which you have graduated or will graduate from
- d) The academic requirements for graduation of the university (or education institution) you have graduated or will graduate from
- e) Other relevant documents (please refer to the Admissions Office, the GSHSPA at Chiba University)

For those who are with the application qualification (8)

- a) A complete application form for the PES (the form is attached to the original Japanese Application Guidelines)
- b) Curriculum vitae of work experience (the form is attached to the original Japanese Application Guidelines)

- c) A Graduation Certificate (diploma) and transcripts from the university (or an education institution) you have graduated or will graduate from (in Japanese or in English)
- d) Other relevant documents (please refer to the Admissions Office, the GSHSPA at Chiba University)

All the applicants with the qualification 6, 7, or 8 must submit:

- a) A self-addressed envelope with 82 Japanese yen stamp for the notification of the PES result. If you do not live in Japan, please write the current address in the country you reside, and write to the Admissions Office at your earliest convenience: gah2352@office.chiba-u.jp.
- b) (Foreign applicants) Curriculum vitae of educational record (the form is attached to the original Japanese Application Guidelines)

(1) Instructions on the Preliminary Eligibility Screening (PES)

a) Application Period for the Preliminary Eligibility Screening

Date: Tuesday, November 26, 2019 – Thursday, November 28, 2019

Hours: 9:00-11:30 AM, 1:30-4:30 PM

If you intend to submit your application for the PES by mail, please:

- i) Write in red on the envelope: “Application for the Preliminary Eligibility Screening, the GSHSPA, Chiba University”
- ii) Send application by registered mail. Your application for the PES must be delivered no later than 4:00 pm on Thursday, November 28, 2019.

b) All applications for the PES should be submitted in person or sent to:

The Admissions Office, Graduate School of Humanities and Studies on Public Affairs (GSHSPA),
Chiba University

1-33 Yayoi-cho, Inage, Chiba 263-8522, Japan

Tel: +81-43-290-2354

(2) Notice of the PES result

The result of the PES and the decision whether you may apply for the Economics in English Course at the GSHSPA, will be sent to you by post in the early December 2019.

(3) Applicants who pass the entrance examination of the Economics in English Course (EEC), after the successful PES with qualification (7) must:

- a) Re-submit a transcript that list all the subjects and credits the applicants obtained during their undergraduate education, by Friday, March 13, 2020.

b) Applicants who pass the entrance examination of the EEC with qualifications 7ii - 7iv with the expected completion of a total of 15 years of formal education by March 31, 2020 must resubmit a certificate of graduation and transcripts by Friday, March 13, 2020.

The final decision of admission to the EEC will be made based on these resubmitted certification of graduation (diploma) and transcripts. Please note that depending on these resubmitted documents, you may NOT obtain a final admission to the EEC. The announcement of final admission will be made at 10:00 on Thursday, March 19, 2020.

4. Instructions on Application to the Economics in English Course (EEC), Winter Selection

(1) Application Period

You may:

- Bring the application packet to the Admissions Office either on January 6 (Monday), January 8 (Wednesday), 2020. Office hours are 9:00 - 11:30, and 13:30 - 16:30.
- Submit all documents via mail. All documents must be delivered to the Admissions Office by January 8 (Wednesday), 2020 at 16:00. Please use a registered mail service to ensure that your documents are received.

The address to the Admissions office is below:

The Admissions Office, Graduate School of Humanities and Studies on Public Affairs
(GSHSPA), Chiba University
1-33 Yayoi-cho, Inage, Chiba 263-8522, Japan
Tel: +81-43-290-2354

(2) How to submit your application

1. Please submit all the application documents in a packet.
2. If submitting your application paperwork by mail from within Japan, do so using registered mail, and include the wording “Application for Admittance to Graduate School of Humanities and Studies on Public Affairs (GSHSPA) Master’s Program” in red on the front of the envelope.
If submitting from outside Japan, **you must email the Admissions Office (gah2352@office.chiba-u.jp) in advance**, and then send your application via EMS. If no email is received in advance, your application may not be processed.
3. Submit in person or Send your application packet for admission to:

