

Application Guideline for
The International Program in Economics and Management (IPEM)
Graduate School of Economics and Management, Tohoku University
2011 Academic Year
Doctoral 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 completed or expect to complete a master's program. The degree of Doctor of Economics or Doctor 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 obtained a master's degree or professional degree.
- (ii) Has obtained a degree equivalent to a master's degree or professional degree at an educational institution outside of Japan.
- (iii) Has taken distance education in Japan administered by an educational institution outside of Japan, and has obtained a master's degree or a degree equivalent to a professional degree.
- (iv) Has completed a course of study at a foreign country's educational institution in Japan that holds the status of a graduate school program 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 ("educational institution having a graduate school program at a foreign country") and has obtained a master's degree or a degree equivalent to a professional degree.

- (v) Has been accredited by the Minister of Education, Culture, Sports, Science and Technology of Japan (Notification of the Ministry of Education No.118 / 1989).
 - Has graduated from university, and has engaged in research for no less than 2 years, and is recognized by this school, through such research outcomes, to be equal or superior in scholastic attainments to a holder of a master's degree or professional degree.
 - Has completed 16 years of school education in a foreign country, or has completed 16 years of school education in Japan by taking correspondence courses offered by schools outside Japan, and is recognized by this school, to be equal or superior in scholastic attainments to a holder of a master's degree or professional degree.
- (vi) Has been recognized, through an individual screening process, to be equal or superior in scholastic attainments to a holder of a master's degree or professional degree, and is at least 24 years old.

Note: Applicants eligible according to “2 Application Qualification No. (v) or (vi) should submit “3 Application Procedures (xi).”

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 “(viii). 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 graduate school or other higher educational institution in a sealed envelope issued by the school. Submission is not necessary for (expected) graduates of this school.
- (iii) Certificate of (Expected) Completion. Submission is not necessary for (expected) graduates of this school.
- (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) Three (3) copies of your master's thesis or an equivalent paper. If this thesis or paper is written in a language other than English, it should be

translated into English.

- (vi) Three (3) copies of the abstract of your master's thesis or equivalent paper (approximately 1,500 words in English).
- (vii) Three (3) copies of your research plan (approximately 3,000 words in English).
- (viii) 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 those 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

- (ix) 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.
- (x) Certificate or other documents verifying the prospective scholarship (if applicable.)
- (xi) Application Qualification Form
Only applicants eligible according to "2 Application Qualification No. (v) or (vi)" may submit the Application Qualification Form between January 5 (Wednesday) and January 28 (Friday), 2011. Download the necessary forms and detailed information from the school's website under "Admission – Application Qualification Form."
- (xii) 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. Consent of the Prospective Advisor

You should obtain consent to be your academic advisor from your prospective advisor in the event you pass the entrance screening.

Refer to the faculty section of our website at:

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

Inquiries about the e-mail address of your expected advisor can be made below.

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

5. Application Period

Friday, March 1, 2011 to Thursday, March 31, 2011. The application documents must arrive no later than March 31, 2011.

6. Application Mailing Address

Instruction Section, Graduate School of Economics and Management

Tohoku University

27-1, Kawauchi, Aoba-Ku, Sendai 980-8576 JAPAN, Phone: +81-22-795-6265

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.

7. Screening

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

8. Admission Notification

The school will send an official notification of admission/rejection to each applicant by email and postal mail on Tuesday, May 31, 2011.

9. 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.

10. 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.

11. 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*.

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