

**Tokyo University of Foreign Studies**

**Doctoral Program  
Graduate School of Global Studies**

**October 2024  
Admission Information**

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

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### Contact Information

Global Admissions Office (GAO), Tokyo University of Foreign Studies (TUFS)  
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN  
TEL: 042-330-5179 (within Japan) / +81-42-330-5179 (outside Japan)  
Office Hours: Monday to Friday, 10:00-12:00 and 13:00-16:00  
(excluding national holidays and TUFS administrative summer and winter breaks)

#### Contact

Access the link below or scan the QR code and send your inquiry.  
<https://business.form-mailer.jp/fms/5ba8b46f185266>



## 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 October admission, applicants will present their ability, aptitude, and passion for conducting research based on their thesis and research proposal and the results of the entrance examination (written exams and oral exams). Those who are interested in Peace and Conflict Studies and 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 are welcome to apply for October admission for the Doctoral Program in Global Studies.

### 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 more details regarding the Joint Doctoral Program for Sustainability Research, refer to the following website. <https://www.wt-jdpsr.jp/>

### 2. Eligibility

Applicants must meet one of the following conditions. Those who wish to apply for the Doctoral Program in Global Studies must also check 3. October Admission for the Doctoral Program in Global Studies.

- (1) Those who have obtained or are expected to obtain a master's or a professional degree by September 30, 2024
- (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 September 30, 2024 (Note 1)
- (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 September 30, 2024
- (4) Those who have obtained or are expected to obtain a degree equivalent to a master's or a professional degree by September 30, 2024 within Japan through correspondence courses offered by a foreign educational institution
- (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 September 30, 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)
- (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 September 30, 2024
- (7) Those designated as eligible by the MEXT (Note 2)
- (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 September 30, 2024 (Note 3)

(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)

(Note 2) “Those designated as eligible by the MEXT” are persons who meet one of the following conditions. See also, “Supplemental Information.” on page two.

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
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

(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 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 submit the following items to the Global Admissions Office (GAO) before Friday, April 5, 2024 and request for an individual eligibility check.

- 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)
- D) An academic paper that can be considered equivalent to a master's thesis
- E) Other documents requested by TUFS

#### 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](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 submit the following items to the Global Admissions Office (GAO) before Friday, April 5, 2024.
  - 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)
  - D) Document(s) presenting research achievements
  - E) Other documents requested by TUFS
- Those who would like to check their eligibility under Eligibility (7) or (8) must contact the GAO for an individual eligibility check. Note that the deadline of the individual eligibility check is Friday, April 5, 2024. It is highly recommended to contact the GAO well in advance.

### 3. October Admission for the Doctoral Program in Global Studies

Applicants for October Admission for the Doctoral Program in Global Studies must meet 2. Eligibility and one of the following conditions:

- ① Those who are applying for Peace and Conflict Studies (PCS). Professors in PCS are Prof. Yasuyuki Matsunaga, and Prof. Hideaki Shinoda and Prof. Tomonori Yoshizaki.
- 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 successfully obtained approval from their professors and submitted the abstract of their research proposal (with the name of the professor they wish to work with stated at the beginning of their proposal), as well as their academic background or work experience, and have therefore been designated as eligible as a result of an individual eligibility check by the dean of the Graduate School of Global Studies of TUFS.  
\*If you wish to apply for ③, please contact GAO before Thursday, April 25, 2024.
- ④ Those who are designated as eligible by the head of the Graduate School of Global Studies.

