

Tokyo University of Foreign Studies

**Doctoral Program
Graduate School of Global Studies**

**April 2024
Admission Information**

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

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Doctoral Program, Graduate School of Global Studies

Admission Policy

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

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

1. Intake

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

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

2. Eligibility

Applicants must meet one of the following conditions:
<p>(1) Those who have obtained or are expected to obtain a master's or a professional degree by March 31, 2024</p> <p>(2) Those who have obtained or are expected to obtain a master's degree according to Article 104, Clause 7 of the School Education Act of Japan by March 31, 2024 (Note 1)</p> <p>(3) Those who have obtained or are expected to obtain a degree equivalent to a master's or a professional degree at an educational institution outside Japan by March 31, 2024</p> <p>(4) Those who have obtained or are expected to obtain a degree equivalent to a master's or a professional degree by March 31, 2024 within Japan through correspondence courses offered by a foreign educational institution</p> <p>(5) Those who have completed or are expected to complete a course and have obtained or are expected to obtain a degree equivalent to a master's or a professional degree by March 31, 2024 at a foreign educational institution in Japan, which is recognized to have graduate courses according to the educational system of that country and specifically designated by the Minister of Education, Culture, Sports, Science and Technology – Japan (MEXT)</p> <p>(6) Those who have completed or are expected to complete a course offered by the United Nations University and have obtained or are expected to obtain a degree equivalent to a master's degree by March 31, 2024</p> <p>(7) Those designated as eligible by the MEXT (Note 2)</p> <p>(8) Those who have been screened individually for eligibility and approved by the Graduate School of TUFS as having the academic ability equivalent to or higher than a master's or a professional degree holder and will be aged 24 or older by March 31, 2024 (Note 3)</p>
<p>(Note 1) Those who have been awarded or are expected to be awarded a master's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education 大学改革支援・学位授与機構 (formerly National Institution for Academic Degrees and University Evaluation included 旧大学評価・学位授与機構)</p>
<p>(Note 2) In Eligibility (7), “those designated as eligible by the MEXT” are persons who meet one of the following conditions. See also, “Supplemental Information” on page 2.</p> <p>1. Those who have engaged in research at a university or a research institution for a minimum of two years after graduating from a university, and approved by the Graduate School of TUFS based on their achievement as having the academic ability equivalent to or higher than a master's degree holder</p> <p>2. Those who have engaged in research at a university or a research institution for a minimum of two years after completing 16 years of school education outside Japan, or after completing 16 years of school education within Japan through correspondence courses offered by a foreign educational institution, and approved by the Graduate School of TUFS based on their achievement as having the academic ability equivalent to or higher than a master's degree holder</p>
<p>(Note 3) In Eligibility (8), those who qualify for an individual eligibility check are the ones who do not fall into any of (1) to (7) and “are graduates of a university, a junior college, a technical college, an</p>

advanced vocational school, or other types of educational institution and do not hold a master's degree." If you wish to apply under Eligibility (8), you need to request an individual eligibility check prior to your application. Please bring the following items to the TUFS Admissions Office or send them by **registered post** by Friday, October 20, 2023. Refer to the mailing address provided in 4. Application Procedure (2) Where to Submit Your Application.

- A) Request Form for Eligibility Check 出願資格認定申請書 (Form provided)
- B) Eligibility Check Form 入学試験出願資格認定審査調書 (Form provided)
- C) A certificate of graduation and a transcript issued by the most recently attended school (Must be issued under the name of the school president or dean and be sealed in an envelope)
- D) An academic paper that can be considered equivalent to a master's thesis
- E) Letter Pack Light (See the Details of "Letter Pack Light" on page 6)
- F) Other documents requested by TUFS

Notification of eligibility check results will be delivered to applicants or their representatives in Japan by post by Friday, November 3, 2023.

