

Application Guideline for
The International Program in Economics and Management (IPEM)
Graduate School of Economics and Management, Tohoku University
2011 Academic Year
Master's Program

The International Program in Economics and Management (IPEM) is exclusively taught in English, and was developed as part of the Future Global Leadership Program conducted by Tohoku University. IPEM offers high quality learning and research opportunities for students who aspire to take on key international leadership roles in the areas of economics and management. IPEM widely welcomes applicants with such aspirations and excellent English ability, providing they have graduated, or expect to graduate, from a college or university. The degree of Master of Economics or Master of Management is conferred upon completion of the program.

1. Enrollment

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2. Application Qualification

Applicants must not hold Japanese nationality, and must meet or expect to meet at least one of the following requirements by September 30, 2011.

The applicant:

- (i) Has graduated from college or university.
- (ii) Has obtained a bachelor's degree according to Article 104, Paragraph 4 of the School Education Law of Japan (Law No.26/1947).
- (iii) Has completed, or is expected to complete 16 years of formal education outside of Japan.
- (iv) Has completed 16 years of distance education in Japan administered by an educational institution outside of Japan.
- (v) Has completed a course of study at a foreign country's educational institution in Japan that holds the status of a university within the education system of that country and that has been specially designated by the Ministry of Education, Culture, Sports, Science and Technology of Japan. (This applies only to programs with 16 years of formal foreign education abroad.)
- (vi) Has completed a specialized course, specially designated by the Minister of Education, Culture, Sports, Science and Technology of Japan, at a

specialized training college after the date of designation. (This applies only to programs with a minimum period to graduate of 4 years, and which satisfy additional standards set by the Minister of Education, Culture, Sports, Science and Technology of Japan.)

- (vii) Has been accredited by the Minister of Education, Culture, Sports, Science and Technology of Japan (Notification of the Ministry of Education No.5 / 1953).
- (viii) Has been enrolled in a university for 3 or more years, or has completed 15 years of school education in a foreign country, or has completed 15 years of school education in Japan by taking correspondence courses offered by schools outside Japan, or has completed a university education by taking courses designated by the Minister of Education, Culture, Sports, Science and Technology in an educational institution in Japan recognized as adopting the educational system of a foreign country and having the curriculum of that country (only when the person completing that education is regarded as having completed 15 years of that country's education), and is recognized by this Graduate School of Economics and Management as having obtained the necessary credits with excellent grades.
- (ix) Has been enrolled at a different graduate school according to Article 102 Paragraph 2 of the School Education Law of Japan and judged to have appropriate academic abilities to enter the Graduate School of Economics and Management at Tohoku University.
- (x) Has been recognized, through an individual screening process, to be equal or superior in scholastic attainments to a graduate from a Japanese university, and is at least 22 years old.

Note: Applicants eligible according to “2 Application Qualification No. (viii), (ix) or (x) should submit “3 Application Procedures (ix).”

3. Application Procedures

Use the prescribed printed forms that can be downloaded and printed from the school's website under “Admission.” Send all the necessary documents directly in one package except “(vi). Recommendation letters,” which can be sent directly from the recommenders to us.

The application documents must be written either in English or Japanese.

- (i) Application form and resume. Attach a 5cm×4cm color photograph taken within the last three months as indicated on the form.
- (ii) Official academic transcript from the college or university or other higher educational institution in a sealed envelope issued by the school. Submission is not necessary for graduates of this faculty.
- (iii) Certificate of (Prospective) Graduation. Applicants eligible according to “2 Application Qualification No. (ii)”: Submit the certificate of (expected) bachelor’s degree. Submission is not necessary for (expected) graduates of this faculty.
- (iv) Two letters of recommendation, one written by an academic advisor or equivalent and the other by the dean of the school. Recommendation letters should be sealed in an envelope by the references.
- (v) Research plan (1,000 words in English).
- (vi) TOEFL score.

Request that ETS send the TOEFL Official Score Report to us. The test must have been taken after March 1, 2009.

Our TOEFL Institution Code Number is 0232.

We require a TOEFL-iBT Score of no less than 79 or a TOEFL-PBT Score of no less than 550.

Any student who graduated from a university in a country in which English is an official language, such as the United Kingdom, the United States, Canada, Australia and New Zealand, or whose native language is English, may inquire in advance about the possibility of waiving the TOEFL requirement.