#### 4. Application Procedure

##### Precautions on Application Procedure

Applicants must follow instructions in preparing their application.
(1) Applicants must submit all of the required application documents as one packet to the Admissions Office of TUFS (refer to (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 of their choice and so on, once their applications have been accepted.
(3) Documents will not be returned once application has been accepted. Application fee is not refundable once application has been accepted.
(4) The various certificates indicated in (3)-1 Application Documents must be original issued by the graduate school an applicant attended/is attending or a true (certified) copy of the original issued by the graduate school or a public institution, such as an embassy or a notary public. <b>In cases where school-issued certificates are only available online</b> , then have the printouts certified and stamped or signed by your graduate school, or a public institution.
(5) In case the original certificates are issued in a language other than Japanese, English, you must attach a Japanese or an English translation. It is preferable to have verifications of translations issued by a public institution, such as an embassy, but they are still accepted if this is not the case. However, in that case refer to the information stated in 11. Precautions (1). <b><u>TUFS does not provide the service to verify translated documents.</u></b>
(6) 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. Bring or mail your original certificates to the Admissions Office.  <b>If you mail the original document</b> , please include a self-addressed envelope and affix sufficient stamps for Japanese registered post. You must write down a Japanese address on the self-addressed envelope, and the envelope must be big enough to contain all the documents. Make sure to attach a memo indicating your own or your representative's contact information (telephone number, etc.) in case we need to reach you regarding your request. The university will not be held responsible for any damage caused by loss of documents or delays in returning documents by post.  The Admissions Office will be accepting requests on weekdays, 10:00-12:00 and 13:00-16:00, from Monday, March 4, 2024 to Thursday, May 2, 2024. *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 when sending in other application documents at the same time and you need to have the original certificates returned, attach a memo indicating this.
(7) Applicants residing outside of Japan must have a representative residing in Japan (contact from the University will be made to the representative residing in Japan).
(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 2024 October Admission for the Doctoral Program and the Joint Doctoral Program for Sustainability Research.

Applicants must submit all the required application documents as one packet to the address indicated in (2) Where to Submit Your Application by the designated deadline. Application documents submitted as an e-mail attachment will not be accepted.

Please note that application documents, once submitted, will not be returned for any reason. Take utmost care in submitting your academic certificates. If you need to keep the original, you must submit a true copy of such certificates.

After the application is received, details such as the application number and examinee's guidelines will be notified by e-mail.

(1) Application Period

From Monday, March 4, 2024 to Thursday, May 2, 2024, excluding weekends and national holidays

- **Submit by Post \*Highly Recommended**  
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 packet must be delivered within the application period. Your application must arrive at the Admissions Office before the deadline.  
\*We strongly suggest you should arrange to have your application packet arrive at the Admissions Office before Wednesday, May 1, 2024.  
\*We will not accept any applications that arrive after Thursday May 2, 2024.
- **Submit in Person**  
Weekdays 10:00-12:00 and 13:00-16:00  
\*It takes some time to check your application, so please do not come too close to 16:00 on the last application period.  
\*We will not accept any applications from persons arriving at the Admissions Office after 16:00 on the last day of the application period.

(2) Where to Submit Your Application

Admissions Office, Tokyo University of Foreign Studies  
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN  
+81-(0)42-330-5179

(3)-1 Application Documents

Prepare the following application documents. Items 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 (4), (5), and (6) on the previous page when preparing certificates.

	Documents	Details
<input type="checkbox"/>	★ Application Form	<ul style="list-style-type: none"> <li>- Applicants must choose one Studies. They are not allowed to apply for multiple Studies within the TUFS Doctoral Program.</li> <li>- Paste a photograph (4cm long by 3cm wide, upper body, face front, no hat, and taken within three months before the application). Also write your name on the back of the photographs.</li> <li>- Do not edit your photograph. The person in the picture should look the same as the person who appears in the examination.</li> </ul>
<input type="checkbox"/>	Photograph	<ul style="list-style-type: none"> <li>- Provide one identical photographs.</li> <li>*Write your name on the back of the photographs.</li> </ul>