Supplemental Information

- For Eligibility (5), refer to the following website for the foreign educational institutions and courses that are recognized by the Minister of MEXT (文部科学大臣指定外国大学(大学院相当)日本校). [MEXT] http://www.mext.go.jp/a_menu/koutou/shikaku/07111317/001.htm
- Under Eligibility (7) and (8) requirements, those approved as "having the academic ability equivalent to or higher than a master's or a professional degree holder" are persons who have scholarly achievements such as publishing academic papers and books considered equivalent to or superior to a master's thesis.
- If you wish to apply under Eligibility (7), you need to request an individual eligibility check prior to your application. Please bring the following items to the TUFS Admissions Office or send them by **registered post** by Friday, October 20, 2023. Refer to the mailing address provided in 4. Application Procedure (2) Where to Submit Your Application.
 - A) Request Form for Eligibility Check 出願資格認定申請書 (Form provided)
 - B) Eligibility Check Form 入学試験出願資格認定審査調書 (Form provided)
 - C) A certificate of graduation and a transcript issued by the most recently attended school (Must be issued under the name of the school president or dean and be sealed in an envelope)
 - D) Document(s) presenting research achievements
 - E) Letter Pack Light (See the Details of "Letter Pack Light" on page 6)
 - F) Other documents requested by TUFSNotification of eligibility check results will be delivered to applicants or their representatives in Japan by post by Friday, November 3, 2023.

3. October Admission

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

- ① Those who are applying for Peace and Conflict Studies (PCS) <October Admission Only>
The faculty members of this program are the followings: MATSUNAGA Yasuyuki, SHINODA Hideaki and YOSHIZAKI Tomonori.
- ② Those who reside outside Japan and are employed as a regular employee at a governmental institution or an international organization of any country including Japan at the time of application
- ③ Those who obtain the approval of preferred academic advisor, submit the summary of the research plan (with the academic advisor's name at the beginning of the document) and the academic and professional background (optional form), and get approval by the eligibility check.
*Refer to the "October Admission Information for Doctoral Program, Graduate School of Global Studies" which will be released at a later date.
- ④ Those designated as eligible as a result of an individual eligibility check by the Dean of the Graduate School of Global Studies of TUFS

4. Application Procedure

[Precautions on Application Procedure]

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

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

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

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

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

(5) Various certificates indicated on page 4 (3)-1 Application Documents (proof of academic background, degree and grades) must be issued, certified or authenticated by the university where the applicant graduated, or other public institutions such as the embassy and a notary's office.

(6) In the case that the original certificates are issued in a language other than Japanese or English, applicants must attach a Japanese or an English translation of the original.

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

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

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

1. The self-addressed envelope must be of sufficient size to accommodate all documents.
2. Affix sufficient stamps for Japanese registered post.
https://www.post.japanpost.jp/service/fuka_service/kakitome/index_en.html
3. Write down a Japanese address on the self-addressed envelope.

The Admissions Office will be accepting requests on weekdays, 10:00-12:00 and 13:00-16:00, from Monday, October 2, 2023 to Thursday, November 16, 2023.

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

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

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

(9) You are not allowed to simultaneously apply for the Joint Doctoral Program for Sustainability Research for April 2024 admission.

[Application Procedure Details]

(1) Application Period

From Monday, November 13, 2023 to Thursday, November 16, 2023

● **Submit by Post** Highly Recommended

- ① Send your application packet by registered postal mail or courier service (Japanese registered post, DHL, FedEx, EMS, etc.) so that you can ensure the delivery. Your application must arrive at the Admissions Office before the deadline.
- ② Write “Application for the Doctoral Program (xx Studies)” on the envelope.
- ③ We exceptionally accept application packets that arrive after the deadline if it has been sent by Japanese registered post and postmarked on or before Tuesday, November 14, 2023. Applications not sent by Japanese registered post that arrive after the deadline will not be accepted.

● **Submit in Person** (Due to COVID-19, submitting by post is highly recommended)

Weekdays 10:00-12:00 and 13:00-16:00

(2) Where to Submit Your Application

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

(3)-1 Application Documents

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

	Documents	Details
<input type="checkbox"/>	★Application Form 入学志願票	<ul style="list-style-type: none"> - Applicants must choose one Studies. They are not allowed to apply for multiple Studies within the TUFS Doctoral Program. - Applicants who reside outside Japan must provide their representative’s name and contact information etc. in the section of Contact Information. - Paste a photograph (4cm long by 3cm wide, upper body, face front, no hat, taken within three months before the application, and with applicant’s name written on the back). - Do not edit your photograph. The person in the picture should look the same as the person who appears in the examination.
<input type="checkbox"/>	★Examination Admission Card 受験票/ Photograph Card 写真票	<ul style="list-style-type: none"> - Applicants must write down their name on the back of their photos and use the same photo pasted on the Application Form.
<input type="checkbox"/>	Research Proposal	<p>1 copy is needed. Style: Use A4 size paper and keep the word count about 4,000 characters in Japanese or the equivalent volume if writing in a different language. Attach a front page on which your name, the program and Studies you are applying for, and the title of your research are written. In case the Research Proposal is written in a language other than Japanese or English, you must attach a Japanese or an English translation of the original in A4 size paper. The same requirement is applied for any quote written in a language other than Japanese or English.</p> <p>※Submit papers fastened with a paper clip. (Do not bind a book.) ※Paginate it including a front page.</p>
<input type="checkbox"/>	Application Fee (JPY 30,370)	<p>Make a payment according to one of the following methods. Please note that (1) applicants who have graduated from TUFS Master’s Program within 6 months, (2) applicants who are currently enrolled in TUFS Master’s Program, and are expected to graduate in March 2024, and (3) recipients of the MEXT scholarship as of November 16, 2023 are exempted from the application fee payment.</p>

