

# Hitotsubashi University Graduate School Research Student Application Guidelines

Applicants seeking to enter Hitotsubashi University Graduate School as Privately Financed Research Students (Research Students) should apply via the following procedures. Admissions will be approved following a selection process, provided there are no obstacles at the graduate school concerned.

## 1. Admission Requirements

Applicants must fulfill either of the following requirements:

- (1) Have completed or be expected to complete 16 years of school education in a foreign country by the time of admission to the University.
- (2) Have received a degree equivalent to a bachelor's degree from a foreign university, or be due to receive a bachelor's degree by the time of admission to the university, or be recognized by the graduate school as having academic ability equivalent or superior to a bachelor's degree.

Note: These guidelines do not apply to applicants who wish to enroll as Japanese Government (MEXT) Scholarship students. Refer to [MEXT Scholarship Students](#) for details.

## 2. Applicant Types and Notes

Applicants must select one of the following Applicant types that apply to them.

### (1) Applicant types

1. Those engaged in independent research as a researcher at a foreign university or foreign research institution.
2. Those whose admission has been requested by a foreign university or foreign research institution and who are recognized as particularly suitable for the graduate school concerned at Hitotsubashi University.
3. Those whose admission has been requested by a foreign government or equivalent foreign public organization and who are receiving a scholarship from a public institution, or who will clearly receive a scholarship by the time of the admission process.
4. Those whose admission is requested by foreign universities that have exchange agreements with Hitotsubashi University.\*
5. Those who have passed or are expected to pass the Interchange Association examination held by the Japan-Taiwan Exchange Association for the applicable fiscal year.
6. Those whose admission is requested by the Japanese Government or equivalent Japanese public organization (including the Japan International Cooperation Agency and the Japan International Cooperation Center), and who are recognized as particularly suitable for the graduate school concerned.
7. Among those who have been awarded a master's degree in the master's course of this graduate school or those who have been enrolled in the doctoral course of this graduate school for at least

three years (two years for those who have completed the course of the law school), have earned the prescribed subjects and credits, and have passed the examination for the thesis for earning doctoral degree credits, those who are recognized as particularly suitable by the graduate school concerned.

\*For Type 4, applicants to whom the clause on mutual non-collection of tuition and other fees in a student exchange agreement applies are not eligible for this application. Those who wish to participate in an exchange program should contact the international relations department of their university.

## (2) Notes

Applicants must agree to all of the following points before submitting their applications.

- i. In principle, the research period for international research students is two years or less.
- ii. A student cannot receive a degree as a result of being a foreign research student.
- iii. To enter a master's program, professional degree program, or doctoral program, students must pass a separate entrance examination for graduate school.
- iv. If the documents, materials, or information provided to the university at the time of application include any forgery, misrepresentation, plagiarism, etc., this will be deemed to constitute fraud and the screening results may be invalidated.
- v. The examination fee and documents, materials, etc. submitted will not be returned.
- vi. It is the responsibility of the applicant to confirm any restrictions on enrollment of research students at the graduate school before applying.
- vii. For Types 2, 6 and 7 in 2. (1) above, it is the applicant's responsibility to obtain the informal consent of the faculty member(s) that he/she wishes to provide research guidance before applying.
- viii. For Types 1, 2, 3, and 4 in 2. (1) above, applicants must be enrolled or employed at a foreign university or research institution at the time of application.

## 3. Application Procedures

### (1) Application period and submission address

- Application period

For April 2025 admission: from Friday, October 25, 2024 to Thursday, October 31, 2024 (JST)

For September 2025 admission: From Monday, April 14, 2025 to

Friday, April 18, 2025 (JST)

Notes:

- i. The application must reach, Educational Affairs Division, Hitotsubashi University no later than the due date.
  - ii. Applicants who wish to apply for an exceptional admission period must confirm their eligibility with Educational Affairs Division, Hitotsubashi University at least four months prior to the desired admission period and submit the application documents at least three months prior to the desired admission period.
- Submission Address  
Applicants must submit the application documents specified in 3. (2) to the address below by registered mail, EMS, DHL, etc.  
Address:  
Study Abroad Section (Inbound), Educational Affairs Division,  
Hitotsubashi University  
2-1 Naka, Kunitachi, Tokyo 186-8601, Japan

(2) Application Documents

- The application documents should be clipped together, not stapled.
- All documents must be originals issued within the last three months, unless otherwise specified.