Contact: e-mail : ipem@econ.tohoku.ac.jp

- (vii) Application fees
30,000 yen
Submit a Japanese postal money order (Yuubin Futsu Kawase Shousho) and leave the recipient column blank, if you apply by mail.
Those residing outside of Japan, contact ipem@econ.tohoku.ac.jp in advance regarding the payment method.
- (viii) Certificate or other documents verifying the prospective scholarship (if applicable.)
- (ix) Application Qualification Form
Only applicants eligible according to “2 Application Qualification No. (viii), (ix) or (x)” may submit the Application Qualification Form by

one of the following periods. Download the necessary forms and detailed information from the school's website under "Admission – Application Qualification Form."

First Period: November 19—November 30, 2010

Second Period: December 1—December 28, 2010

Third Period: January 5—January 31, 2011

Fourth Period: February 1—February 28, 2011

- (x) Certification of Registered Items in the Foreign Resident Registration
Only applies to foreign applicants residing in Japan for more than 90 days: Submit a Certification of Registered Items in the Foreign Resident (Alien) Registration [Gaikokujin Touroku Genpyou Kisaijikou Shoumeisho].

4. Application Periods

First Application Period: January 5—January 21, 2011

The application documents must arrive no later than January 21, 2011.

Second Application Period: February 1—February 18, 2011

The application documents must arrive no later than February 18, 2011.

Third Application Period: March 1—March 18, 2011

The application documents must arrive no later than March 18, 2011.

Fourth Application Period: April 1—April 22, 2011

The application documents must arrive no later than April 22, 2011.

5. Application Mailing Address

Instruction Section, Graduate School of Economics and Management

Tohoku University

27-1, Kawauchi, Aoba-Ku, Sendai 980-8576 JAPAN

Send the application documents to the above address via registered mail, EMS, DHL or FEDEX. The application documents will not be returned to the applicant.

6. Screening

Screening of applications is performed, and a comprehensive judgment made, based on the submitted documents.

7. Admission Notification

The school will send an official notification of admission/rejection to each

applicant by email and postal mail by the following dates.

First Period: Beginning of March, 2011

Second Period: Beginning of April, 2011

Third Period: Middle of May, 2011

Fourth Period: Beginning of June, 2011

Those who were admitted and those who are on the candidates' list will be notified during the 1st to 3rd periods above. For the 4th period, only those who were admitted will be notified. Applicants on the candidates' list may receive the final result by the 4th period.

8. Fees and Tuition

Application fee: 30,000 yen

Admission fee: 282,000 yen (estimate)

Tuition: 267,900 yen/fall semester (535,800 yen/year) (estimates)

Note 1: In the event that the fees are revised at the time of admission, or while you are enrolled, the new fees will become effective from the date of the revision.

Note 2: Information about exemptions from admission and tuition fees, as well as payment extensions, will be sent together with the documents for admission after successful applicants have been announced.

9. Important Notes

- (i) Submitted documents cannot be changed or returned. The application fee cannot be refunded.
- (ii) The prescribed application forms must be downloaded from the school's website under "Admission."
- (iii) Incomplete applications will not be accepted.
- (iv) For information about the application procedures, contact ipem@econ.tohoku.ac.jp.

10. Privacy Policy on the Treatment of Personal Information

- (i) Tohoku University handles personal information in strict compliance with *the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies* and *the National University Corporation Tohoku University – Policy on the Protection of Personal Information* and takes all

- precautions to protect personal information.
- (ii) Personal information acquired through the application process, such as examination results, will be used for screening, the enrollment procedure, preparatory courses and follow-up surveys, as well as student support after enrollment (e.g. scholarships and tuition exemption, health care), academic guidance and the collection of tuition fees.
 - (iii) Tohoku University may outsource administrative work in educational affairs to third-party companies and provide them, depending on their needs, with personal information in compliance with *the National University Corporation Tohoku University – Policy on the Protection of Personal Information*.

November 2010

Instruction Section, Graduate School of Economics and Management
Tohoku University

27-1, Kawauchi, Aoba-Ku, Sendai 980-8576 JAPAN

Phone: +81-22-795-6265

URL: <http://www.econ.tohoku.ac.jp/econ/english/graduate/index.html>