		<p>① Payment at a Convenience Store Refer to the instructions on a later page. Paste the proof of payment on the designated section on the back of the Application Form.</p> <p>② Payment by Credit Card Access the TUFs e-apply website (http://e-apply.jp/e/tufs-admission). Choose 博士後期課程 4 月入学 and complete the required procedure. After completing the transaction, print out the “Payment Information” page (or a confirmation email) and attach it to the Application Form.</p> <p>③ Payment through Flywire Access to the Flywire website (https://www.flywire.com/pay/tufs/). Flywire is a system that allows easy payments from overseas eliminating operational obstacles of international transfers. Download the Flywire instruction from here: www.tufs.ac.jp/documents/admission/pg/2023aprildocrtorial_Payment_rough_Flywire_en.pdf</p> <p>*In case a representative is making a payment on behalf of an applicant, make sure to complete the transaction <u>under the applicant’s name</u>. *In any of the payment methods, <u>the handling charge for payment must be borne by applicants</u>. Please note that an application cannot be accepted if the amount received is below the Application Fee. *Of the 30,370 yen for the application fee, 370 yen is a fee for a letter pack light that is used to send an applicant an examination admission card.</p>
	<input type="checkbox"/> Proof of MEXT Scholarship (If applicable)	<p>Recipients of the MEXT scholarship as of November 16, 2023 must submit an original certificate that confirms the receipt of the MEXT scholarship.</p> <p>* Applicants need to request for a certificate from university or institutions in which they are currently enrolled.</p>
Certificate	<input type="checkbox"/> Transcript	<ul style="list-style-type: none"> - The transcript(s) must list all the classes and grades that you have taken/been awarded from the first semester in the graduate school to the last or the most recent semester. - Applicants who have attended/transferred to another or multiple graduate schools as a regular degree student must <u>submit transcripts from all of them</u>. <p><i>[Applicants applying under Eligibility (2)]</i></p> <ul style="list-style-type: none"> - Submit the verification of earned credits 単位修得証明書 you submitted to the National Institution for Academic Degrees and Quality Enhancement of Higher Education 大学改革支援・学位授与機構.
	<input type="checkbox"/> Certificate (Expected) Graduation of	<ul style="list-style-type: none"> - Submit a Certificate issued by the graduate school whose name you have mentioned in the section of “出願資格 (Eligibility)” in your application form. <p><i>[Applicants who have graduated from a graduate school in mainland China (except for those who have graduated from a university in Hong Kong, Macau and Taiwan)]</i></p> <ul style="list-style-type: none"> - Must submit a Verification Report of China Higher Education Qualification Certificate instead of a Certificate of Graduation. Check (3)-2 Applicants Who Have Graduated from a Graduate School in Mainland China. *Applicants who are expected to graduate from a graduate school in mainland China must submit a Certificate of Expected Graduation issued by the graduate school in which they are currently enrolled. <p><i>[Applicants applying under Eligibility (2)]</i></p> <ul style="list-style-type: none"> - Applicants who have obtained a master’s degree must submit a certificate of graduation. - Applicants who are expected to obtain a master’s degree must submit a certificate issued by the National Institution for Academic Degrees