Documents needed for all applicants:

- i. Application form set (fill out the form provided to those eligible to apply).
- ii. Study Program at Hitotsubashi University  
Free format. Write a specific and detailed description (about 2,000 characters in Japanese) of the content of your studies and research to date, and your future research plans.
- iii. Certificate of graduation from the university (bachelor's program) from which the applicant graduated.  
If the applicant is still enrolled in a bachelor's course, a certificate of expected graduation or a certificate of enrollment (state the expected year and month of graduation).
- iv. Latest academic transcripts from the most recent university attended by the applicant (not required for Type 1).
- v. A copy of the score of an official language test (TOEFL, TOEIC, IELTS, Japanese Language Proficiency Test, etc.) that indicates Japanese or English proficiency (if available; must be issued within the last two years).
- vi. Proof of payment of the examination fee (JPY 9,800). Note: Not required for Type 4. Refer to 3. (3) for details.

Documents needed for specific applicant types:

For Type 1

- A certificate of employment, verifying the applicant's identity and current position.  
Note: in Japanese or English, issued by the foreign university or foreign research institution concerned.
- Documents verifying that the applicant is conducting independent research as a researcher.  
Note: The applicant should use his/her own judgment as to what materials to submit.

For Types 2 and 4

- Letter of recommendation addressed to the President of the University.  
Notes:
  - i. Must be prepared by a foreign university or research institute.
  - ii. If prepared by a university, the document must be prepared by the Dean of the Graduate School or above, with his/her signature and the university seal.

For Types 2, 6 and 7

- Letter or document that proves that the proposed supervisor has given informal consent.

For Type 3

- Letter of recommendation addressed to the President of the University issued by the government of the applicant's country or an equivalent organization, in Japanese or English.

For Types 3 and 6

- Documentation of (planned) scholarship receipt issued by the scholarship granting institution.

For Type 5

- Copy of the notification of acceptance.

For Type 7

- Certificate of Completion (master course) or Certificate of Course Credit Acquisition (doctoral course)

For applicants who have completed their university education and have a research history

- Certificate of research engagement  
Note: Proof of research theme, number of years, etc.

(3) Examination Fee

Amount: JPY 9,800

Note: Not required for Type 4.

Please make sure to complete the payment of the application fee in accordance with the instructions on the "Fee for the graduate school entrance examination" on the university's website, and attach the appropriate proof of payment to the application documents.

(Fee for the graduate school entrance examination)

For applicants residing outside Japan

Complete the payment by credit card through the above-mentioned payment website. After payment, please print out the proof of payment (the “Result” page) from the confirmation of the application inquiry on the above website and attach it to the application documents.

Notes:

- i. You will be responsible for any transaction fees on the payment.
- ii. For more information about the payment procedures on the examination fee payment site, please check the FAQs on the site before contacting the E-Service Support Center if necessary.

For reference

(a) Admission fee: JPY 84,600

Note: Not required for applicants applying under Type 4.

(b) Tuition: JPY 29,700 per month

The student fees (admission and tuition fees) are subject to change.

**4. Notification of Selection Results**

Successful applicants will receive a notification from the graduate school concerned, along with information on the admissions procedures.

**5. Privacy Policy**

Hitotsubashi University handles personal information appropriately in accordance with the Act on the Protection of Personal Information.

1. Personal information obtained in the application process will be used for the following purposes: (1) selection of applicants (application processing and selection), (2) announcement of successful applicants, and (3) admission procedures.
2. Information such as test scores used in the selection of applicants may be used for educational guidance after admission and for the preparation of materials for consideration of future methods of selecting applicants.
3. When using information for the purposes described in 1 and 2 above, some operations may be performed by a contractor engaged by Hitotsubashi University to perform the relevant operations. In this case, all or part of the personal information obtained will be provided to the contractor to the extent necessary for the contractor to perform the relevant work.
4. For admitted students only, personal information pertaining to prospective students obtained at the time of application will be used

for the following purposes: (1) academic affairs (student registration, educational guidance, etc.), (2) student support (health management, career and employment support, tuition exemption, scholarship application, etc.), (3) tuition fee collection, (4) promotion of research and education, and (5) other purposes as specified in the “Handling of personal data” section of the University's website (<https://www.hit-u.ac.jp/eng/pi/privacypolicy.html>).

## **6. Contact for Application**

The Educational Affairs Division

Hitotsubashi University

2-1 Naka, Kunitachi, Tokyo 186-8601, Japan

E-mail: edu-gs.g3@ad.hit-u.ac.jp