	<input type="checkbox"/> Application Fee (JPY 30,000)	<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 the TUFs Master's Program, are expected to graduate in September 2024, and wish to continue to the Doctoral Program, as well as (3) recipients of the MEXT scholarship as of May 2, 2024 are exempted from the application fee payment.</p> <p>&lt;Payment within Japan&gt; Make a payment by credit card. Access the TUFs e-apply website (<a href="http://e-apply.jp/e/tufs-admission">http://e-apply.jp/e/tufs-admission</a>). Choose "October Admission – Doctoral Program 30,000yen" 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>&lt;Payment from outside Japan&gt; Payment through Flywire Access to <a href="https://www.flywire.com/pay/tufs/">https://www.flywire.com/pay/tufs/</a> -Flywire is a system that allows easy payments from overseas eliminating operational obstacles of international transfers. -Be sure to check "Payment through Flywire". <a href="http://www.tufs.ac.jp/documents/admission/pg/Payment%20through%20Flywire%20DC10.pdf">http://www.tufs.ac.jp/documents/admission/pg/Payment through Flywire DC10.pdf</a></p> <p>*In any of the payment methods, <b><u>the handling charge for payment must be borne by applicants.</u></b> Please note that an application cannot be accepted if the amount received is below the Application Fee. *<b><u>In case a representative is making a payment on behalf of an applicant, make sure to complete the transaction under the applicant's name.</u></b></p>
	<input type="checkbox"/> Proof of MEXT Scholarship (If applicable)	<p>Recipients of the MEXT scholarship as of May 2, 2024 must submit an original certificate that confirms the receipt of the MEXT scholarship.</p>
	<input type="checkbox"/> Research Proposal (1 copy)	<p>No. of copies of Research Proposal to be submitted: 1 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. Page numbers should be assigned, including the cover page. Binding is not required. Submit with paper clips or something similar. 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. *For those applying for PCS, download the "★Research Proposal Form" from our website. Write your research proposal in English within fifteen pages (maximum 4,500 words).</p>
Certificate	<input type="checkbox"/> Transcript	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Applicants who have attended/transferred to another or multiple schools as a regular degree student must <u>submit transcripts from all of them.</u></li> </ul>

<input type="checkbox"/>	Certificate of (Expected) Graduation (Those applying under Eligibility (2) must refer to 5. Alternative to Certificate of (Expected) Graduation on page 9	<ul style="list-style-type: none"> <li>- <b>Applicants who have graduated from a graduate school in China</b> must submit 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 China. *Applicants who are expected to graduate from a graduate school in China must submit a Certificate of Expected Graduation issued by the graduate school in which they are currently enrolled.</li> <li>- <b><u>Applicants who have already graduated from a graduate school</u></b> must arrange with their school to submit <u>a Certificate of Graduation on which the name of the degree awarded is written.</u></li> <li>- Check “Certificate of Degree” below.</li> </ul>
<input type="checkbox"/>	Certificate of Degree	<ul style="list-style-type: none"> <li>- For those who have already graduated from a graduate school, 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.</li> </ul>
<b>Those applying for PCS must also submit the following documents:</b>		
<input type="checkbox"/>	★ Personal Statement (1 copy)	Download the “Personal Statement Form” from our website. Write your personal statement in English within three pages (maximum 1,000 words). Describe your academic, professional, and relevant personal experience related to PCS, the reason why you wish to study in Japan and in TUFS, and your plans after graduation. Be concrete and detailed.