		<p>and Quality Enhancement of Higher Education 大学改革支援・学位授与機構 indicating that the applicant has applied for a master's degree 学位授与申請受理証明書.</p> <p>*Applicants who fail to obtain a master's degree will lose their eligibility for admission and will not be allowed to matriculate.</p> <p><i>[Applicants who have already graduated from a graduate school]</i></p> <ul style="list-style-type: none"> - Must arrange with their school to submit <u>a Certificate of Graduation on which the name of the degree awarded is written.</u> - If the name of the degree you were awarded is not stated on the Certificate of Graduation, you must also submit a Certificate of Degree that specifies the name of the degree. <p>*Check the process for authentication by TUFs, indicated on page 3(7) if needed.</p>
<input type="checkbox"/>	★ Address Labels あて名票	<p>On the provided three Address Labels あて名票, write down your name, phone number, postal code, address (within Japan), where we can ensure the delivery of various documents, including a Notice of Acceptance.</p> <p>Applicants who reside outside Japan must write their representative's name, mailing address in Japan, and the applicant's name in parentheses alongside the representative's name.</p>
<input type="checkbox"/>	Letter Pack Light (Applicants who paid the application fee (30,370 yen) do not need to submit this.)	<p>(1) Those who have completed the master's program at our university's graduate school within 6 months, (2) those who are expected to complete the master's program at our university's graduate school in March 2024, and (3) as of November 16, 2023. Japanese government [Ministry of Education, Culture, Sports, Science and Technology] Japanese government-sponsored foreign students must submit this along with other documents. Letter Pack Light will be used to send your Examination Admission Card 受験票.</p> <p>(Note 1) Letter Pack Light can be purchased at postal counters and most of locations selling postage stamps such as convenience stores.</p> <p>(Note 2) Applicants must write down their name, postal code, address (within Japan) where the Admissions Office can ensure the delivery of their Examination Admission Card. Furthermore, do not peel off a tracking sticker for sender (indicated as "Sender To Retain").</p> <p>(Note 3) Applicants who reside outside Japan must write their representative's name, mailing address in Japan, and the applicant's name in parentheses alongside the representative's name. Only Letter Pack Light may be sent separately by representative. In this case enclose a note with applicant's name.</p>

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

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

	Documents	Details
<input type="checkbox"/>	教育部学历证书电子注册备案表 [English] (Note-1)	<p><i>[If obtaining the Report from the CHSI website in China]</i></p> <p>Submit a printout of an English version of the "Online Verification Report of China Higher Education Qualification Certificate (教育部学历证书电子注册备案表) (HEQC)" issued by the China Higher Education Student Information (CHSI).</p> <p>*No need to submit the Certificate of Graduation issued by your graduate school.</p> <p>*Reference: https://www.chsi.com.cn/xlcx/bgys.jsp, https://www.chsi.com.cn/xlcx/rhsq.jsp</p> <p><i>[If obtaining the Report from the CHSI Japan Office]</i></p> <p>Submit an original English version of the Verification Report of HEQC.</p> <p>*No need to submit the Certificate of Graduation issued by your graduate school.</p>

<input type="checkbox"/>	Transcript (Note-2)	Submit a transcript issued by the graduate school you have graduated from. The transcript(s) must list all the grades that you have taken/been awarded from the first semester in the graduate school to the last. Applicants who have been enrolled or are currently enrolled in multiple graduate schools (master's level) as regular students because of transfer or a double degree program must submit transcripts from all of the institutions.
<input type="checkbox"/>	Certificate of Degree (Note-2)	Submit a Certificate issued by the graduate school you have graduated from. * Check the process for authentication by TUFS, indicated on page 3(7) if needed.

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

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

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

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

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

For applicants who have submitted their applications by international post, their Examination Admission Card 受験票 stamped with an Application Number and a Guideline for Entrance Examination will be delivered to their representative's address in Japan using Letter Pack Light. Please make sure to collect it from your representative as soon as it is delivered.

(4) Submission of a Thesis

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

- ① Submission Period
Weekdays 10:00-12:00 and 13:00-16:00 from Monday, November 13, 2023 to Friday, January 5, 2024, excluding national holidays and the TUFS administrative winter break between Friday, December 29, 2023 and Wednesday, January 3, 2024.
- ② Where to Submit Your Thesis
Refer to “(2) Where to Submit Your Application.”

Thesis (1 copy)	One copy of one (or more) major thesis whose length and quality should be equivalent to a master's thesis. In case the thesis is written in a language other than Japanese or English, you must attach a Japanese or an English translation or abstract of the original in A4 size paper. Attach a front page on which your Application Number (if you already know), your name, the program and Studies for which you are applying, and the title of your thesis are written. <u>Alternation of or addition to the thesis will not be allowed once it is submitted.</u> ※Submit papers fastened with a paper clip. (Do not bind a book.) ※Paginate it including a front page.
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5. Application and Admission Fees for the MEXT Recipients

[Application Fee (page 4-5)]

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

Applicants must check their scholarship duration indicated on the proof of the MEXT scholarship.