The Admissions Office, Graduate School of Humanities and Studies on Public Affairs (GSHSPA),
Chiba University
1-33 Yayoi-cho, Inage, Chiba 263-8522, Japan (Tel: +81-43-290-2354)

(3) Entrance Examination Fee

1. For Applicants Residing in Japan

Examination Fee: 30,000 Japanese yen

All applicants, including those who plan to bring in the application packet to the Admissions Office, must pay the examination fee **by wire transfer**.

From a bank in Japan, by using the form attached to the original Japanese Application Guidelines,

please wire the Examination Fee at a teller window. Please **do not use** an automatic teller machine (ATM). Wire transfer charges shall be paid by the applicants. Affix the wire transfer certificate to the back of your Application Form. Please confirm that there is an official bank stamp on the transfer certificate. The Admissions Office does not accept the transfer certificate without a bank stamp.

2. For Applicants Residing Outside Japan

Examination Fee: 30,000 Japanese yen

Please pay the examination fee of **¥30,000** by credit card. **Please complete payment before you submit your application.**

(1) Please access the below address to make your payment.

(http://www.chiba-u.ac.jp/exam/kaigai_kenteiryuu/index.html)

(2) After making payment for the examination fee, you will receive an email from Chiba University confirming the details. Please print out that email and attach it to your application paperwork prior to submission.

(3) Payment of the examination fee by credit card will be available from December 9, (Monday), 2019.

(MEXT Scholarship Students are not required to pay the Entrance Examination Fee.)

(4) Your application packet must include:

Application for Admission	Please fill out the form attached to the original Japanese Application Guidelines.
ID Card and Photo Card for Entrance Examination	Please fill out the form attached to the original Japanese Application Guidelines.
Certificate of Graduation (Diploma) or Certificate of Expected Graduation	A diploma or a certificate of expected graduation prepared by the president (or the dean of the department) of the university or the advanced vocational school from which you graduated or will graduate. Those applicants who include a certificate of expected graduation in their application packet must submit a diploma at the time of the official enrollment at the GSHSPA. (For documents in a language other than Japanese or English, please prepare and attach a Japanese or English translation)
Transcript	A certificate prepared by the president (or the dean of the department) of the university or the advanced vocational school from which the applicant graduated or will graduate. Applicants who are expecting to graduate in the future must include a transcript up to December 2018 in your application packet. Such applicants must also submit a complete transcript of all credits at the time of the official enrollment at the GSHSPA, if admitted. (For documents in a language other than Japanese or English, please prepare and attach a Japanese or English translation)

Certificate of Bachelor's Degree	<p>For applicants with the qualification (2) on page 2: Please submit a certificate issued by the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIA), Japan showing that you were awarded a bachelor's degree.</p> <p>Those applicants who are expecting to graduate in the future must include a certificate prepared by the president of the university or the advanced vocational school with which you are affiliated. The certificate must show that the president will request the NIA to award you a bachelor's degree by March 31, 2020.</p>
Two Photographs	On both the ID Card and Photo Card for the entrance examination, affix a full-faced, upper body photograph of yourself. The photo should be taken without a hat, and in the 3 months prior to the date of application submission.
Return-mail Envelope (to send ID and Photo Card for Entrance Examination) *For Applicants Residing in Japan	Please submit the return-mail envelope attached to the original Japanese Application Guidelines. On the envelope, please write your name, address (in Japan), and zip code. If you do not live in Japan, please fill out your current address with the name of the country, and contact the Admissions Office. If you live in Japan, please affix the postal stamps for express on the envelope.
Address Stickers for "Notification of Acceptance" *For Applicants Residing in Japan	Please fill out the address stickers attached to the original Japanese Application Guidelines.
Application Document Checklist	Please fill out the form attached to the original Japanese Application Guidelines.