<input type="checkbox"/>	Evidence of English Proficiency (TOEFL, IELTS, TOEIC, or Cambridge English)	<p>Applicants whose native language is not English are required to submit an official TOEFL, IELTS, TOEIC (Listening &amp; Reading), or Cambridge English score. Please take the test if you haven't taken it within the last two years deadline and/or <b>arrange the test score to arrive at TUFs before the application deadline.</b></p> <p><u>Native speakers of English and non-native speakers of English who have obtained or are expected to obtain a degree from an English-based degree program at an institution of higher education (a university or higher) are not required to submit a test score. However, it must be clearly stated on a transcript, a certificate of (expected) graduation, or a separate certificate issued by the attended institution that the medium of instruction is/was entirely English for the said program.</u></p> <p>&lt;How to Submit Your English Test Score to TUFs&gt;</p> <p><b>TOEFL</b></p> <p>Arrange with the TOEFL center to send your "Official Score Report" directly to the TUFs Admissions Office. (Institution Code: 3059)  Note: TOEFL ITP score and TOEFL Examinee Score Report are not acceptable.</p> <p><b>IELTS</b> (Academic Module)</p> <p>There are two ways to send your score. Choose one.  (1) Arrange with the IELTS center to send your "Test Report Form" directly to the TUFs Admissions Office (TUFs is listed in IELTS organizations); or  (2) Arrange with the IELTS center to send your "Test Report Form" to you and include it in your application packet.</p> <p><b>TOEIC (Listening &amp; Reading)</b></p> <p>The TOEIC center sends an "Official Score Certificate" only to test takers. Receive your score and include it in your application packet.</p> <p>*We do not accept a printout from a website, a copy of the original test score, or any document that is not official.</p> <p><b>Cambridge English</b></p> <p>There are two ways to send your score. Choose one.  (1) Arrange with the Cambridge Assessment English to send your "certifying statement" directly to our Admissions Office. Our address is "3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534 JAPAN" or  (2) Arrange with the Cambridge Assessment English to send your "certifying statement" to you. Receive your statement, do NOT open the envelope, and include it in your application packet.</p>
<input type="checkbox"/>	Two Letters of Recommendation	Download the "★Letter of Recommendation – Cover Letter Form (1) and (2)" from our website. <u>At least one letter must be written by a current or former academic professor.</u> Respondents must complete a cover letter using the provided form and prepare a letter of recommendation on a separate sheet. They must sign by hand or stamp the letter of recommendation, enclose both the cover letter and the letter of recommendation in an envelope, seal the envelope, and sign across the seal. We do not accept e-signatures. They can either (1) return the envelope to the applicant or (2) forward the envelope to the TUFs Admissions Office via mail.

<input type="checkbox"/>	Proof of Citizenship or Proof of Residence in Japan	<p>&lt;International Applicants Residing Outside Japan&gt; A copy of your passport (the page(s) that show your photo, name, and passport number). Contact the GAO in advance if you do not have a passport.</p> <p>&lt;International Applicants Residing in Japan&gt; A copy of your residence (<i>Zairyu</i>) card (both sides)</p> <p>&lt;Japanese Nationals&gt; No need to submit any document.</p>
<input type="checkbox"/>	Copy of One Academic or Professional Publication (Optional)	<p>Submission is optional. You can submit one publication if you have conducted research in the field of PCS and have published an academic or a professional paper.</p> <p>In case the publication is written in a language other than English, you must attach an English translation or abstract of the original.</p>
<input type="checkbox"/>	★ Application Checklist	<p>Download the “Application Checklist” from our website. When all the items are ready and checked, sign the Checklist by hand, and fill out the date. Include it in your application packet.</p> <p>*Note that we do not accept incomplete applications even if everything is marked in the Checklist.</p>

(3)-2 Applicants Who Have Graduated from a Graduate School in China (excluding Hong Kong, Macao and Taiwan)

Applicants who have graduated from a graduate school in China (excluding Hong Kong, Macao and Taiwan) must prepare certificates according to the following instructions.

	Documents	Details
<input type="checkbox"/>	Online Verification Report of China Higher Education Qualification Certificate (Required)	<p>[If obtaining the Report from the 中国高等教育学生信息网 (CHSI) website in China] Submit a printout of an English version of the “Online Verification Report of China Higher Education Qualification Certificate (HEQC)”.</p> <p>[If obtaining the Report from the CHSI Japan Office] Submit an original English version of the Verification Report of HEQC. *No need to submit the Certificate of Graduation issued by your graduate school.</p>
<input type="checkbox"/>	Transcript	<p>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.</p> <p>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.</p>
<input type="checkbox"/>	Certificate of Degree	<p>Submit a Certificate issued by the graduate school you have graduated from. *For submitting a Certificate of Degree, please follow the process for authentication by TUFS, indicated on page 3 (6).</p>

(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) All documents 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 教育部学位与研究生教育发展中心 (CDGDC). In such cases, applicants must contact Admissions Office for further instructions. (In any case, the original certificate issued by the graduate school where an applicant graduated will be required.)

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

(4) Submission of a Thesis (All applicants)

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

From Monday, March 4, 2024 to Friday, May 17, 2024, excluding weekends and national holidays (Weekdays 10:00-12:00 and 13:00-16:00)

② Where to Submit Your Thesis

Refer to “(2) Where to Submit Your Application.”