[Admission Fee (page 9)]

For an applicant guaranteed to become a MEXT recipient as of the first day of the admission month, the admission fee is exempted. Applicants should follow the instructions mentioned in the enrollment procedures sent with the letter of acceptance.

6. Selection

Selection will be made based on the research proposal, thesis, and other submitted documents and the results of the entrance examination (written and oral).

Those applying for Peace and Conflict Studies (PCS) or Joint Doctoral Program for Sustainability Research shall refer to the page 12.

【Selection method for applicants residing outside Japan】

Applicants residing outside Japan can choose to take the entrance examination in the following manner. This is the temporary measure considering that we have conducted the examination in this manner due to COVID-19 over the past three years. We will not continue this measure next year and after that.

- The written examination is exempted.
- Instead of written examination, the oral examination will be conducted online (Zoom) for a longer time than usual.
- Verify language skills and specialized knowledge through the oral examination.

*Those who have already come to Japan or are planning to come to Japan and are able to take the examination as usual will be required to take a written examination and face-to-face oral examination.

*Applicants residing outside Japan should be sure to check a relevant section regarding a selection method. (at the bottom of the application form, front page)

[Doctoral Program in Global Studies]

(1) Entrance Examination (Written)

Saturday, January 20, 2024

The written examination consists of the following Examination Subjects.

Applicants who are expected to graduate from the TUFS Master's Program in March 2024 are exempted from the written examination. However, those who wish to study "English Linguistics," "English Language Education," "German Linguistics," or "German Language and Culture" in the Doctoral Program are not exempted from the written examination.

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

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

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

*Applicants who wish to study "German Linguistics" or "German Language and Culture" must choose "German" from the Language Subjects.

*Applicants who wish to have their examination questions and responses in English instead of Japanese must contact the Admissions Office before 16:00 on Thursday, November 16, 2023. We will not accept any request made after the deadline.

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

(2) Entrance Examination (Oral)

Saturday, January 20 or Sunday, January 21, 2024 ※January 21 is a preliminary day

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

closed.

(3) Announcement of Results

10:00 a.m. on Monday, February 19, 2024 on the TUFS Website

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

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

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

[Doctoral Program in Japan Studies]

(1) Entrance Examination (Written)

Saturday, January 20, 2024

The written examination consists of the following Examination Subjects.

Applicants who are expected to graduate from the TUFS Master's Program in March 2024 are exempted from the written examination. However, applicants who are expected to graduate from the Recurrent Course in Japanese Language Education in the TUFS Master's Program are required to take the written examination.

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

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

*Applicants who wish to have their examination questions and responses in English instead of Japanese must contact the Admissions Office before 16:00 on Thursday, November 16, 2023. We will not accept any request made after the deadline.

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

(2) Entrance Examination (Oral)

Saturday, January 20 or Sunday, January 21, 2024 ※January 21 is a preliminary day

The oral examination is conducted based on the thesis and research proposal submitted.

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

(3) Announcement of Results

10:00 a.m. on Monday, February 19, 2024 on the TUFS Website

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

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

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

7. Entrance Procedure

(1) Period for the Entrance Procedure

By Friday, March 22, 2024

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

(2) Admission Fee

JPY 282,000

Please note that (1) applicants who have graduated from TUFS Master's Program within 6 months at the time of admission procedure, (2) successful applicants who are currently enrolled in the TUFS Master's Program, are expected to graduate in March 2024, and (3) recipients of the MEXT scholarship as of and after April 1,

2024 are exempted from the admission fee payment. Please note that successful applicants who were recipients of the MEXT scholarship at the time of application but who will lose their scholarship status as of April 1, 2024, or later are responsible for payment of the admission fee. Admission fee is not refundable once the entrance procedures are completed.