* You can download the word file from our website. (<http://www.GSHSPA.chiba-u.jp/>)

Foreign applicants (with nationality other than Japan) must submit the following additional documents. Please attach a Japanese or English translation in the cases where the following documents are prepared in languages other than Japanese or English.

Certificate of Bachelor's Degree	<p>(Only those applicants who graduated from a foreign university) If submitting a photocopy of a bachelor's degree certificate, at the time of the Entrance Examination please present the original certificate to the Admissions Office.</p>
Certificate of Residence (original) or Copy of Residence Card	<p>Please submit a Certificate of Residence (that does not show your personal number ("My number"), but shows your status of residence and permitted period of residency in Japan) issued by the city hall, village office, etc. of your residence in Japan. If you cannot submit a Certificate of Residence, please submit a photocopy of your Residence Card.</p> <p>Those who have not yet registered your residency in Japan and those who live abroad, please submit a copy of your passport (with pages that show your name, age, sex, and if any, the page showing</p>

	your residence qualifications in Japan and your Japanese visa).
Curriculum vitae of educational record	Please fill out the form attached to the original Japanese Application Guidelines.
Certificate of the MEXT Scholarship Student	(Only for the MEXT Scholarship Students) Please submit a Certificate of the MEXT Scholarship Student.

(5) Admission Procedure

The selection will be made based on the results of a written examination and the submitted documents.

(1) Entrance Examination Date

Saturday, February 8, 2020

Applicants will be notified of the time and the room of the written exam by the mail along with an ID/Photo Card for the Entrance Examination.

(2) Entrance Exam Topics

Undergraduate-level microeconomics and macroeconomics. You may need to use basic calculus involving partial differentiation and integration.

(3) Examination Location

Graduate School of Humanities and Studies on Public Affairs (GSHSPA), Chiba University
(Nishi-Chiba Campus)
1-33, Yayoi-cho, Inage, Chiba 2653-8522, Japan

10-min walk from JR East “Nishi-Chiba Station” to the South Gate of Nishi-Chiba Campus

10-min walk from Keisei line “Midoridai Station” to the Main Gate of Nishi-Chiba Campus

(Please refer to: <http://www.chiba-u.ac.jp/e/about/location/index.html>)

(6) Announcement of the Entrance Examination Results

Time: 10:00 AM, Thursday, February 27, 2020

The results of the entrance examination will be posted on the Bulletin Board of Faculty of Letters. Admitted applicants will also be sent a letter of acceptance by express registered mail. This letter will be sent using the address stickers for “Notification of Acceptance”. Please note that we will NOT respond to any inquiries over the phone and e-mails.

(7) Disclosure of Personal Information Related to the Admission Procedure

Personal information related to the entrance examination shall be provided to applicants by request. The request must be made by the applicant him/herself between May 1 (Friday) and June 30 (Tuesday), 2020. To request personal information disclosure, the ID card for the entrance examination must be presented. Please keep your ID card until the end of July 2020.

(8) Other Points of Attention

- (1) Incomplete application packets may not be accepted.
- (2) Depending on the qualification to apply, we may request that the applicant submit additional documents that are not shown in this guidelines.
- (3) Admission may be withdrawn, even after the official enrollment at GSHSPA, if false entries or missing entries are found on application documents.
- (4) Once paid, the Examination Fee will not be refunded to the applicants. It may be, however, refunded to the individuals who have paid it by mistake and did not apply for the admission. Such individuals must take the procedure for refunding no later than Tuesday, March 31, 2020. For details, please contact the Admissions Office, the GSHSPA, Chiba University.
- (5) Applicants with disabilities should make an appointment for preliminary consultation on the written entrance exam and courses within the GSHSPA before submitting the application packet. Please make an appointment before November 28 (Thursday), 2019.