Thesis (1 copy)	<p>One copy of one (or more) major thesis whose length and quality should be equivalent to a master’s thesis</p> <p>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.</p> <p>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. Submit with paper clips or something similar.</p> <p>*Page numbers should be assigned, including the cover page.</p> <p>*Binding is not required. Submit with paper clips or something similar.</p> <p>*Those applying for PCS must submit a thesis written in English. In case the thesis is written in a language other than English, you must attach an English translation or abstract of the original.</p> <p><b><u>Alternation of or addition to the thesis will not be allowed once it is submitted.</u></b></p>
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5. [For those applying under Eligibility (2)] Alternative to Certificate of (Expected) Graduation

Prepare the following documents instead of the Certificate of (Expected) Graduation.

	Required Documents
Applicants who have obtained a master’s degree	Copy of a diploma or certificate of graduation
Applicants who are expected to obtain a master’s degree (Note 1)	A certificate issued 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 indicating that the applicant has applied for a master’s degree 学位授与申請受理証明書

(Note 1) Persons who are expected to obtain a master’s degree and who have passed the entrance examination for the Graduate School of TUFS but who fail to apply for or obtain a master’s degree must immediately report this to TUFS. Those who fail to apply for or obtain a master’s degree will lose their eligibility for admission and will not be allowed to matriculate.

[Contact Address] Admissions Office, Tokyo University of Foreign Studies

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

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

Office hours: 10:00-12:00 and 13:00-16:00, Monday through Friday (excluding weekends and national holidays)

6. Selection

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

(1) Entrance Examination (Written)

**Examination Date : Saturday, June 8, 2024**

Applicants must take the written exam at TUFS. For applicants who reside outside of Japan, the exam will be conducted through an internet video call.

Applicants who are expected to graduate from the TUFS master’s program in September 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, and who are expected to graduate from the Recurrent Course in Japanese Language Education, are not exempted from the written examination.

\*Applicants who wish to have their examination questions and responses in English instead of Japanese must check the Applicable section of the application form at applying.

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 (3), the application fee will not be refunded.

(2) Entrance Examination (Oral)

**Examination Date : Saturday, June 8, 2024**

The oral examination will be conducted based on the submitted thesis and research proposal. For applicants who reside outside Japan, the exam will be conducted through an internet video call.

(3) Announcement of Results

**10:00 a.m. on Monday, June 24, 2024 on the TUFS website**

Application Numbers of successful applicants will be posted on our website.

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

## 7. Entrance Procedure

(1) Period for the Entrance Procedure

Late July 2024

Details will be provided to successful applicants after the Announcement of Results. Successful applicants who fail to complete the entrance procedure during the designated period will not be allowed to matriculate.

Successful applicants who reside outside Japan and cannot complete the entrance procedure in Japan during the designated period must submit a Pledge of Entrance by Monday, July 22, 2024, to promise their matriculation.

(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 September 2024, and will continue to the Doctoral Program, as well as (3) recipients of the MEXT scholarship as of and after October 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 October 1, 2024, or later are responsible for payment of the admission fee.

(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 is due in October, and the same amount due in May.
- 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 or be enrolled in another school must submit a "Letter of Approval to be enrolled in the TUFS Doctoral Program" issued by their employer or school president 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 with 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 **contact GAO**.

In case an applicant has become in need of such care after the deadline, contact the Admissions Office immediately. (See "Contact Information" on the page of Table of Contents.)

(1) Consultation Period

Until Friday, April 5, 2024

(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, or 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 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 TUFSS
- ⑧ Submit the following documents
  - Medical Certificate written by a doctor
  - Copy of a handbook for the people with physical disabilities, etc.

## 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 TUFSS 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 TUFSS, 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 Monday, September 30, 2024. If they fail to submit the request form by the deadline, they will be registered in our university system by TUFSS, be required to pay tuition, and may be penalized. \*The Request Form for Withdrawal from Enrollment can be provided by the Admissions Office.