(3) **Additional Information**

- Details on the entrance procedure will be announced to each successful applicant.
- Successful applicants who were expected to graduate from a graduate school at the time of application but who fail to do so will not be allowed to matriculate even if they have completed the entrance procedure.
- The payment of JPY 267,900 tuition for the first half of one academic year is due in May. Another payment of JPY 267,900 for the second half is due in October.
- If the tuition is revised at the time of enrollment or during the academic year, the new tuition will be charged.
- Successful applicants are required to make a payment for the Personal Accident Insurance for Students Pursuing Education and Research (PAS) and other miscellaneous fees, in addition to the admission fee, during the entrance procedure.
- Successful applicants who will continue to work must submit a “Letter of Approval to be Enrolled in the TUFS Doctoral Program” issued by their employer in any form of paper during the entrance procedure.
- Successful applicants who need to obtain a student visa to enter and study in Japan must consult with the Student Exchange Division of TUFS immediately after they receive their Notice of Acceptance.
[Student Exchange Division] Tel: +81-(0)42-330-5184, E-mail: ryugakusei-kyouiku@tufs.ac.jp

8. Consultation for Mentally and/or Physically Challenged Applicants

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

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

(1) **Consultation Period**

By Monday, October 16, 2023

(2) **What to Submit**

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

[Necessary Information and Documents]

- ① Applicant’s name, age, and gender
- ② Applicant’s address, phone number, and E-mail address
- ③ Name of graduate school attended/attending, (expected) graduation date (year and month)
- ④ Type of Selection, Choice of Studies in the Doctoral Program and Examination Subject
- ⑤ Type and degree of disability or disorder
- ⑥ Care needed during the entrance examination
- ⑦ Care needed after being admitted to TUFS
- ⑧ Submit the following documents
 - Medical Certificate written by a doctor (original)
 - Copy of a handbook for the people with physical disabilities, etc.
 - Letter Pack Light (See the Details of “Letter Pack Light” on page 6)

9. Handling of Personal Information

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

- Information provided by the applicants is used for the purpose related to selection, admission, and enrollment.
- Information used in selection process such as test results can be used as data in a way that does not identify

an individual to improve education and selection process in this university.

- Information of successful applicants who have completed the entrance procedure is used for the purpose related to educational matters (e.g., creating a student registry), student affairs, and collecting tuitions.
- When information is used for purposes above, some part of business can be outsourced to outside companies (contractors). In such cases, we sign contract about proper handling of personal information with contractors and provide whole or part of personal information we have to contractors to the extent necessary for business outsourced.

10. Extension of Study Period for Working Adults

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

11. Precautions

- (1) **If the information submitted is detected to be false or does not include facts that must be presented to TUFS, we have all the right to cancel the applicant's matriculation even after they have completed the entrance procedure.**
- (2) If a successful applicant, after completing the entrance procedure, decides to decline their matriculation, they must submit a Request Form for Withdrawal from Enrollment (form provided) to the Admissions Office by Friday, March 29, 2024. If they fail to submit the request form by the deadline, they will be registered in our university system by TUFS, be required to pay tuition.
*The Request Form for Withdrawal from Enrollment can be provided by the Admissions Office.
- (3) If there is a lack in overall intake after the entrance procedure, we may select additional successful applicants or may conduct another selection.

[Reference]

■ Peace and Conflict Studies (PCS)

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

http://www.tufs.ac.jp/english/admission/degree/pg/doctor/doctoralprogram_October.html

1. Intake
Few (The number is included in the five intakes for October Admission of Doctoral Program in Global Studies.)
2. Admission Date
October 2024
3. Eligibility
Details will be announced on the above URL.
4. Application Procedure
 - (1) Application Period
From Monday, March 4, 2024 to Thursday, May 2, 2024
 - (2) How to Submit Your Application
Submit in person or by post.
The Admissions Office will accept your application in person weekdays during the abovementioned application period, during the hours of 10:00-12:00 and 13:00-16:00.
 - (3) Where to Submit Your Application
Admissions Office, Tokyo University of Foreign Studies
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN
5. Selection and Announcement of Results
 - (1) The selection will be made by comprehensively reviewing the content of the written and oral examinations. However, those who are expected to complete the master's course of this university in September 2024 will be exempted from the written examination. Details such as the examination time will be notified after the application is received.
 - (2) Announcement of Results
Late June 2024
The results will be posted on our website. .
6. Entrance Procedure
The period for the entrance procedure will be arranged flexibly with consideration for the successful applicants who are coming to Japan from overseas.

■ Joint Doctoral Program for Sustainability Research

<https://www.wt-jdpsr.jp/>

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

Contact Information

Admissions Office, Tokyo University of Foreign Studies

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

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

Office Hours: Monday to Friday, 9:00-12:00 and 13:00-17:00

(excluding national holidays and TUFS administrative summer and winter breaks)

E-mail: gao@tufs.ac.jp

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

Inquiry Form [JP]: <https://business.form-mailer.jp/fms/7f613c11123711>