Consultation information:

Required Documents

- a. Application form for preliminary consultation;

You can obtain the format from

The Admissions Office, Graduate School of Humanities and Studies on Public Affairs (GSHSPA),
Chiba University

1-33 Yayoi-cho, Inage, Chiba 263-8522, Japan

Tel: +81-43-290-2354, gah2352@office.chiba-u.jp

- b. A doctor's certificate that explains the type and degree of the applicant's disabilities, and specific arrangements that the applicant needs.

- (6) If an ID/Photo Card for the entrance examination has not been received 8 days before the examination, please contact the Admissions Office by an e-mail or a phone.
- (7) The GSHSPA, Chiba University may use the personal information collected in the admissions

procedure not only for selecting successful applicants, but also for research on efficient administration for the GSHSPA, improvements in its academic guidance, and developing better admission procedures.

- (8) The Admissions Office will not arrange accommodations for applicants.
- (9) Applicants who come to Japan for entrance examinations are responsible for confirming with the Japanese embassy or consulate in their home country with respect to relevant visa procedures.

(9) Enrollment Formalities for the Successful Applicants

(1) Enrollment Date

Monday, March 9 – Tuesday, March 10, 2020

The letter of notification of the entrance-examination result will inform applicants of the place and time for the official enrollment.

(2) Fees at the Enrollment

- (a) Enrollment Fee: 282,000 Japanese yen

Students who wish to enroll must pay the tuition for the spring semester of 321,480 Japanese yen via direct debit in May 2020. At the time of enrollment, students will be informed of how to make the direct debit. Total tuition for an academic year is 642,960 Japanese yen: 321,480 yen for the spring semester and 321,480 yen for the fall semester. For financial assistance, there is a waiver program for tuition and enrollment fees. For more details on the waiver program, please contact the International Support Desk (ISD), Chiba University.

isd@office.chiba-u.jp

+81-43-290-2198.

MEXT scholarship students are exempted from both the enrollment fee and tuition.

- (b) Membership Fee for the Student Health Mutual Aid Society: 4,000 yen (for 2 years)

All the students are required to join the Society. Please make a payment, before enrollment, at a post office or a branch of the Japan Post Bank. The Society provides mutual financial support among students in case of illness or injury.

- (c) Fee for Disaster and Accident Insurance for Student Education and Research: 2,430 yen (for 2 years)

All the students are required to pay for insurance. Please make a payment, before enrollment, at a post office or a branch of the Japan Post Bank. This insurance covers injuries due to accidents during

lectures, school events, extracurricular activities, and commuting to and from the GSHSPA. The insurance also covers damages caused by the insured on other properties and people. For more details on the insurance, please inquire at the International Support Desk (ISD), Chiba University.

(10) Other Issues

For students with children, there is a nursery on the Nishi-Chiba campus that graduate students may utilize. However, space is limited and a wait list is used if the nursery is in its full capacity. Please consult with the ISD for more information.

III. List of Academic Advisors

Advisors name	Course
Koji Aoyama	Mathmatics for Economics
Takashi Ohga	Econometrics, Financial Engineering
Masahiro Ogiyama	Economic History of Japan
Rie Ono	Analysis of Strategic Market Games
Fumihiro Kaneko	Analysis of Choice Behavior, Financial Economics
Yuki Kawakubo	Data Analysis
Shin Kishimoto	Microeconomics, Industrial Organization
Yoshihiro Kuroki	Monetary Economics
Genya Kobayashi	Econometrics
Hiromi Nagane (Saito)	Health Economics
*Kenichi Sakakibara	Macroeconomics, Dynamic Economic Analysis
Hiroaki Sakamoto	Environmental and Resource Economics
Shinpei Sano	Public Finance
Keishun Suzuki	Microeconomics
Atsushi Sekine	Macroeconomics
Towa Tachibana	Development Economics, Natural Resources Economics
Takayuki Tamura	Mathmatics for Economics
Chihiro Nakamura (Watanabe)	European Economic History

* The person who will mandatorily retire in March, 2020.